

SAN LUIS OBISPO COUNTY  
COMMUNITY COLLEGE DISTRICT

# CATALOG

2023-2024





## SECTION 1A

SAN LUIS OBISPO COUNTY  
COMMUNITY COLLEGE DISTRICT2023-2024  
CUESTA COLLEGE CATALOG**San Luis Obispo Campus**

Highway 1  
San Luis Obispo, CA 93403-8106  
(805) 546-3100

**North County Campus**

2800 Buena Vista Dr.  
Paso Robles, CA 93446  
(805) 591-6200

**South County Center  
at Arroyo Grande High School**

Office in Room 913  
Corner of Orchard St.  
and W. Cherry Ave.  
Arroyo Grande, CA 93420  
(805) 474-3913



**San Luis Obispo County Community College District**

PO Box 8106, San Luis Obispo, CA 93403-8106

(805) 546-3100

<https://www.cuesta.edu>

**Accredited by**

Accrediting Commission for Community and Junior Colleges  
of the Western Association of Schools and Colleges

331 J St., Suite 200  
Sacramento, CA 95814  
(415) 506-0234

An institutional accrediting body recognized by the  
Council for Higher Education Accreditation and the U.S. Department of Education

The Licensed Vocational Nursing Program is approved by the  
Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov))  
and by the California Community Colleges Chancellor's Office

The Associate Degree Registered Nursing program is approved by the  
California Board of Registered Nursing (BRN, [www.rn.ca.gov](http://www.rn.ca.gov))  
and by the California Community Colleges Chancellor's Office

The Psychiatric Technician program is approved by the  
Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov))  
and by the California Community Colleges Chancellor's Office

The Cuesta College Paramedic Program is accredited by the  
Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org))  
and approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional  
(CoAEMSP, [www.coaemsp.org](http://www.coaemsp.org))  
and by the California Community Colleges Chancellor's Office

The Automotive Technology Program is accredited by the  
Automotive Service Excellence Education Foundation (<https://www.aseeducationfoundation.org>)

---

**Disclaimer**

Cuesta College has made every reasonable effort to determine that everything stated in the catalog is accurate. Catalog information, together with other matters contained herein, are subject to change without notice by the administration of Cuesta College for reasons related to student enrollment, level of financial support, or for any other reason at the discretion of the college. The college further reserves the right to add, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

The Board of Trustees of the San Luis Obispo County Community College District affirms that no person shall, on the basis of race, color, religious beliefs, gender, gender identity, gender expression, national origin, ethnicity, age, mental or physical disabilities, pregnancy, veteran status, genetic information, ancestry, sexual orientation, marital status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics be unlawfully subject to discrimination under any program or activity of the San Luis Obispo County Community College District, and that the lack of English language skills shall not be a barrier to admission to, and participation in, vocational education programs and services of the San Luis Obispo County Community College District.

El Patronato del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo afirma que ninguna persona será ilegalmente sujeta a discriminación, en base a raza, color, creencia religiosa, género, identidad de género, expresión de género, nacionalidad, etnicidad, edad, incapacidad mental o física, estado de embarazo, posición de veterano, información genética, orientación sexual, estado matrimonial, o por el percibimiento de poseer alguna de estas características, o por su asociación con una persona o grupo con alguna(s) de estas características o características percibidas, bajo cualquier programa o actividad del Distrito de la Universidad Comunitaria del Condado de San Luis Obispo, y que la falta de conocimiento del idioma inglés no será un obstáculo para ser admitido y para participar en los programas y servicios educativos vocacionales del Distrito de la Universidad del Condado de San Luis Obispo.



# TABLE OF CONTENTS

President's Message	Sec. 1A, 4
Board of Trustees	Sec. 1A, 5
Administration	Sec. 1A, 5
2023-2024 Academic Calendar	Sec. 1A, 6
College History	Sec. 1A, 7
College Mission Statement	Sec. 1A, 7
San Luis Obispo County Community College District Code of Ethics	Sec. 1A, 7
Institutional Goals and Objectives	Sec. 1A, 8
Accreditation	Sec. 1A, 9
Institutional Student Learning Outcomes	Sec. 1A, 9
<b>STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS</b>	
Student Equity and Achievement Program	Sec. 1B, 1
Admissions & Registration	Sec. 1B, 1
Placement	Sec. 1B, 4
Athletics	Sec. 1B, 4
Bookstore	Sec. 1B, 5
CalWORKs	Sec. 1B, 5
Campus Police	Sec. 1B, 6
Career Connections (Job Placement)	Sec. 1B, 6
Children's Centers	Sec. 1B, 7
Community Programs	Sec. 1B, 7
Work Experience	Sec. 1B, 7
CARE	Sec. 1B, 7
Counseling Services	Sec. 1B, 8
Cuesta Promise	Sec. 1B, 9
Disabled Student Programs and Services (DSPS)	Sec. 1B, 10
Extended Opportunity Programs and Services (EOPS)	Sec. 1B, 11
Financial Aid	Sec. 1B, 11
Institute for Professional Development	Sec. 1B, 17
LGBTQIA+	Sec. 1B, 17
Libraries	Sec. 1B, 18
Monarch Center/Centros Monarca	Sec. 1B, 18
Continuing Education Noncredit Courses (Adult Education)	Sec. 1B, 18
Online Services and Distance Education	Sec. 1B, 18
Prerequisites/Corequisites	Sec. 1B, 19
Student Health Services	Sec. 1B, 20
Student Life and Leadership	Sec. 1B, 20
Student Success Centers	Sec. 1B, 21
Transfer Services	Sec. 1B, 22
Veterans' Services	Sec. 1B, 23
<b>COLLEGE POLICIES, RULES AND REGULATIONS</b>	
Academic Freedom	Sec. 1C, 1
Academic Probation and Dismissal	Sec. 1C, 2
Academic Renewal Without Course Repetition	Sec. 1C, 3
Attendance	Sec. 1C, 4
Open Enrollment	Sec. 1C, 4
Course Load	Sec. 1C, 4
Course Repetition Policy	Sec. 1C, 4
Education Tax Credit Information	Sec. 1C, 5
Enrollment Priorities	Sec. 1C, 5
Fees	Sec. 1C, 7
Refunds for Dropped Courses	Sec. 1C, 10
FERPA	Sec. 1C, 10
Final Examinations	Sec. 1C, 11
Grading Policies	Sec. 1C, 11
Academic Honesty	Sec. 1C, 14
Computer And Network Use Policy	Sec. 1C, 14

Library Fines	Sec. 1C, 14
Maintenance Allowance for Students From Modoc and Mono Counties	Sec. 1C, 15
Nondiscrimination	Sec. 1C, 15
Registration Policy	Sec. 1C, 15
Remedial Course Work Limitation	Sec. 1C, 17
Academic Honors & Service Recognition	Sec. 1C, 18
Service Animals	Sec. 1C, 18
Prohibition of Sexual Harassment under Title IX	Sec. 1C, 18
Responding to Harassment Based on Sex under Title IX	Sec. 1C, 19
Sexual Assaults and Other Assaults on Campus	Sec. 1C, 26
Prohibition of Harassment	Sec. 1C, 26
Smoking and Tobacco Use on Campus	Sec. 1C, 27
Solomon Amendment	Sec. 1C, 28
Speech, Time, Place, and Manner	Sec. 1C, 29
Student Code of Conduct	Sec. 1C, 29
Authority of Instructor	Sec. 1C, 31
Students in the Associate Degree Nursing Program Code of Conduct	Sec. 1C, 31
Student Discipline	Sec. 1C, 31
Student Complaint Process	Sec. 1C, 35
Discrimination and Harassment Investigations	Sec. 1C, 35
Student Complaint Resolution	Sec. 1C, 36
Student Equity and Achievement Program	Sec. 1C, 38
Transcripts to and from Cuesta College	Sec. 1C, 39
Voter Registration	Sec. 1C, 39
Withholding of Student Records	Sec. 1C, 39
<b>DEGREES, CERTIFICATES AND TRANSFER PLANNING</b>	
Associate Degrees and Certificates	Sec. 2A, 1
Catalog Rights	Sec. 2A, 1
Residency Credit Requirements For Degree, Certificate, GE Certification and Application of Alternative Education Credit	Sec. 2A, 1
Requirements For the Associate Degree	Sec. 2A, 1
Associate Degrees for Transfer (ADT)	Sec. 2A, 2
Cuesta General Education	Sec. 2A, 2
Diversity and Health Requirements	Sec. 2A, 3
Career and Vocational Programs	Sec. 2A, 7
Evaluations, Substitutions, Waivers and Appeals	Sec. 2A, 7
Credit for Alternative Education	Sec. 2A, 8
Credit for Prior Learning	Sec. 2A, 8
Advanced Placement Credit	Sec. 2A, 10
Credits Not Accepted Toward Degree/Certificates/Certification	Sec. 2A, 10
Transfer to the California State University (CSU) System	Sec. 2A, 11
Transfer to the University of California (UC) System	Sec. 2A, 16
Advanced Placement Policy	Sec. 2A, 25
Policy for International Baccalaureate (IB) Exams	Sec. 2A, 29
CLEP (College Level Exam Program)	Sec. 2A, 31
<b>ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS</b>	
Degrees and Certificate Information Sheets - Credit	Sec. 2B
Certificate Information - Noncredit	Sec. 2C
<b>COURSES OF INSTRUCTION</b>	
Courses of Instruction - Credit	Sec. 3A
Courses of Instruction - Noncredit	Sec. 3B
<b>FACULTY AND ADMINISTRATION</b>	
Faculty and Administration	Sec. 4, 1
<b>INDEX</b>	
A to Z	Sec. 4, 21
Maps	Sec. 4, 26

# CUESTA COLLEGE

## SUPERINTENDENT/PRESIDENT'S MESSAGE

I'm so glad you have chosen Cuesta College for your educational journey! Cuesta has a proud history of excellence, and our Promise makes the first two years fee-free for local graduates. The transfer preparation you will receive here is unparalleled, propelling you to success at the university of your choice and the career technical education programs will launch you into your desired occupation with skills aligned with today's workforce needs. Cuesta College also has short non-credit courses designed to quickly prepare students for jobs in local industry. Whichever path is right for you, the Cuesta College team is here to provide support every step of the way.

Your educational success starts here!



Jill Stearns, Ph.D.

Superintendent/President

## BOARD OF TRUSTEES



**MARY STROBRIDGE**

District 5  
Trustee Board President  
Elected to Office: 2016  
Current Term: 2020-2024



**PATRICK MULLEN**

District 3  
Trustee Board Vice President  
Elected to Office: 2006  
Current Term: 2022-2026



**DANNA STROUD**

District 1  
Trustee  
Elected to Office: 2020  
Current Term: 2020-2024



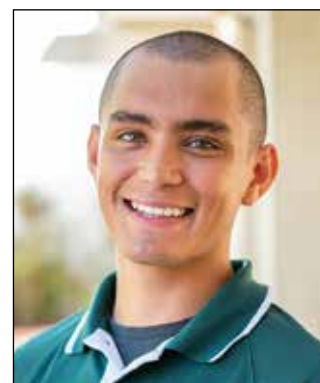
**DEBRA STAKES**

District 2  
Trustee  
Elected to Office: 2020  
Current Term: 2020-2024



**PETE SYSAK**

District 4  
Trustee  
Elected to Office: 2014  
Current Term: 2022-2026



**DARIUS  
ROGNESS-JONES**

Student Trustee  
Term: 2022-2023  
Academic Year

## ADMINISTRATION

---

**Dr. Jill Stearns**, Superintendent/President

**Daniel Troy**, Assistant Superintendent/Vice President, Administrative Services

**Dr. Jason Curtis**, Assistant Superintendent/Vice President, Instruction

**Dr. Elizabeth Coria**, Assistant Superintendent/Vice President, Student Success and Support Programs

**Melissa Richerson**, Vice President of Human Resources and Labor Relations

**Aubrey Kuan Roderick**, Dean of Instruction

**Dr. Erin Naegle**, Dean of Instruction

**Mozell Person**, Dean of Instruction

**Dr. Oscar Ramos**, Dean of Instruction

**Dr. Ryan Cartnal**, Executive Director Institutional Effectiveness & Research

**Dr. Maria T. Escobedo**, Dean of Student Success and Support Programs

**Mia Ruiz**, Dean of Student Success and Support Programs

**Shannon Hill**, Executive Director, Foundation/Institutional Advancement

**Keith Stearns**, Executive Director, Information and Technology



# 2023-2024 ACADEMIC CALENDAR

SUMMER 2023: JUNE 12 – JULY 21 (EARLY-START CLASSES MAY BEGIN BEFORE JUNE 12)			
June	12	Monday	Instruction Begins
	19	Monday	Juneteenth - Holiday (No Classes - Campus Closed)
July	4	Tuesday	Independence Day (Observed) - Holiday (No Classes - Campus Closed)
FALL 2023: AUGUST 14 – DECEMBER 15			
August	8-11	Tuesday-Friday	Flex Day (No Classes - Campus Open)
	14	Monday	Instruction Begins
September	4	Monday	Labor Day - Holiday (No Classes - Campus Closed)
October	6, 9-10	Friday, Monday-Tuesday	Flex Day (No Classes - Campus Open)
November	10	Friday	Veterans Day - Holiday (Observance) (No Classes - Campus Closed)
	23	Thursday	Thanksgiving Day - Holiday (No Classes - Campus Closed)
	24-25	Friday-Saturday	Board Holiday (Campus Closed)
December	9, 11-15	Saturday-Friday	Final Exams
	15	Friday	Instruction Ends - Last Day Of Finals
	22	Friday	Board Holiday (Campus Closed)
	25	Monday	Christmas Day (Observed) - Holiday (Campus Closed)
	26-29	Tuesday-Friday	Board Holiday (Campus Closed)
January	1	Monday	New Year's Day (Observed) - Holiday (Campus Closed)
SPRING 2024: JANUARY 16 – MAY 17			
January	10-12	Wednesday-Friday	Flex Day (No Classes - Campus Open)
	15	Monday	Dr. Martin Luther King, Jr. Day - Holiday (No Classes - Campus Closed)
	16	Tuesday	Instruction Begins
February	16-17, 19	Friday-Saturday, Monday	Presidents' Day - Holiday (No Classes - Campus Closed)
March	25	Monday	Board Holiday (No Classes - Campus Closed)
	26-29	Tuesday-Saturday	Spring Break (No Classes - Campus Open)
May	11, 13-17	Saturday, Monday-Friday	Final Exams
	17	Friday	Instruction Ends - Last Day Of Finals
	27	Monday	Memorial Day - Holiday (Campus Closed)

*Note: Flex Days are inservice days for faculty members and no classes are held on these days. While campus may be open (as noted above), Student Success and Support Programs offices may have limited staffing and availability on these days. Please contact individual Student Service offices for office hours.*

# COLLEGE HISTORY

## Land Acknowledgement

We collectively acknowledge that Cuesta College occupies the ancestral, traditional, and contemporary lands of both the Salinan and the Northern Chumash who are the original, current, and future caretakers of the land upon which we, as guests, work, teach, and learn.

## Beginnings

The original junior/community college in San Luis Obispo County was initiated as a postgraduate division of San Luis Obispo High School in 1916 and remained in operation until the United States entered into World War I. In 1936, the San Luis Obispo High School District again formed a junior college, which remained in operation until June 1959.

On April 16, 1963, San Luis Obispo County voters approved the formation of a countywide junior college district, serving seven public high school districts. The newly-formed San Luis Obispo County Junior College District served the Arroyo Grande Union High School District, Atascadero Union High School District, Coast Joint Union High School District, Paso Robles Joint Union High School District, San Luis Obispo Union High School District, Shandon Joint Union School District and Templeton Union High School District.

During the 1964-65 college year, the San Luis Obispo County Junior College District offered a limited evening division program with 463 students registering for the fall semester and 696 enrolling for the spring semester. Temporary quarters were established at Camp San Luis Obispo, a California National Guard facility located halfway between San Luis Obispo and Morro Bay. Classes and offices were situated in refurbished barracks, recreation rooms, and mess halls.

Despite the District's modest beginnings, 917 day students and 991 evening students were enrolled in classes by the fall of 1965. Evening division classes also were conducted at three other locations in the county - Arroyo Grande, Atascadero, and Paso Robles. On October 4, 1965, the Board of Trustees of the San Luis Obispo County Junior College District named the new college "Cuesta College." In 1971, the "junior" college district was renamed to "community college."

In 1970, ground was broken for the college's first permanent buildings, located on the 150-acre campus west of Camp San Luis Obispo. During the following 40 years, classroom buildings, a library, observatory, student center, art and music lab building, art gallery, high tech learning center, children's center, performing arts center, and office spaces were constructed on the San Luis Obispo Campus. In the fall of 2016, approximately 7,012 students were served on the San Luis Obispo Campus.

In the fall of 1998, the District opened the North County Campus on a 105-acre site in Paso Robles. The campus, built almost exclusively with private gift support, has grown from 1,200 students the first semester to 3,071 students in fall 2016. In the summer of 2005, the first permanent building opened to students: The Fox Family Building. This building houses Allied Health, Math, and Science. The college broke ground for a second permanent building in spring 2010: The North County Campus Learning Resource Center. The Learning Resource Center was completed in fall 2011 and began serving students in spring 2012. The building was named in honor of donors Dale and Mary Schwartz and dedicated on May 24, 2012.

The South County Center is an off-campus evening instructional site at Arroyo Grande High School, provided in cooperation with the Lucia Mar Unified School District. During the fall 2016 semester, 808 students were served at this site. In the spring of 2016, the college brought back

its free Emeritus College non-credit courses for adults, providing a free source for lifelong learning, vocational education, and cultural development for adult community members.

In 2013, Cuesta College rolled out the Cuesta College Promise, a scholarship program that provided all newly graduated San Luis Obispo County high school students a fee-free first year (consecutive fall and spring semesters). In June 2018, Cuesta College announced the expansion of the program to include a second year of fee-free education for students who have completed more than 50 percent of units attempted and have earned a grade point average of 2.0 or higher during their first year under the Promise Program. Since its inception, the Cuesta Promise has cultivated access by providing over 4800 (Promise first-year) and nearly 400 (Promise second-year) San Luis Obispo students with augmented financial aid.

In November, 2014, San Luis Obispo County residents passed Measure L, a \$275 million general obligation bond to address longstanding facility, infrastructure, and technology needs at Cuesta College. New construction under the first bond issuance resulted in the completion of the San Luis Obispo Campus Instructional Building (Frank R. Martinez Building - fall 2017), and the North County Campus Center - spring 2018. New construction under the second bond issuance includes the San Luis Obispo Campus Data Center, completed in fall 2019, and the R&B Shultz Early Childhood Education Center completed in spring 2021. A full renovation and replacement of the aquatics/pool area was completed in summer 2019.

Cuesta College maintains various official designations, including as a Hispanic Serving Institution, allowing the college to apply for grants that expand educational opportunities for Latino/a students, and as a Military Friendly® School, recognizing the college's efforts to support military students.

## College Mission

Cuesta College is an inclusive institution that inspires a diverse student population to achieve their educational goals.

We effectively support students in their efforts to improve foundational skills, earn certificates or associate degrees, transfer to four-year institutions, and advance in the work-force.

Through innovative and challenging learning opportunities, Cuesta College enhances lives by promoting cultural, intellectual, personal, and professional growth. We prepare students to become engaged citizens in our increasingly complex communities and world.

## Vision

Cuesta College is dedicated to accessible, high-quality education for the support and enhancement of student success, professional development, and the community we serve.

## Values

Access - Success - Excellence

## San Luis Obispo County Community College District Code of Ethics

The commitment of faculty, staff, and students to ethical conduct that recognizes the value and dignity of each individual informs the mission, vision, and values of the San Luis Obispo County Community College District/Cuesta College. Faculty and staff are also guided by the standards and principles established by their respective professional associations and organizations. All employees and Board members are expected to uphold rules of conduct defined and established by

federal and state law and exhibit behavior that promotes the following principles:

**Integrity:** To demonstrate professional trustworthiness and resist pressures to deviate from professional ethical behavior.

**Civility:** To ensure an honest and supportive climate that promotes the mission of the institution; accept and recognize the benefit of dissenting viewpoints, and recognize that civil behavior is both an individual and a collective responsibility.

**Respect:** To accept individual responsibility to establish a climate of mutual respect for the rights, views, and freedoms of others.

**Fairness:** To treat each other fairly by making decisions and taking actions only after carefully and objectively weighing all information available.

**Confidentiality:** To respect and abide by all pertinent privacy laws and regulations, and maintain the privacy of information that is acquired during the course of our work and do not use confidential information for personal

## Institutional Goals and Objectives

Summary: The San Luis Obispo County Community College District Strategic Plan 2020-2023 Institutional Goals and Institutional Objectives

### Institutional Goal 1: Access

Increase student access to higher education

Institutional Objective 1A: Increase enrollment of low-income and underrepresented students through intentional program development and targeted outreach efforts

Institutional Objective 1B: Increase enrollment opportunities for community members who are 55 years of age or older

Institutional Objective 1C: Expand financial support and aid opportunities for students

Institutional Objective 1D: Increase career pathways for local high school students

### Institutional Goal 2: Completion

Increase the number of students earning an Associate Degree including Associate Degrees for Transfer (ADT), credentials, certificates, or specific job-oriented skill sets

Institutional Objective 2A: Increase in the number of students who earn an Associate Degree or Associate Degree for Transfer, credentials, certificates, or specific job-oriented skill sets

### Institutional Goal 3: Transfer

Increase the number of students who transfer annually to a California State University (CSU) or University of California (UC)

Institutional Objective 3A: Increase the annual number of students transferring to a CSU or UC

### Institutional Goal 4: Unit Accumulation

Decrease the average number of units accumulated by Cuesta College students

Institutional Objective 4A: Decrease the average number of units accumulated by Cuesta College students

### Institutional Goal 5: Workforce

Increase the proportion of exiting students who report being employed in their field of study

Institutional Objective 5A: Increase median annual earnings of all students

Institutional Objective 5B: Increase proportion of all students who attained the living wage

Institutional Objective 5C: Increase proportion of all students with a job closely related to their field of study

### Institutional Goal 6: Facilities and Technology

Integrate and improve facilities and technology to support student learning and the innovations needed to serve our diverse communities

Institutional Objective 6A: Align facilities and technology in accordance with the district's Facilities Master Plan and the district's Technology Plan

Institutional Objective 6B: Address the educational and facilities needs of South County

### Institutional Goal 7: Fiscal

Build a sustainable and stable fiscal base

Institutional Objective 7A: Build a sustainable base of enrollment by effectively responding to the needs of the district as identified in the SLOCCCD Comprehensive Master Plan 2016-2026: Educational Master Plan

Institutional Objective 7B: Identify and develop sources of revenue beyond annual state allocations to support institutional effectiveness

Institutional Objective 7C: Identify and implement strategies to maintain support for institutional effectiveness while addressing challenges related to the state's funding formula and the rising costs of employee retirement obligations

## Accreditation

San Luis Obispo County Community College District, Cuesta College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 331 J St., Suite 200, Sacramento, CA 95814

(415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The Licensed Vocational Nursing Program at Cuesta College is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)) and by the California Community Colleges Chancellor's Office.

The Associate Degree Registered Nursing Program at Cuesta College is approved by the California Board of Registered Nursing (BRN, [www.rn.ca.gov](http://www.rn.ca.gov)) and by the California Community Colleges Chancellor's Office.

The Psychiatric Technician Program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)) and by the California Community Colleges Chancellor's Office.

The Cuesta College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)) and approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professional (CoAEMSP, [www.coaemsp.org](http://www.coaemsp.org)) and by the California Community Colleges Chancellor's Office.

The Automotive Technology Program is accredited by the Automotive Service Excellence Education Foundation (<https://www.aseeducationfoundation.org>)

Cuesta College Accreditation at:  
<https://www.cuesta.edu/accreditation/index.html>

## INSTITUTIONAL STUDENT LEARNING OUTCOMES (ILO)

The combined statements are the expected student learning outcomes for Cuesta College students graduating with A.A. or A.S. degrees. These students will be able to demonstrate the knowledge, skills, and attitudes contained within all of the six ILO areas based on General Education and discipline-specific courses at the lower division level. In addition, it is expected that all students who attend Cuesta College will be exposed to at least one ILO as a result of their overall experiences with any aspect of the college, including courses, programs, and student services.

Institutional Student Learning Outcomes For Cuesta College	
ILO Categories	Representative Outcomes – Students achieving these outcomes will be able to ...
1. Personal, Academic, and Professional Development	a. Recognize, assess, and demonstrate the skills and behaviors that promote academic and professional development b. Recognize, assess, and practice lifestyle choices that promote personal health and mental well-being c. Demonstrate the professional skills necessary for successful employment
2. Critical Thinking and Communication	a. Analyze and evaluate their own thinking processes and those of others b. Communicate and interpret complex information in a clear, ethical, and logical manner.
3. Scientific and Environmental Understanding	a. Draw conclusions based on the scientific method, computations or experimental and observational evidence b. Construct and analyze statements in a formal symbolic system c. Analyze the relationship between people's actions and the physical world d. Make decisions regarding environmental issues based on scientific evidence and reasoning
4. Social, Historical, and Global Knowledge and Engagement	a. Analyze, evaluate, and pursue their opportunities and obligations as citizens in a complex world. b. Demonstrate understanding of world traditions and the interrelationship between diverse groups and cultures
5. Artistic and Cultural Knowledge and Engagement	a. Identify, create, or critique key elements of inspirational art forms b. Demonstrate knowledge of and sensitivity to diverse groups and cultures through studying the world's languages, societies, and histories
6. Technological and Informational Fluency	a. Recognize when information is needed, and be able to locate, evaluate, and utilize diverse sources effectively and ethically b. Produce and share electronic documents, images and projects using modern software and technology





SECTION 1B

# STUDENT SUPPORT SERVICES AND SPECIAL PROGRAMS

2023-2024  
CUESTA COLLEGE CATALOG



# STUDENT EQUITY AND ACHIEVEMENT PROGRAM

In September 2012, Governor Brown signed the Student Success Act of 2012 (Senate Bill 1456) into law. The Student Success and Support Program, now known as the Student Equity and Achievement Program, requires all California Community Colleges to provide students with core matriculation services. It is recommended that students meet regularly with an academic counselor and take advantage of college resources. In addition, students are directed to develop a comprehensive student education plan upon completion of 15 degree-applicable credits and to define their education goal and course of study. Students should also attend classes regularly and complete assigned coursework to maintain progress toward their educational goals. Students with an associate degree or higher may be exempt from some of these requirements.

## MANDATORY CORE SERVICES

Evidence-based practices and research demonstrate that students who participate in orientation, placement, and academic advising benefit from a stronger foundation and are more likely to persist and flourish in college. All new non-exempt students entering Cuesta College are required to complete these core matriculation services: orientation, placement, and the development of a student education plan. Refer to the Cuesta College website and your student category for more information on these core services.

## ADMISSIONS & REGISTRATION

Para información sobre Admisiones comuníquese con la Oficina de Admisiones de Cuesta College, (805) 546-3140 ó vea la pagina

**Resources available online, for the convenience of our students including those attending via distance education, are available on the Admissions & Registration website.**

<https://cuesta.edu/student/studentservices/admrrreg/index.html>

### Eligibility

The college admits students who meet the following requirements and who are capable of benefiting from the instruction offered:

- Any person over the age of 18, or a person under the age of 18 possessing a high school diploma or its equivalent. A copy of the certification (California State Proficiency Exam or GED) is required if under 18 years of age.
- Students 18 years of age or older without a high school diploma, or equivalent, are eligible for provisional admission to Cuesta College.
- Applicants under the age of 18 who are currently enrolled in grades 9-12, are eligible to apply for admission to attend Cuesta College as "enrichment students," with an approved Permit to Enroll in specified advanced scholastic or vocational coursework at Cuesta College. Dual Enrollment students are referred to as "Enrichment" students.
- International students who have met the International Admission Requirements and have been issued an F-1 or M-1 Visa.

An exception to the college admission policy may be made for a pupil currently enrolled in grades 6-8 who has been certified as "highly gifted" by their school district. "Highly gifted pupil" means a gifted and talented pupil who has achieved a measured intelligence quotient of 150 or more points on an assessment of intelligence administered by qualified personnel or has demonstrated extraordinary aptitude

and achievement in language arts, mathematics, science, or other academic subjects, as evaluated and confirmed by both the pupil's teacher and principal. Highly gifted pupils shall generally constitute not more than one percent of the K-12 pupil population. (Reference Administrative Procedure 5011)

Students under the age of 18 without a high school diploma, or equivalent, who are not currently enrolled in a secondary institution, are not eligible for admission to Cuesta College. A denied applicant may make an appeal to the Superintendent/President, or designee.

### Application

All students must complete and sign an official Cuesta College Admission Application (online with electronic signature or in print) to be admitted to the college. All information provided by the applicant on the admission application must be true and accurate as required by law. Students who are enrolling at Cuesta College for the first-time and students returning after an absence of a semester or more (not including summer) must submit an application available online at <https://home.cccapply.org>.

Applications are available beginning:

- October 1 for Fall Semester
- April 1 for Summer Session
- October 1 for Spring Semester

### Residency Requirements

Residence classification shall be determined for each student at the time of admission; at the time a student re-enrolls after having not been in attendance for more than one semester; and, for Dual Enrollment students, prior to each term. Students will be notified of residence determination within 14 calendar days of submission of application.

Students may complete a residency questionnaire with the required documentation for reclassification. Reclassification requests must be submitted within the current semester to have fees adjusted.

Final residency determination is made by the Office of Admissions & Registration.

- Resident Student: A resident is any person who has been a bona fide (true) resident of California for at least one year on the residence determination date.
- Non-Resident Student: A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

### Residence Determination Date

The residence determination date is that day immediately preceding the opening day of instruction for any session during which the student plans to attend. A bona fide (true) resident is a person whose residence is in California as determined as above with exceptions as specified in Administrative Procedure 5015.

A non-resident student may be eligible for an approved non-resident tuition exemption when the appropriate documentation is presented to Admissions & Registration.

### Reclassification to California Resident

A student may request residence reclassification if capable of establishing residence in California with objective evidence that physical presence is met as of the Residence Determination Date with intent to make California their home for other than a temporary purpose. Submit a Statement of Legal Residence, with supporting

documentation, on or prior to the Residence Reclassification Deadline for the term residency reclassification is requested.

Supporting documentation dated prior to Residence Determination date for term applying for residency:

- Ownership of residential property or continuous occupancy of rented or leased property in California. (Example: Rental or lease agreement.)
- Registering to vote, and voting in California. (Example: Voter's registration.)
- License from California for professional practice.
- Active resident membership in service or social clubs. (Example: California Lions, or Rotary club member.)
- Showing California as home address on federal income tax forms. (Example: W-2, 540, 1040)
- Payment of California state income tax as a resident.
- Establishing and maintaining active California bank accounts. (Example: Bank Statements)
- Possessing California motor vehicle license plates. Payment of a vehicle license fee is not required of nonresident military personnel. (An exemption may be filed.)
- Possessing California driver's license or a California Department of Motor Vehicles (DMV) ID card.
- Being the petitioner for a divorce in California. (Example: Divorce petition.)

Documents and information obtained are confidential.

### Right to Appeal

Students who have been classified as nonresidents have the right to a review of their classification. Any student, following a final decision of residence classification by the Admissions & Registration Office may make a written appeal to the Dean of Student Services within 30 calendar days of notification of final decision by the college regarding classification under Administrative Procedure 5015.

### Exemptions to Nonresident Tuition

#### AB540 Nonresident Tuition Exemption

Under Senate Bill 68, a student<sup>1</sup> (other than a non-immigrant alien<sup>2</sup>) is exempt from paying nonresident tuition at the California Community Colleges if the student meets all of the following four requirements, as applicable:

#### Requirement 1: Attendance at California schools.

This requirement may be met in either of the following two ways:

- Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California high schools established by the State Board of Education, California adult schools (established by a county office of education, a unified school district or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these; or
- Three or more years of full-time California high school coursework, and a total of three or more years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

#### Full-time attendance at a:

**California community college** means either 12 units of credit per semester (or quarter equivalent per year) or a minimum of 420 class hours per year (or semester or quarter equivalent per year) in non-credit courses authorized by Education Code section 84757. Attendance in credit courses at a California community college counted towards this requirement shall not exceed a total of two years of full-time attendance.

**California adult school** means a minimum of 420 class hours of attendance for each school year in classes or courses authorized by Education Code section 41976, or Penal Codes sections 2053 or 2054.2.

#### Requirement 2: Completion of a course of study.

This requirement may be met in any of the following ways:

- Graduation from a California high school or equivalent.<sup>3</sup>
- Attainment of an associate degree from a California community college.
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.

#### Requirement 3: Registration.

Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California.

#### Requirement 4: Affidavit of student without lawful immigration status.

Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

**The exemption is not available for students who are absent from California, and are taking distance education classes from California community colleges.**

<sup>1</sup> Under Senate Bill 68, a "non-immigrant alien" within the meaning 8 U.S.C. § 1101(a)(15) is not entitled to claim the exemption. These provisions identify a number of categories of visitors to the United States who have a form of temporary lawful status, but do not intend to establish residency.

<sup>2</sup> Within the meaning of paragraph (15) of subsection (a) of Section 1101 of the United States Code.

<sup>3</sup> California General Educational Development (GED), High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and California High School Proficiency Examination (CHSPE).

#### Other Nonresident Exemptions

- Full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements;
- Seasonal agricultural worker for at least a total of two months of each of the past two years;
- Full-time employee, or spouse, or dependent of a fulltime employee of any of the following college/universities: California Community Colleges, California State University, University of California, or Maritime Academy.
- Applicants, under the age of 19, who have lived under the direct care and control of an adult, other than a parent for two years



immediately preceding the resident determination date; and such adult has for the year immediately preceding the residence determination date, had California residence.

- A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)]) shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students. The requirements on the VACA Act are listed under the Veterans category. (Education Code 68130.5)

## Programs with Additional Admission Requirements

Admission to impacted specialized programs may require the completion of a program admission application and Chancellor's recommended and Board-approved admission requirements. Current program admission requirements are published by the respective program and made available on the Cuesta website. The Admission criteria, process and application for specialized programs are valid for the current application cycle only.

## Dual Enrollment Students (Enrichment)

An eligible enrichment student must possess an approved Permit to Enroll to enroll in specified advanced scholastic or vocational courses. Cuesta College has defined advanced scholastic or vocational coursework as work that is transferable to a four-year institution and/or meets vocational degree or certificate requirements. The Permit to Enroll must be completed by the student's current school Principal, or approved designee, identifying the specific course, or courses. The Permit to Enroll is approved by the student's parent, or legal guardian, and by the student. The Permit to Enroll is then submitted to the Cuesta Registration Office for processing. Enrichment Students, grades 9-12, may enroll in Cuesta College courses on a space available basis and will be required to meet all of the following enrollment requirements:

- Demonstrate the ability to benefit from advanced scholastic or vocational coursework as determined by the student's principal, or designee;
- Satisfactorily meet all course prerequisites;
- Meet the age requirement of any age-restricted courses, posted on the Cuesta web site, for which the student seeks to enroll, or successfully petition for authorization to enroll;
- May enroll in up to a maximum of eleven (11.0) approved credits during the fall and spring semesters and a maximum of nine (9.0) approved credits during summer session;
- Enrichment students are prohibited from auditing courses;
- Enrichment students are prohibited from enrolling in Kinesiology activity courses.

Cuesta College waives the enrollment and student representation fee for Enrichment students. Students classified as "non-residents" of California who meets all requirements of Administrative Procedures 5011, shall be exempt from paying nonresident tuition including the California resident enrollment fee. All other fees will be assessed. This exception does not apply to F1/M1 Student Visas. Students receiving this exemption do not receive resident status for the purpose of tuition or financial aid. Students should finalize their residency status in California.

### Age Restricted Course Appeal Process:

An Enrichment student who does not meet the age requirement of an

age restricted course may petition to enroll in the course. The petition must be completed by the student and submitted to the relevant division for approval. The instructor and division Chair signatures are required for approval. Denial of a petition is final.

## International Students

International Students must complete and submit the following in order to be evaluated for admission to Cuesta College as F-1 students.

### • Cuesta College Admission Application

• International Student Application Form (Nonimmigrant F-1 VISA): A \$100 processing fee must accompany the International Student Application. This fee is subject to change pending Board of Trustee's approval.

• Certificate of Financial Responsibility: Applicant must have sufficient financial resources to cover full-time (12 credits) enrollment fees, housing, transportation, personal necessities, and other educational costs while attending Cuesta College.

• Proof of English Proficiency through one of the following tests: 1) TOEFL iBT-Test of English as a Foreign Language (required score minimums: internet-based total of 61, computer-based score of 173, or paper-based minimum of 500), 2) IELTS-International English Language Testing System (required minimum overall band score of 6), or 3) Duolingo (required minimum score of 85). Exams must be completed within the year and official results submitted (sealed in original envelope or e-mailed directly from testing agency to Cuesta College). Exception: Test requirement is waived if 1) your native language is English, 2) you have completed and passed the equivalent of college level English composition at a US college or university, or 3) you have completed two or more years of secondary or higher education in an English-speaking country.

• Official Transcripts of International Student Academic Records: Submit certified official transcripts of academic records achieved during all prior high school and/or college attendance. Records outside of the U.S. must be translated into English and evaluated by a recognized credential evaluation service, such as SpanTran or ACEI (Academic Credentials Evaluation Institute, Inc.). Do not submit transcripts by email or fax.

• Tuberculosis Clearance: Applicants must provide a physician's certificate of negative skin test, blood test, or a chest X-ray for tuberculosis completed within 12 months prior to the first day of classes. Do not send X-ray film. Test results must be professionally translated into English.

• Copy of Valid Passport: Applicants must submit a legible copy of their passport.

Submit International Student Application documents to Cuesta College

Postal mail to: Cuesta College Admissions P.O. Box 8106, San Luis Obispo CA 93403-8106

Email to: [international@cuesta.edu](mailto:international@cuesta.edu)

Application Periods:

Fall Term: January 1 to July 1

Spring Term: October 1 to December 1

Summer Session (optional): April 1 to May 1

Once all documentation is received by our International Student Office, and if admission criteria is met, a Form I-20 may be issued. This form will be necessary to pay the Student and Exchange Visitor Program (SEVP) SEVIS I-901 fee and to apply for the F-1 Visa to study at Cuesta College.

F-1 students currently attending another accredited post secondary institution in the United States may apply to transfer their I-20 to Cuesta College. Transfer students must complete the following:

- Submit a [Cuesta College Admission Application](#).
- Submit an [International Student Application](#).
- Submit a copy of your I-20.
- Submit a copy of your F1 Visa.
- Submit an official letter from the school that issued your I-20:
  - √ Verifying you are in good academic standing
  - √ Authorizing attendance at Cuesta College
- International students, who have been issued an I-20 and have received an F-1 Visa to study at Cuesta College, must attend an international student orientation by the first week of classes.
- Students, who received an I-20 to attend Cuesta College, but never enroll in the term, will have their student record canceled and reported to US Immigration and Customs, within 30 days of the start of term. This reporting invalidates their I-20 and F-1 Visa. Students who are “no-shows” must reapply to Cuesta College.

Note: Cuesta College reserves the right to deny admission to an international student who is not in good academic standing at their current institution.

Concurrent F1 International Student

Students holding a F1 Visa issued for another school and wish to enroll concurrently at Cuesta College, must complete the following steps:

1. Submit a [Cuesta College Admission Application](#)
2. Submit a copy of your I-20
3. Submit a copy of your F1 Visa and your passport
4. Submit [letter \(PDF\)](#) from the current school that issued your I-20:
  - √ Verifying your F-1 status
  - √ Authorizing attendance at Cuesta College
  - √ Confirming class/es to be taken at Cuesta and intended term

PLACEMENT

California laws, AB 705 and AB 1705, require community Colleges to maximize the likelihood of students completing transfer requirements in English and math if enrolled directly in these courses. Therefore, placement testing for English and Math courses are no longer required. In accordance with AB 1705, effective July 1, 2023, a community college must enroll a student into transfer-level English or math coursework that satisfies the requirement for the intended certificate, or associate degree or transfer requirement within the area of study. In addition, placement methods must include one or more of the following: high school coursework, high school grades, and high school grade point average (GPA). Cuesta College uses all of the above measures to place students.

View AB 705: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB705](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB705)

View AB 1705: [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220AB1705](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB1705)

English and Math Placement

In accordance with AB 705 and AB 1805 regulations, students can do one of the following to place into an English or math course:

- Complete the Online Orientation – incorporates English and math placement, or
- Complete the Placement Tool, visit: <https://www.cuesta.edu/student/studentservices/assessment/index.html>
- Pass the AP Language or Literature Composition Exam or the AP Calculus or Statistics exam with a score of 3 or above
- Earn a “C” or better grade in an English or Math course taken at another college or university AND submit a copy of college/university transcript

Multiple Measure Assessment Project (MMAP)

Students who attended a United States accredited high school within the past 10 years, may be placed into English or math courses based on their high school academic information provided.

For more information on these placement options, visit: <https://www.cuesta.edu/student/studentservices/assessment/index.html>

English as a Second Language Placement

For information regarding English as a Second Language (ESL) placement, please call (805) 546-3941 (SLO campus) or (805) 591-6273 (NC site).

Special accommodations are given to students with verified disabilities according to California Education Code Title 5 regulations. Accommodations are made on an individual basis and must be made prior to ESL testing through the Disabled Students Programs and Services Office. For more information, call Disabled Student Programs and Services (DSPS) at (805) 546-3148 (SLO campus) or (805) 591-6215 (NC site) or visit the DSPS office on either campus. In order to receive examination accommodations for assessment testing as a qualified DSPS student, prior verification of disability is required.

ATHLETICS

Location: SLO campus, Building 1300, (805) 546-3207.

Cuesta College is a member of the Western State Conference. Other community college conference members include Allan Hancock, Antelope Valley, Bakersfield, Citrus, College of the Canyons, Glendale, Los Angeles Pierce, Los Angeles Valley, Moorpark, Oxnard, Santa Barbara, Santa Monica, Ventura and West Los Angeles.

Intercollegiate activities		
SEASON	MEN	WOMEN
Fall	Cross Country	Cross Country
	Water Polo	Water Polo
	Wrestling	Volleyball
		Soccer
Fall/Spring	Basketball	Basketball
Spring	Baseball	Softball
	Swimming and Diving	Swimming and Diving
	Track & Field	Track & Field

Eligibility rules for intercollegiate competition are prescribed by the Constitution of the Community College League of California and its California Community College Athlete Association (CCCAA). In order to participate in intercollegiate sports, the student:

- Must be registered for classes including athletic course no later than one month after the beginning of the semester;



- Must be enrolled in and regularly attending 12 credits or more; 9 credits must be applicable to educational goal;
- After the first season of competition, must complete 24 semester credits or 36 quarter credits before the second season of competition in any one sport, including credits earned during the first season of competition; 18 credits must be applicable to educational goal;
- Once a student becomes an athlete, he/she must maintain a 2.0 GPA and pass at least 6 units in the preceding term in which the student is enrolled as a full-time student to be eligible for additional seasons of sports;
- Must have a Student Educational Plan (SEP) on file.

These regulations are subject to change by conference officials and by the Community College League of California.

Athletic eligibility is determined in the Student Records Office.

Questions may be referred to the Associate Dean, Financial Aid and Records or the Vice President of Student Success and Support Programs (or designee).

Cuesta College Athletics offers a Program Assisting Student-Athlete Success (PASS), which provides confidential, professional, and voluntary assistance to support students in dealing with issues that may be adversely affecting their academic, athletic, or personal performance. Educational programs are provided to offer preventive information, to assist in identifying problems, and to promote the general well-being of student athletes. Appropriate referrals for assistance will be made to campus and community resources.

The PASS program consists of six components:

- Academic Advisement
- Academic Status
- Learning Assistance
- Student Athlete Success Class
- Scholarship Recognition
- Personal Development

Athletes who intend to transfer and compete at a four-year college or university should consult Counseling Services regarding eligibility, degree, and transfer requirements.

## BOOKSTORE

**Location: SLO campus, Building 5200, Room 5200, (805) 546-3206. North County Campus Center, N1000/N1100, Room 1017, (805) 591-6206.**

Cuesta College Bookstore operates as a service to Cuesta College students and the community by making available books and instructional supplies required for course work. In addition, the store maintains a wide selection of college supplies, clothing, and other merchandise that contribute to the general educational experience of the student.

The Cuesta Bookstore is a self-service operation open at posted hours. Textbooks are available two to three weeks prior to the start of the semester. VISA, Discover, or Mastercard are accepted for payment with photo identification. Books may be purchased on-line at <https://cuesta.bncollege.com/>

Refunds and exchanges are limited to one week from the start of the fall semester, spring semester and summer session. Refunds are available for dropped or cancelled courses within 30 days after the

start of the semester. Proof of dropped courses is required. The store buys back used textbooks year round. Other services include textbook rentals, school rings, nursing pins, graduation caps and gowns, and college insignia items.

## CALWORKS

**Location: SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, Room N1104, (805) 591-6214.**

The Cuesta College CalWORKs program provides support, services, and resources to CalWORKs recipients to gain self-sufficiency through education and work experience. To qualify, students must be receiving cash aid for themselves, not just their children. Students will receive priority registration, job placement, and academic, personal and career counseling.

**Students must meet the following criteria in order to be eligible for CalWORKs services:**

- The participant/student and at least one dependent must be currently receiving cash aid (CalWORKs/TANF) from the Department of Social Services (DSS). Students may be receiving cash aid and expecting a child or receiving cash aid with a child receiving SSI.
- Enrolled or planning to enroll in Cuesta College classes for the current or following semester.
- School as a component of the student's Welfare-to-Work (WTW) Plan, Self-Initiated Participant (SIP) Plan, or WTW Compliance Plan.
- Cal-Learn participant attending college as part of Cal-Learn activities.

**Resources available online, for the convenience of our students including those attending via distance education:**

Application process:

1. Log on to MyCuesta
2. Under pick a service, click Common Application
3. Apply

CalWORKs offers a variety of services to assist students in achieving their educational and employment goals with a focus on transitioning off cash aid to long-term financial self-sufficiency.

- Guidance applying to Cuesta College, completing financial aid paperwork, and registering for classes
- Coordination with Social Services for educational supplies and supportive services
- Assistance meeting Welfare-to-Work (WTW) or Self-Initiated (SIP) plan requirements
- Case management and academic support services
- Advocacy and education about Rights and Responsibilities
- Access to Priority Registration
- Academic and career counseling
- Development of a resume and a job search portfolio
- Employment to meet required work activities through work study or job placement
- Open computer lab with printing and copying

Cuesta College CalWORKs staff provide supportive and advocacy services for CalWORKs participants who are attending Cuesta College as part of their Welfare-to-Work plan.

<b>Already attending Cuesta College?</b>	If you are receiving cash aid from the Department of Social Services (DSS) and are interested in receiving additional support from the Cuesta College CalWORKs Program call 805-546-3144 and schedule an Intake appointment with Hunter Perry, CalWORKs Coordinator. You are also welcome to come by our office, located in Room 3142 on the San Luis Obispo Campus and Room N1104 on the North County campus.
<b>Receiving cash aid and want to attend Cuesta College?</b>	Speak with your county Welfare-to-Work Specialist (ERS-IV) about your interest in Cuesta College and request a referral form be sent to Cuesta College on your behalf. Call the Cuesta College CalWORKs department at (805) 546-3144 and schedule an intake appointment with Hunter Perry, CalWORKs Coordinator. The CalWORKs department is located on both the San Luis Obispo, Room 3142, and Paso Robles Campuses, N1104. Intake appointments can be scheduled on either campus.
<b>CalWORKs Supportive Services</b>	Both the Cuesta College CalWORKs Program and DSS will provide supportive services for you to attend Cuesta once your Welfare to Work plan has been signed with DSS. There are a series of tasks that must be completed before these services can be provided. All of this information will be covered in detail at an Intake appointment. To ensure your success, we can provide everything from school supplies to gas cards and individual tutoring. Becoming a part of the CalWORKs Program is your ticket to completing your academic goals!
<b>Work Study Programs</b>	Earn while you Learn! This financial aid program allows you to earn additional money and gain valuable work experience by working while you attend Cuesta College. By continuing to make academic progress and maintaining a satisfactory grade point average (2.0), you may qualify to receive a subsidized work placement while attending school part or full time. Many CalWORKs students participate in either the CalWORKs Work Study or Federal Work Study Programs.

Questions? Contact the Cuesta College CalWORKs Program by calling (805) 546-3144 or go to <https://www.cuesta.edu/student/studentservices/calworks/index.html> for more information.

- Referrals to additional supportive services, on or off campus
- Academic success coaching and in house tutoring

## CAMPUS POLICE

**Locations: SLO Campus, Building 7500, (805) 546-3205. North County Campus Center, N1000/N1100, Room N1021, (805) 591-6205.**

The Mission of the Cuesta College Police Department is to assist the education process by providing a safe and secure learning environment for students, staff, faculty, and visiting members of the community through education, safety, and service.

We offer a wide range of everyday services in addition to law enforcement responsibilities. These services include:

- Parking permits and campus information
- Escorts
- Stranded motorist assistance
- Medical response
- Crime prevention information
- Campus Safety presentations
- Fingerprint services
- Lost and Found property
- Building unlocks

In cases of emergency, we provide immediate response as well as situational warnings and updates through the MY ALERT notification system. This service is for all students, staff, and the community. To sign up for the service, go to MyCuesta and look for the MY ALERT logo. We also provide Early Warning notices of any criminal assaults or other acts that could pose an immediate threat to anyone on campus.

Please feel free to contact the Cuesta College Police Department for additional information or assistance by calling (805) 546-3205 or by emailing us at [ccpd@cuesta.edu](mailto:ccpd@cuesta.edu).

Each October 1st, the Cuesta College Police Department is required to publish an Annual Security Report in compliance with federal law and the Jeanne Clery Act. This report details the prior three years of reportable crime statistics on all Cuesta College properties, as well as important campus safety information, crime reporting procedures, and information about the Cuesta College Police Department and our available safety services. To access this report, please visit the following website: [https://www.cuesta.edu/about/depts/publicsafety/clery\\_act.html](https://www.cuesta.edu/about/depts/publicsafety/clery_act.html)

## CAREER CONNECTIONS (Employment Services & Job Placement)

**Location: SLO campus, Career Connections, Student Center, 5300, Room 5310, (805) 546-3252. North County Campus Center, N1000/N1100, Room N1003 by appointment only, (805) 546-3252**

Career Connections provides a centralized location where students can identify and receive information about available jobs and internships in the community as well as access to job search resources available at Cuesta College. These services include postings of job openings at local businesses as well as interviews and formal or informal meetings with local businesses.

Career Connections also offers students access to practical workplace experience that relates to their educational and career goals. A variety of workshops and orientations are provided throughout the year, as well as online resources and an annual job fair open to students and the community.

Career Connections also provides a centralized location for local

businesses to post job openings, conduct interviews, and meet with students on a formal or informal basis.

## CHILDREN'S CENTERS

**Location: SLO campus, Building 4000, (805) 546-3285. North County campus, Building N4000, (805) 591-6292.**

The Cuesta College Children's Centers programs are laboratory schools that support students in many fields of study and offer hands-on experience in early learning classrooms. Cuesta College has two children's lab programs, at the San Luis Obispo campus, and at the North County campus in Paso Robles. These programs are licensed, planned, facilitated, and operated by Early Childhood Education professionals.

Our Early Care and Education programs are open Monday – Friday, 7:30 am – 5:15 pm (5:00 pm for Toddlers). We follow the campus academic calendar, closed for national holidays, campus holidays, and during semester breaks. We are licensed for children from 18 months to five years of age.

We have an ongoing wait list that families may sign up for when their child is 6 months old. Each semester we re-enroll current families then begin to fill spaces from the waitlist. Waitlist families will be called in order of priority.

### Priority for Enrolling:

1. Pell Eligible Student - CCAMPIS Participant (Full Time.  $\frac{3}{4}$ , Part Time)
2. Full Time Day Student
3. Part Time/Online Student
4. Faculty and Staff
5. Community at Large
6. To inquire about the children's programs and to add your child to our waiting list, please visit our website at <https://www.cuesta.edu/student/resources/childrenscenter/index.html>. In addition to our waiting list you will find information about our philosophy, fees and policies.

Enrollment Process (for families already on the waitlist):

1. Tour the Center, Meet the Classroom Teacher and read Parent Handbook
2. Fill out Contract, Pay Enrollment Fee and Pick Up Enrollment Packet
3. Turn in Completed Enrollment Packet and Participate in New Family Orientation
4. Confirm Start Date with Director and Teacher

The Cuesta College Children's Programs are fee based (check the web site for fee plans). We offer financial assistance through the CCAMPIS grant, that is awarded to PELL eligible students. Additional assistance may be available through the Community Action Partnership of San Luis Obispo (CAPSLO) Child Care Resource Connection. For more information please call CCRC and ask about the subsidized child care program. (805) 541-2272.

In addition to the Children's Lab School, CAPSLO operates Head Start (serving children ages 3-5) and Early Head Start (serving children ages 6 weeks to 2 years) Programs at the San Luis Obispo campus. To find out about hours of operation, eligibility and the waiting lists for these

programs, please call CAPSLO at (805) 544-4355, or call these programs directly at (805) 546-2295.

Please visit the website for the Children's Centers at <https://www.cuesta.edu/student/resources/childrenscenter/index.html> for updated information.

## COMMUNITY PROGRAMS

**Location: SLO campus, Building 4700, (805) 546-3132**

Cuesta College Community Programs provides a comprehensive source for lifelong learning, career education, recreation opportunities, and cultural development in a friendly, accessible environment for people of all ages and interests. For more information call (805) 546-3132, FAX (805) 546-3107, or visit <https://www.cuesta.edu/communityprograms>.

Cuesta's community education, special events, recreation programs and aquatics classes serve four essential functions in the college district:

- To contribute to the cultural, intellectual, recreational, and social life of the residents of the District, and to offer training for workforce improvement.
- To develop leadership and provide educational services which utilize special skills, interests, and knowledge of college faculty and other professional community instructors.
- To be a center of community life by scheduling college facilities and services on an extended and year-round basis for individuals, families, and community groups.
- To collaborate with community groups, county organizations, and businesses in developing programs and educational services for comprehensive coverage of the district.

## WORK EXPERIENCE

Work Experience provides students the opportunity to earn credits for working, either in a general job or one related to their major/career path. This program allows students to apply knowledge and skills gained in college courses to an actual work setting as well as acquire and affirm critical employability and workplace competency skills. Faculty Advisors guide students in accomplishing specific, measurable, and attainable job objectives with the purpose of becoming productive employees and gaining career awareness. For more information about Work Experience and program requirements, call (805) 546-3252.

## COOPERATIVE AGENCIES AND RESOURCES FOR EDUCATION (CARE)

**Location: SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, 2nd Floor, (805) 591-6214.**

Cooperative Agencies Resources for Education (CARE) is a state-funded program to assist students 18 years or older who are single head of households. You must be accepted into the EOPS program, receive cash aid from the Department of Social Services, and have at least one child. Once accepted into the program you will be eligible for grant monies to help cover child care and transportation costs.

### CARE Eligibility:

- Apply for financial aid and be accepted in the EOPS program
- Must be currently receiving TANF (Temporary Aid to Needy Families)

- Must be at least 18 years old and a single head of household

#### **CARE Services:**

- Academic and personal counseling to develop coping strategies to meet the added demands of school and home
- Invitations to workshops which address the specific concern and issues that affect single parents
- Grant aid monies to help cover childcare and transportation costs

#### **Cooperative Agencies and Resources for Education**

(CARE), administered by EOPS, helps single CalWORKs/Temporary Assistance for Needy Families (TANF) parents by providing support activities related to parenting and student success. Services include referrals to support services, a child care/ transportation grant, and workshops for single parents.

## **COUNSELING SERVICES**

**Location: SLO campus, Library Building 3100, Room 3131, 1st floor, Windows 7 & 8; (805) 546-3138. North County Campus Center, N1000/N1100, 2nd floor, (805) 591-6225. South County Center 900 Wing, Room 913, Arroyo Grande High School, (805) 474-3913.**

The Counseling Department provides counseling instruction, and services that assist individuals in attaining their educational, occupational, personal, and life goals. As an integral part of the educational community, they advocate for diversity of culture and learning. The Counseling Department promotes the emotional well being of the Cuesta community by fostering a nurturing environment where all feel connected, engaged, and valued.

**Counselors** are master's level professionals who are trained to provide personal, academic, and career counseling services.

Counselors assist students in determining, analyzing, and understanding their interests, aptitudes, abilities, limitations, and opportunities. Counselors are also skilled in providing personal counseling assistance to students as it relates to achieving their educational objectives.

#### **Counselors can help you with:**

- Academic degree planning
- Academic probation and dismissal
- Academic problems
- Career planning and exploration
- College assessment and placement
- Community referrals
- Course selection
- Crisis Intervention
- Development of a Student Education Plan (SEP)
- Graduation requirements
- Information about programs offered at Cuesta College
- Schedule changes
- Study and note-taking strategies
- Strategies for managing stress, anxiety and depression
- Test anxiety & time management
- Transfer planning

Counselors are available to meet with students by appointment or on a drop-in basis.

#### **Counseling Appointments:**

During a counseling appointment, students may identify their educational goals and develop long term academic comprehensive plan. Students are expected to complete a comprehensive SEP upon completion of 15 credits.

Counseling appointments and information are offered in the following modalities:

##### **Scheduled Appointments:**

To make an appointment, go to the counseling website, call or stop by the Counseling Office located on the campus (San Luis Obispo, North County Campus or South County Center) where you want your appointment to take place:

Appointments are scheduled one to three weeks in advance. Please call to verify daily hours.

The best time to schedule an appointment is mid-semester (September/October for Fall; February/March for Spring)

\*If you have transcripts from other colleges, please make sure that the Student Records Office has received OFFICIAL copies before you schedule a counseling appointment. AP Math and/or English scores are also required (scores of 3 or higher) before an appointment will be made.

##### **Drop-In Counseling:**

Drop-in counseling is limited to 15 minute appointments (offered on a first-come, first-served basis) and is appropriate for:

- Referral to campus and community services
- Short term academic planning
- Informational quick questions
- Emergency problem solving

NOTE: Evaluation of transcripts from other colleges will require an appointment.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

##### **Online Appointments (Zoom and Phone)**

\* *You must complete a FERPA form BEFORE scheduling a hybrid appointment*

**eAdvising:** e-mail a Counselor your brief questions

#### **Orientations:**

##### **MANDATORY Online Orientation**

The Cuesta College online orientation is designed to help students get off to a good start, learn about the requirements for a certificate, Associate Degree, and transferability, as well as policies and procedures of the college. New students are expected to complete the online orientation which walks them through choosing their classes, building their schedule, managing their time and registering for classes according to their educational pathway. Within the online orientation, students will complete an abbreviated Student Education Plan (SEP). Visit <https://cuesta.edu/student/studentservices/orientation/index.html> for more information.

##### **OPTIONAL In-person myCuesta Orientation**

myCuesta Orientations are offered during the summer months and are facilitated by Cuesta College counselors. These sessions are available to answer students questions and to help them select class-

es for their first semester at Cuesta. Please call the Cuesta College at (805) 546-3952 for dates and to reserve a spot. Sessions fill quickly.

## Cougar Welcome Days

Orientation is offered in the spring for local area high school students, parents, and anyone wanting to get started at Cuesta College.

The goals of the day include:

- Orientation
- Registration
- Campus Tour

Extras:

- Free Lunch
- Music
- Student Success and Support Programs & Academic Programs Resource Fair
- “Parent College” Informational workshops on the transition to college and Financial Aid specifics for parents.

## Transfer Information (<https://assist.org/>)

ASSIST is an online course planning system developed for prospective community college transfer students. ASSIST provides information about the applicability of community college courses toward UC and CSU General Education and major preparation requirements.

Contact the Transfer Center at (805) 546-3162 for assistance concerning articulation or major requirements

## English as a Second Language (ESL)

Students are administered the Comprehensive Adult Student Assessment System (CASAS) to determine their language skill level and ensure proper placement in the ESL program. Students will receive their assessment results and class recommendations immediately after taking the test. For further information contact the Continuing Education Office at (805) 546-3941 (SLO) or (805) 591-6273 (NCC).

# CUESTA PROMISE

## What is the Cuesta College Promise?

The Cuesta College Promise is a scholarship program available to all San Luis Obispo County high school graduates. The Promise offers all local graduates, including undocumented students - who come straight to Cuesta following their graduation - two years of attendance fee-free (two consecutive fall and spring semesters). The Cuesta Promise will pay fees for students who are a California Resident or AB540 Student.

## What fees does the Promise pay for?

The Promise covers these costs for the fall and spring semesters:

- Enrollment (\$46 per unit)
- Health (\$19)
- ASCC Student ID Card (\$10)
- Student Center (\$10)
- Student Rep (\$2)
- Course Materials Fees (fees indicated in the course description on [Class Finder](#); does not include books or items the instructor requires

in his/her syllabus)

The Promise will pay for in-state tuition and fees, whether a student is full or part-time.

## How do I qualify for the Promise?

All graduates from San Luis Obispo County high schools, who earned their diplomas between the dates of July 1, 2023 – June 30, 2024, including students who receive their GED or are home-schooled, must attend Cuesta College's Fall 2023 semester. Qualifying students must follow the application process and deadlines below:

STEP 1: Submit your Cuesta College Fall 2023 admissions application at [cuesta.edu/admissionsaid/apply](https://cuesta.edu/admissionsaid/apply)

Application period: October 1, 2023–August 1, 2024

STEP 2: Submit your Scholarship application (Apply by priority deadline, March 2, 2024, to be considered for additional scholarships) at [cuesta.academicworks.com/users/sign\\_in](https://cuesta.academicworks.com/users/sign_in)

Application period: October 1, 2023–August 1, 2024

STEP 3: Complete the FAFSA (<https://studentaid.gov/h/apply-for-aid/afsa>) or the Dream Act application([dream.csac.ca.gov](https://dream.csac.ca.gov))

Application period: October 1, 2023–August 1, 2024

STEP 4: Complete the Cuesta College Online Orientation at [cuesta.edu/student/studentservices/orientation](https://cuesta.edu/student/studentservices/orientation)

Orientation period: October 1, 2023–August 1, 2024

STEP 5: Register for your classes Beginning May-August 1, 2023.

## If I am an undocumented student, can I apply for the Promise?

Yes, follow the steps and make sure you submit the California Dream Act Application.

## What if I want to take a break and not attend the second consecutive year at Cuesta, can I still get the second year free when I decide to come back later?

No, you must return to Cuesta for the next consecutive year in order to qualify for the second-year fee-free.

## What happens if I miss the deadlines?

You won't be eligible for the Promise Scholarship.

## I'm not a senior this school year. Will I be able to get the Promise in the future?

Yes! The Cuesta College Foundation has established an ongoing fund so that the Promise will be around for future generations of SLO County high school students. Just remember: after you graduate, you must attend Cuesta College the Fall semester immediately following your commencement to obtain the Promise Scholarship.

## Do I qualify for the Cuesta Promise Scholarship if I earned a GED, graduated from a home school or passed the CHSPE between July 1, 2023 and June 30, 2024?

Yes. If you are a San Luis Obispo County resident and earned your GED, graduated from a home school or received your CHSPE results between July 1, 2023 and June 30, 2024, and you indicated this on your Cuesta College admissions application, you qualify for the Promise.

## What should I do if I don't see my high school listed on the Cuesta College admissions application?



If you do not see your high school on the Cuesta College admissions application, please email [promise@cuesta.edu](mailto:promise@cuesta.edu) to ensure that your high school or home school qualifies for the Cuesta Promise Scholarship and find out if you will need to submit a Promise Appeal.

### **What if I received the Promise in the Fall – do I need to do anything extra to get it in the Spring?**

No. Just register for classes and your fees will be paid.

### **What if I received the Promise for Fall and Spring—do I need to do anything extra to get it for the next Fall and Spring?**

You will need to meet the following academic requirements to qualify for year two fee-free:

- Complete more than 50% of the units attempted in the Fall and Spring semesters
- Earn a Grade Point Average (GPA) of 2.00 or higher during the Fall and Spring semesters
- Renew the FAFSA or Dream Act before August 1 of the next academic year

If you meet these requirements, simply register for classes and your fees will be paid.

### **What should I do if I am being charged out of state tuition?**

Double-check that your residency status is correct with Admissions & Registration. If it is not, then you may need to fill out a Statement of Legal Residence or California Nonresident Tuition Exemption request. More information available at [bit.ly/cuestapromiseresidency](https://bit.ly/cuestapromiseresidency)

### **How do I check the status of my Promise application?**

You can check the status of your Promise application in the same place you check your financial aid status. Instructions available at [bit.ly/promisestatus2021](https://bit.ly/promisestatus2021)

### **Once I've completed all the requirements, when will I be awarded the Promise?**

Cuesta begins awarding the Promise each year in May. When you've been awarded, you will receive an email in your myCuesta email account. You can also double check your account balance in myCuesta to see the fees have been paid! Find it in myCuesta: Student Self Service > Student Accounts > Account Detail for Term and Payment Information.

### **What if I think I've done all of the requirements, but I don't see the Promise on my student account?**

Double-check that you have completed all of the requirements and allowed enough time for those changes to be processed. If you still don't see the Promise on your student account, please email [promise@cuesta.edu](mailto:promise@cuesta.edu) for assistance.

#### **More questions?**

Email: [promise@cuesta.edu](mailto:promise@cuesta.edu)

Call: 805-546-3153

## **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)**

**Location: SLO campus, Building 3300 (1st floor), (805) 546-3148. North County campus, Building N3200/3100, Room N3121 (1st floor), (805) 591-6215. South County Center at Arroyo Grande High School, (805) 546-3148**

Note: South County or distance education students should contact the San Luis Obispo DSPS Office for assistance. Services are available

by appointment at the South County Center and via phone or video conferencing for distance education students. Parking in handicapped parking spaces requires a state issued placard through the Department of Motor Vehicles and a Cuesta College parking permit. For more information, please visit the Campus Police ADA Parking webpage at <https://www.cuesta.edu/about/depts/publicsafety/ada-parking-info.html>

Disabled Student Programs and Services (DSPS) provides academic accommodations and services for students with disabilities in compliance with State and Federal legislation including Section 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disability Act Amendments Act (ADAAA) and California Education Code Title 5. Students who have a verified disability qualify for academic accommodations and services through the Disabled Student Program and Services (DSPS) department. Student participation in the DSPS program is voluntary. Academic accommodations and services are designed to support students that are enrolled in the achievement of their academic and vocational goals. DSPS advocates and facilitates equal educational opportunities through appropriate support services, curricula, instruction and policies. DSPS works to eliminate discrimination against students with disabilities and to promote their independence, growth, productivity and equality.

### **DSPS Application Process:**

1. Complete online application for services:

DSPS Application for Services: <https://sierra.accessiblelearning.com/Cuesta/ApplicationStudent.aspx>

2. Have a licensed professional complete the Verification of Disability Form: [https://www.cuesta.edu/student/documents/dsps\\_docs/VOD.pdf](https://www.cuesta.edu/student/documents/dsps_docs/VOD.pdf) and upload with your application or upload other appropriate documentation with your application.

NOTE: If you are an incoming High School Student, please submit your most recent individualized Education Plan (I.E.P.) or 504 along with your Psych-Ed Evaluation or Triennial Report.

A Disability Specialist will review your application for DSPS Services along with your disability documentation to determine eligibility for services. A letter regarding your eligibility will be sent to you via your my.cuesta.edu email address.

### **DSPS Services:**

Support services are specialized services available to students with disabilities and are in addition to the regular services provided to all students. Such services enable students to participate in activities, programs, and classes offered by the college. Please note, all accommodations are individualized and must be supported by documentation. The following are examples of our most common accommodations and not necessarily those every student receives. Services may include, but are not limited to priority registration, assistive technology and alternate media, sign language interpreters and listening devices for students who are deaf or hard of hearing, peer note takers, test taking accommodations, digital recorders, use of specialized equipment and adaptive devices and counselor to discuss your disability-related classroom needs.

### **Resources available online, for the convenience of our students including those attending via distance education:**

- DSPS Application Packet: <https://sierra.accessiblelearning.com/Cuesta/ApplicationStudent.aspx>
- DSPS Verification of Disability Form: [https://www.cuesta.edu/student/documents/dsps\\_docs/VOD.pdf](https://www.cuesta.edu/student/documents/dsps_docs/VOD.pdf)

# EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

**Location:** SLO campus, Room 3142, (805) 546-3144. North County Campus Center, N1000/N1100, 2nd Floor, (805) 591-6214.

**Resources available online, for the convenience of our students including those attending via distance education:**

EOPS Application Process:

1. Log on to MyCuesta
2. Under pick a service, click Common Application
3. Apply

Extended Opportunity Program and Services (EOPS) is a California state-funded program that provides an accessible and rewarding college experience to low-income students facing social, economic, and educational disadvantages. The program was established in 1969 by the California Legislature with the goal to provide access and educational equity for community college students.

To qualify, a student must:

- Be a California resident or Dream Act Student;
- Qualify for the **California College Promise Grant (CCPG) A or B**;
- Be enrolled as full-time student at Cuesta;
- Have completed less than 70 units of college work;
- Be educationally disadvantaged, as determined by the EOPS criteria.

Services available for eligible students:

- Career, academic and personal counseling
- A book voucher to help with the cost of textbooks
- EOPS/CARE lending library
- Priority registration
- Registration assistance
- Assistance with completing financial aid applications
- Workshops
- Referrals to tutorial services and community resources
- Network with four-year institutions
- Annual social activities

## FINANCIAL AID

**Location:** SLO campus, Library Building 3100, Room 3125, (805) 546-3143. North County Campus Center, Building N1000/N1100, 2nd Floor, (805) 591-6202. South County Center, Arroyo Grande High School, (805) 474-3913.

**Asistencia Financiera Se habla Español:** (805) 546-3100 o (805) 591-6202.

Resources available online, for the convenience of our students including those attending via distance education, are the following:

- **FAFSA application:** at: <https://studentaid.gov/h/apply-for-aid/fafsa>

- **Financial aid orientation:** <https://launch.comevo.com/cuesta-fa>

- **Financial aid application process:** [https://www.cuesta.edu/student/documents/financial\\_aid/21042-FinAid-SP21-HowToApply-Flyer-Update-R4.pdf](https://www.cuesta.edu/student/documents/financial_aid/21042-FinAid-SP21-HowToApply-Flyer-Update-R4.pdf)

- **Check your financial aid status at your myCuesta portal:** <https://login.cuesta.edu>

- **US Department of Education:** <https://studentaid.gov/>

- **Cost of attendance estimates:** [https://www.cuesta.edu/student/resources/cashier/cost\\_of\\_attendance.html](https://www.cuesta.edu/student/resources/cashier/cost_of_attendance.html)

Financial aid programs are available to help students who might otherwise be unable to complete their education. Students may apply for financial aid in the form of grants, fee waivers, student loans, work study and scholarships.

To maximize the financial aid that you will receive at Cuesta, please follow these steps:

### 1. Fill out the FAFSA online (<https://studentaid.gov/h/apply-for-aid/fafsa>)

- Make sure you have tax information for the preceding year ready. If possible, use the IRS Data Retrieval Tool to transfer data from the IRS directly into your application.
- If you are a dependent student, one of your parents must sign the FAFSA.
- Be sure to enter Cuesta's Federal School Code (001192) in the school data section.
- Allow for one week for your application information to arrive at the schools you listed on the FAFSA.
- Apply before March 2 if you want to apply for a Cal Grant or Cuesta Scholarship.
- If you or your family need help filing the FAFSA, contact the Financial Aid Office for assistance.

### 2. Submit a GPA Verification form to the California Student Aid Commission (if necessary)

- New applicants for Cal Grants-including entering freshman-must submit some form of GPA verification to CSAC and complete a FAFSA by March 2.
- If you have completed 16 degree applicable units at Cuesta, our Student Records office will submit your GPA verification electronically by the March 2 and September 2 deadlines every year.

Transfer students with units at other California community colleges need to:

1. Provide official academic transcripts to Cuesta College's Student Records office at least two weeks prior to the GPA submission deadline; AND
2. Turn in a GPA verification form to the Student Records office so that we can electronically submit your GPA data to CSAC (see link below)

- If none of the situations above apply to you, you can have your GPA verified by a college where you have completed 24 degree applicable units or by your high school (if you have not completed 24 degree applicable units at a college).

### 3. Apply for the Cuesta Scholarship Program and any outside scholarships (<https://cuesta.academicworks.com/>)

- Cuesta Scholarship applications are due March 2 of every year
- Outside scholarships have varying due dates and eligibility criteria, so do your research into scholarships early!

**4. Complete any documents** required by the Cuesta College Financial Aid office

- Make sure you read, review and complete the terms and conditions in your myCuesta portal.
- Check your financial aid status on the myCuesta portal to see if our office is requesting any additional documentation. The “student requirements” page will contain links to the forms that we require from you.
- If you want to apply for a student loan and you are a first time borrower, you must complete an online student loan workshop.
- Turn any requested documents into the Financial Aid office as soon as possible. Do not wait until the semester has started or your aid will be significantly delayed!
- Once you have submitted all requested documents, your file will be reviewed within 1-3 weeks (except during peak times, the review may be 4-6 weeks).
- If you need any assistance with completing your application, please contact the Financial Aid office at (805) 546-3143 or e-mail us at [finaid@cuesta.edu](mailto:finaid@cuesta.edu)

**5. Choose a disbursement option** (“refund preference” through the BankMobile Disbursements website (<https://bankmobiledisbursements.com/refundchoices/>))

- This choice determines how excess funds (e.g. financial aid, reimbursement for previous payment, etc.) will be sent to you.

**FINANCIAL AID POLICIES**

Congress has established policies and procedures that are used throughout the nation in determining a student’s ability to pay for college. The basis of these policies is the belief that students and their families have the primary responsibility for meeting educational costs. The amount of the contribution expected from students is determined by careful analysis of the family’s financial strength, taking into consideration a number of factors, including adjusted gross income, family size, the number of dependents attending college, allowable expenses, and assets.

**DEPENDENCY STATUS**

Dependent students are required to provide data for both themselves and their parents, while independent students are required to provide data for themselves and their spouses (if married).

In order to be considered an independent student, a student must:

- Be at least 24 years old or turn 24 during the first portion of the academic year;
- Be married on the day you file your FAFSA;
- Be a parent and be able to financially support your child;
- Have dependents other than your spouse who live with you and who receive more than half their support from you at the time you apply;
- Be an orphan (both parents have deceased);
- Be (or were until age 18) a ward or dependent of the court;
- Be currently serving on active duty in the U.S. Armed Forces for purposes other than training;
- Be a veteran of the U.S. Armed Forces;
- Be a foster child or in foster home sometime after the age of 13;
- Be an emancipated child as determined by a court judge; OR
- Be homeless or at risk of homelessness as determined by the

director of a HUD approved homeless shelter, transitional program, or high school liaison.

If none of the above criteria apply to the student, then the student is considered to be a dependent student-even if the student can claim themselves on their taxes.

In unusual circumstances-such as abandonment, parent’s incarceration, or an abusive family environment-the Financial Aid Office has the authority, through Section 480(d)(7) of the Higher Education Act, to change a student’s status from dependent to independent. If you feel your circumstances warrant a change in dependency status, please contact the Financial Aid Office for more information.

**FAFSA**

Cuesta recommends use of the Free Application for Federal Student Aid (FAFSA). This single application allows aid administrators to determine your eligibility to receive the Board of Governor’s fee waiver, Pell Grant, Supplemental Educational Opportunity Grants, Federal Work Study, Cal Grants, Direct Loans, and many scholarships.

A separate FAFSA must be filled out for each academic year. The application is made available online (<https://studentaid.gov/h/apply-for-aid/fafsa>) starting on October 1st of each year.

**CALIFORNIA STUDENT AID PROGRAMS**

**The California College Promise Grant (CCPG)**

The CCPG (formerly known as the “BOG Fee Waiver”) waives enrollment fees for California residents who are eligible under one of the following methods:

**Method A**

A student is eligible under Method A if they:

- Received TANF, CalWORKs, SSI, or General Assistance payments in the last two years (2022 or 2023 for the academic year 2023-2024);
- Are a dependent student and one of their parents received such assistance;
- Are determined to be an unaccompanied youth who is homeless or at risk of being homeless;
- Have certification from the California Department of Veterans Affairs or the National Guard Adjutant General stating that the student is eligible for the waiver;
- Are a recipient—or the child of a recipient—of the Congressional Medal of Honor;
- Are a dependent of a victim of the September 11, 2001 terrorist attack; OR
- Are a dependent of deceased law enforcement or fire suppression personnel who were killed in the line of duty.

**Method B**

Eligibility is based on household size and total family income (adjusted gross income plus all other untaxed income).

Family Income Standards for 2023-2024	
Family Size	Base Year Income
1	\$20,385.00
2	\$27,465.00
3	\$34,545.00
4	\$41,625.00
5	\$48,705.00
6	\$55,785.00
7	\$62,865.00
8	\$69,945.00
Each Additional Family Member	\$7,080.00

### Method C

A student is eligible under Method C if the student has completed a FAFSA or California Dream Act Application for the correct academic year and they are determined to have a financial need of \$1,104 or greater. Financial need is determined by subtracting the estimated family contribution from the student's cost of attendance budget.

### Loss of CCPG Eligibility

If you have been on either academic or progress probation for two consecutive terms, you will lose your eligibility to receive the CCPG. You will be able to regain eligibility by:

- Improving your GPA / course completion in order to meet academic and progress standards;
- Not attending Cuesta College for two consecutive primary terms (Fall & Spring or Spring & Fall); OR
- Filing a successful appeal due to extenuating circumstances.

NOTE: Foster youth and former foster youth (age 24 years and younger) are not subject to loss of the CCPG under these regulations.

### Cal Grants

The Cal Grant program is designed to help low-income California residents with the costs of pursuing undergraduate education at California institutions. There are two programs that are available to Cuesta College students: Cal Grant B and Cal Grant C.

- Cal Grant B provides a living allowance (and sometimes tuition/fee assistance) for low-income/disadvantaged students with high potential.
- Cal Grant C assists vocational students with tuition and training costs. Students must be enrolled in an eligible vocational program at Cuesta College from four to twenty-four months in length.

In order to apply for a Cal Grant, recent high school graduates must complete the FAFSA or California Dream Act Application for the upcoming year by March 2. Cuesta students with at least 16 degree-applicable units completed prior to September 2nd must submit a FAFSA or California Dream Act by September 2nd to apply.

Students who are supporting dependent children under the age of 18 may qualify for additional funding through the Cal Grant B and Cal Grant C programs. Eligible students who are supporting dependent children under the age of 18 may instead receive payments through the Cal Grant A program, which is otherwise only available to students attending California colleges that award Bachelor's degrees.

If a student has fewer than 31 units completed they will be considered a freshman, and more than 30 units would be considered a sophomore

for Cal Grant purposes.

**California Chafee Grants for Foster Youth** (<https://chafee.csac.ca.gov/>)

Chafee grants provide up to \$5,000 a year to youth who are or were in the foster care system.

To qualify, a student must be a current or former foster youth who has not reached his/her 26th birthday as of July 1 of the award year. Additionally, the court must have established the student's dependency status between the ages of 16 and 18.

To apply, complete both the FAFSA and the online California Chafee Grant Application available at <https://chafee.csac.ca.gov/>

### AB-540 Students

Students who have AB-540 status are eligible for a number of financial aid programs that are ordinarily restricted to California residents:

- California College Promise Grant (CCPG)
- Cal Grant B Community College Transfer Entitlement Award
- Cal Grant C
- Extended Opportunities Programs and Services (EOPS)

To apply for these programs, students must complete the following:

- Submit the California Dream Act Application (<https://dream.csac.ca.gov/>) by March 2.
- Submit the non-SSN GPA verification form to the California Student Aid Commission (if necessary) by March 2.
- Complete the EOPS application. (For application and deadline information, contact the EOPS office at 546-3144)

### INSTITUTIONAL AID

In addition to government funding, Cuesta College offers two institutional sources of financial aid: the Cuesta College Scholarship program and the ASCC Book Loan program.

#### Cuesta College Scholarship Program

([https://cuesta.academicworks.com/users/sign\\_in](https://cuesta.academicworks.com/users/sign_in))

This program, made available through private donors, offers over 200 scholarships to current Cuesta students and incoming freshmen. Each scholarship has its own set of eligibility requirements, but students only have to fill out one application.

To apply for the Cuesta College Scholarships, submit your online scholarship application prior to March 2 of the award year. Having a FAFSA or California Dream Act on file is not required for the Cuesta Scholarships, but some scholarships are based on need so to maximize your opportunities we encourage all students to apply for financial aid to see what other opportunities they could qualify for.

#### ASCC Emergency Book Loan

The Associated Students of Cuesta College created this program to assist students who have not yet received financial aid but need to purchase books. Vouchers are used in the bookstore to cover up to \$300 of textbooks. This program opens the week prior to the Fall and Spring terms and closes at the end of the first week of classes.

In order to be eligible for an emergency book loan, a student must:

- Be enrolled in at least six units
- Submit a FAFSA
- Purchase an ASCC ID card for the current term



- Have the means to repay the loan without using financial aid to do so

To apply, please contact the Financial Aid office in the week prior to the Fall or Spring term.

## FEDERAL STUDENT AID PROGRAMS

### General Eligibility Requirements

In order to receive federal student aid under any of the programs listed below, a student MUST:

1. Be a U.S. citizen or an eligible noncitizen;
2. Have a valid Social Security Number;
3. Have a high school diploma or a General Education Development (GED) certificate (if you are a home school graduate, contact the financial aid office);
4. Enroll in an aid-eligible program as a regular student seeking an associate degree, transfer degree, or certificate;
5. Enroll in degree applicable units (Financial aid will only pay for courses that count in a student's program of study). [https://www.cuesta.edu/student/studentservices/finaid/fa\\_policies/cpos.html](https://www.cuesta.edu/student/studentservices/finaid/fa_policies/cpos.html)
6. Make satisfactory academic progress (see our SAP policy below);
7. Not be in default or delinquency on federal education loans, or owe any federal grant money to any institution;
8. Not be ineligible due to convictions for any offense involving the possession or sale of illegal drugs while receiving Title IV federal financial aid;

### Federal Pell Grant

The Federal Pell Grant program provides aid to eligible students with financial need to cover educational expenses. The amount that one receives is based primarily on the student's expected family contribution and the number of units in which the student is enrolled. For the 2022-23 award year, the maximum annual Federal Pell Grant award is \$6,895. Under the new "year-round Pell" initiative, additional funds may be available in summer on a case-by-case basis. The 2023-2024 Pell amounts will be released in Spring 2023 and finalized prior to the start of Fall 2023.

2022-23 Pell Grant Awards	
Enrollment status	Maximum Pell Grant possible
Full time (12 units or more)	\$6895
Three-quarters time (9 – 11.5 units)	\$5170
Half time (6 – 8.5 units)	\$3447
Less than half time (less than 6 units)	\$1723

A student is only eligible to receive Pell Grant for the equivalent of 12 semesters at full-time enrollment status, regardless of the dollar amount of those awards.

**NOTE:** Pell Grants do not require repayment as long as the student remains in the same number of units that they were at the time of the first disbursement of the year. However, students that drop classes after the time of the first disbursement may be required to pay back the difference between the amount that they were paid and the amount for which they qualify after reducing their number of units.

## Federal Supplemental Educational Opportunity Grant (SEOG)

Limited funding is awarded to Pell Grant recipients with the highest need.

### Federal Work Study (FWS)

Federal work study awards allow students to find jobs on campus and in the community that are paid out of a fund. Students must meet all of the eligibility requirements for federal student aid and be enrolled in at least six degree applicable units (as locally required for student employment during primary terms by administrative procedure 7201.1).

### The William D. Ford Federal Direct Loan Program

This government program offers low-interest loans to eligible students who are enrolled in at least six degree applicable units. There are two types of student loans: subsidized and unsubsidized.

#### Subsidized Direct Loan

The federal government subsidizes (pays) any interest that student loans accrue while the students are still enrolled in school at least half-time.

#### Unsubsidized Direct Loan

Students are required to pay the interest while they are in school. Interest payments may be deferred while the student is in school, but the accrued interest will be capitalized.

Interest rates and loan origination fees are not published in this catalog as they are subject to change after the date the catalog will be published. Although the interest rate varies from year-to-year, the loan will be fixed at that rate once it has been originated. For the latest information on interest rates, visit this webpage: <https://studentaid.gov/understand-aid/types/loans/interest-rates>

Repayment begins six months after students graduate, withdraw from school, or drop below half-time enrollment status.

First-time borrowers are required to complete the online Student Loan Workshop as part of their entrance counseling.

### Federal Direct Parental Loans (PLUS)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their children's education expenses as long as certain eligibility requirements are met.

For more information, please visit: <https://studentaid.gov/understand-aid/types/loans/plus>

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Cuesta College has recently revised its Satisfactory Academic Progress (SAP) Policy to promote the academic planning and success of its students with financial need. In order to receive federal financial aid in this policy. The Financial Aid Office checks your progress using the standards detailed below at the end of each term. It is your responsibility to meet these standards.

**Note:** All periods of enrollment will be evaluated regardless of whether or not financial aid was received. Additionally, federal regulations require that any courses excluded from GPA by an academic renewal process must be included in the SAP review.

The following changes are being made to the Cuesta SAP policy effective August 1, 2022. All students submitting successful SAP appeals will now be placed on a probation plan for a specific number of terms, based on the Comprehensive Student Education Plan (CSEP) created with our academic counselors and submitted with the appeal.

Previously, students submitting an appeal could either be placed on a



probation plan that would expire at the end of the award year, or have a set number of units removed from the calculation of the maximum timeframe for their program through a unit “reset”.

### SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

A student must maintain ALL of the following standards or they will be ineligible for federal student aid.

Standard	Minimum Requirement for all coursework attempted
Qualitative (GPA)	Cumulative GPA is at least 2.0
Quantitative (completion rate)	Student must pass 67% of units attempted.
Maximum Time Frame	Attempted units may not exceed 150% of the number of units required to complete your educational objective

At Cuesta we calculate an average number of units that it takes a student to complete their degree. Our most recent data shows that students need 88 units to complete an Associate's degree or certain high unit certificate programs (like nursing or the Psychiatric Technician program), and 24 units for a normal certificate program. We are using that number to calculate our 150% limit. This information will be updated with new unit averages in July, prior to the new academic year, if there any substantial changes.

### ATTEMPTED UNITS AND COMPLETION RATE

For the purposes of SAP calculations, attempted units include all units in which a student has enrolled regardless of whether or not they finished the class or received a grade for their work. Courses that are dropped prior to the census date will not be included, but any course that receives a grade of W or FW will be included in the calculation.

In order to retain eligibility for financial aid, a student must complete 67% of their overall attempted units.

Examples of how completion rate is calculated	
Student A:	<p>Attended Fall semester. Attempted 12 units, completed 7 units.</p> <p>Completion rate is calculated as <math>7/12 = 58\%</math>, student did not meet the 67% requirement.</p>
Student B:	<p>Attended Fall semester. Attempted 12 units, completed 9 units.</p> <p>Completion rate is calculated as <math>9/12 = 75\%</math>, student met the 67% requirement.</p>
Student C:	<p>Attended Fall and Spring semesters for two years. Attempted 48 units, completed 34 units.</p> <p>Completion rate is calculated as <math>34/48 = 71\%</math>, student met the 67% requirement.</p>
Student D:	<p>Attended Fall and Spring semesters for two years. Attempted 48 units, completed 31 units.</p> <p>Completion rate is calculated as <math>31/48 = 65\%</math>, student did not meet the 67% requirement.</p>

\*Student must still meet all other SAP requirements, including overall completion rate, to be eligible for federal student aid.

### GRADES

Grade symbols of A, B, C, D, or F received at Cuesta College will be used to calculate grade point average (GPA). Courses completed with CR, P, I, NC, NP, W, or WF will NOT be used in calculating a student's

GPA, but they will be used in the determination of the other SAP standards.

### MAXIMUM TIME FRAME or EXCESSIVE UNITS

If a student attempts more than 150% of the units required to complete the educational goal (degree or certificate) that they have declared to the Student Records office, they are ineligible for federal student aid.

Educational Goal	Units required to complete goal	Maximum units allowed
Associate Degree	88	132
Transfer requirements	88	132
Certificate program*	24	36

\*Certain certificate programs (e.g. nursing) require more than 24 units to complete and this higher amount will be used to calculate eligibility in the SAP review process. In some cases, however, an appeal may still be requested in order to document eligibility.

### DETERMINING SAP STATUS

The Financial Aid office evaluates SAP at the end of each term to determine students' eligibility for financial aid. Based on their academic performance, a student is placed in one of the following statuses:

### APPEAL PROCESS

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal to the Financial Aid office. Appeals are evaluated on a case-by-case basis by a team of financial aid professionals with the capacity for professional judgment. There is **no guarantee** that an appeal will result in financial aid being revised and/or reinstated. If a student wishes to contest a decision made by the Financial Aid Office, they may appeal one more time to the Director of Financial Aid. The determination of the Director of Financial Aid is final.

Appeals may be filed in the following situations:

- Serious illness or accident, death in family, or other family emergency
- Withdrawal for military service
- Other documentable extenuating circumstances

If students have experienced extenuating circumstances that affected their academic performance, they may submit a SAP appeal. To do so, visit [our document submission site](#) and use the [+ - Request] button in the upper-right to request an appeal.

You will also be required to submit a SAP workshop completion certificate. SAP workshop found here: <http://www.cuesta.edu/student/student-services/financial-aid/workshops.html>

Appeal decisions are made on a case-by-case basis and may require the student to provide additional documentation for further review. There is no guarantee that an appeal will result in financial aid being revised and/or reinstated; the decision of the Financial Aid office is final.

Appeals are typically filed in the following situations:

- Serious illness or accident;
- Death in the family or other family emergency; or
- Withdrawal for military service

All appeals must contain:

1. A complete SAP appeal form for the correct award year;  
Note: Financial aid award years begin in August and end in July. For example, the 2022-2023 year consists of the Fall 2022, Spring 2023, and Summer 2023 terms.

2. A personal statement that explains the reasons for the student's inability to meet SAP standards and how that situation has been resolved; and

3. A Comprehensive Student Education Plan (CSEP), created by one of our academic counselors. The CSEP must show all the courses required to complete the student's studies at Cuesta, and when those courses will be taken.

Note: If you are receiving aid under the terms of a SAP probation plan, and you deviate from your CSEP, it is vitally important that you [contact us](#)

Appeals that arrive after a term has been completed will be considered for the upcoming term only. We cannot review retroactive appeals. The last day to Submit a SAP appeal for a given term is the last day of classes for that term.

### SAP "RESET" POLICY

Students who have changed their major or program of study are able to have their SAP eligibility re-calculated solely on the basis of grades and units that are applicable to their current program. A student may receive such a "reset" only once during their time at Cuesta. A "reset" is not guaranteed. Students still need to complete the new program withing a reasonable amount of time for federal funding. The maximum timeframe at Cuesta to complete a degree and receive financial aid is 132 units.

However, students that have been accepted into certain programs may be eligible for an additional reset. In order to receive an additional "reset", a student must file a SAP appeal and be enrolled in a program that satisfies the following conditions:

1. The program has its own admissions process separate from that used by Cuesta College at large.
2. Students in the program progress through a set of mandatory coursework across multiple terms.

Examples of programs that would currently qualify for a "reset": Registered Nursing, Licensed Vocational Nursing, and Psychiatric Technician.

Once an additional "reset" has been granted, no further resets will be allowed.

### COURSE REPETITION

For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog. However, all repeated units will count toward Maximum Time Frame. Students may receive financial aid for repeat course work which they have previously passed only once.

There is an exception for courses which require repeats. Students taking a required repeat course should work with the Financial Aid Office to ensure those credits are counted appropriately for financial aid eligibility. Students may need to provide documentation regarding the requirement to repeat.

	Eligible for federal student aid?	Description / Notes
<b>Satisfactory</b> (SAT )	Yes	Student is meeting all SAP standards.
<b>Warning</b>	Yes	Student failed to meet one or more of the SAP standards.  Students only receive one warning term. If students fail to meet all SAP standards by the end of their warning term, they will be placed on suspension.
<b>Suspension</b> (UNSAT)	No	Student has failed to meet SAP standards for two consecutive terms.  Students on financial aid suspension may regain eligibility for financial aid by:  1. Filing a successful SAP appeal if there are extenuating circumstances; OR  2. Attending classes without financial aid until they meet all SAP standards. This method is known as "reinstatement."
<b>Probation</b> (PLAN)	Yes	Student  Student has submitted a SAP appeal which was subsequently approved.  Student must adhere strictly to the following rules or they will be disqualified:  1. Pass at least 67% of the classes for the term.  2. Earn a 2.0 GPA for the term.  3. Take only those courses that count towards your certificate or degree.  Approved appeals will place students on probation for a specific number of terms, based on the Comprehensive Student Education Plan (CSEP) on file with our academic counselors when the appeal is approved.  If a student does not return to good standing or finish their studies after the specified number of enrolled terms, they will be disqualified from further Federal aid.
<b>Disqualified</b> (DISQ)	No	Student was on probation, but did not adhere to the rules listed above.  Student may not appeal again unless the probation plan was not met due to catastrophic circumstances (death in family, hospitalization, incarceration, etc.) that can be documented by the student.  Student may receive financial aid in the future if they work on their own to meet all SAP standards (reinstatement).

## FINANCIAL AID ELIGIBILITY FOR REMEDIAL AND ESL COURSEWORK

Students are allowed to receive financial aid for remedial units if the remedial classes are a prerequisite for entrance into a regular college program. Financial aid cannot be received for more than 30 attempted units of remedial classes. Remedial units must be taken in recommended sequence.

ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for federal student aid.

Evaluation of ESL Coursework in a SAP Review	
Standard	ESL coursework that will be included in the SAP review
Qualitative (2.0 GPA, cumulative)	ESL courses that are given letter grades (A,B,C,D,F) will be included in the determination of whether students meet this standard.
Quantitative (67% completion rate, cumulative)	All ESL courses are included in the determination of whether students meet this standard.
Maximum Time Frame  (Total attempted units)	No ESL courses are counted towards the maximum time frame standard.

## TRANSFER CREDITS

All transfer credits that Cuesta evaluators have determined will count toward the student's current program will also be included in the calculation of overall attempted and completed hours. They will not be included in the calculation of overall GPA.

## ROUNDING

At Cuesta we do round up in our SAP calculations, if your completion rate is .6665, it will round up to 67%.

## FEDERAL RETURN OF TITLE IV FUNDS POLICY

Title IV (federal student aid) recipients who withdraw completely before completing 60% of the term for which the student has been charged will be required to return a portion of the Title IV funds they received. The return amount will be calculated using the number of days the student attended in the given term and the total number of days in the given term.

## RETURN OF OVERPAYMENT

Title IV financial aid recipients who withdraw from all classes—or are administratively withdrawn from all classes—may be required to return a portion of the financial aid they received. The Financial Aid office will calculate the percent of financial aid earned and unearned for the given term. Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if they are required to return any Title IV funds. Students that fail to return Title IV funds are ineligible for federal student aid.

## ORDER OF RETURN OF TITLE IV FUNDS

All returns will be distributed to the student financial assistance

programs in the order below with the following exceptions: Title IV funds required to be returned by the student will not be distributed to a

Federal Direct Loan Program and no returns shall be distributed to the Federal Work Study Program.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grants
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal and State Programs
8. Institutional or Agency Programs

The Dean of Student Success and Support Programs will make available the institutional accreditation documents and the Title IV participation agreement upon student request. The Title IV school code for Cuesta College is 001192.

## INSTITUTE FOR PROFESSIONAL DEVELOPMENT

The Institute for Professional Development (IPD) addresses the Cuesta College mission to support workforce preparation and economic growth through assessment, training, coaching, consulting, and facilitation. IPD's focus is to drive down costs, expand the talent pool in the local workforce, and help businesses adopt continuous improvement methods and processes. IPD offers training programs customized to the needs of each business or organization,

Training classes and services are offered at the client's site or at one of several campus locations throughout the county. Class schedules are flexible and are based on the needs of the client. Training offerings can be short or long-term. IPD draws on highly qualified professionals and faculty with expertise in a wide range of fields.

IPD fees are competitively priced, and IPD also offers eligible employers the opportunity to access state training funds through the Employment Training Panel. This allows companies to maximize the value of their training investment. For more information, contact the Institute for Professional Development, Cuesta College at (805) 546-3180.

## LGBTQIAP+

Cuesta College is committed to creating a safe and inclusive space for all students to learn and for all staff to work. Cuesta embraces and celebrates diversity and the belief that every individual on our campus contributes to our community.

Cuesta College offers a variety of resources to ensure that all members of the college community are valued and served with dignity and respect, regardless of sexual orientation or gender identity. As a certified Hispanic-serving institution, our LGBTQIAP+ resources also aim to support the needs of the Latinx community.

Visit <https://www.cuesta.edu/student/studentservices/lgbtqiap/index.html>

## LIBRARIES

**Location: SLO campus, Building 3200, Room 3200, (805) 546-3155. North County campus, Building N3100, Room N3113, (805) 591-6211.**

The Cuesta College Libraries support the educational programs of the college. Books, periodical subscriptions and audiovisual materials are closely coordinated with curriculum offerings. Holdings include general education and career and technical education materials, and other resources for updating and increasing skills and knowledge.

Comparable services are provided to distance education students and students at off-site locations. The library's catalog and periodical databases are online, and accessible around the clock to all students with Internet access. An increasing portion of the library collections, including e-books, streaming videos, and virtually all journal content, is digital and available online.

To assist students and community residents with their informational and research needs, librarians are available at the Reference desk and via telephone, email, and live chat whenever the library is open. College librarians hold advanced degrees and as part of the college faculty teach research and information literacy skills and help students locate the best resources for their educational needs.

Library facilities include areas for studying, photocopying, computer use, viewing audio/visual materials, and library instruction. Comfortable surroundings invite collaborative and group study; browsing, reading and viewing materials; and provide a quiet place for contemplation and learning.

To borrow library materials, students must show photo identification. Community residents must show a current I.D. with local street address to use a courtesy library card.

Open computer labs on the San Luis Obispo and the North County campuses are provided for academic use. Workstations are equipped with most software taught at Cuesta so that students can work on class projects outside of scheduled lecture and lab times for their courses. There is a general use lab on the San Luis Obispo and North County campuses in each Library. Smaller and more specialized labs are also available on a more limited basis.

## MONARCH DREAM CENTER / CENTRO MONARCA

**Location: SLO campus, Building 3100, Room 3315A, (805) 546-3109. North County Campus Center, N1000/N1100, Room N1123, (805) 591-6200. Se habla Español. Online appointments available. Visit <https://www.cuesta.edu/student/studentservices/monarch-centers/index.html>**

The Monarch Center provides a welcoming and safe place where undocumented and mixed-status students and their families can gather and feel safe, valued and supported.

The center offers bilingual assistance with:

- Getting Started
- California Dream Act and Cuesta Scholarship Applications
- Cuesta Promise Steps
- Student Support Services and Referral
- Undocumented Resources

- Leadership Development Opportunities
- Free Immigration Legal Services
- DACA Renewals Fee Assistance
- Access to Special Funding Opportunities

The Monarch Center embraces and celebrates all cultures and promotes and advances diversity, equity, and inclusion.

## CONTINUING EDUCATION NONCREDIT COURSES (ADULT EDUCATION)

Cuesta College's Continuing Education Program offers students of all ages access to a variety of no cost noncredit courses and certificates that can assist them in reaching their educational, personal, and professional goals. Noncredit courses provide students with lifelong learning, basic skills, and college and career readiness.

To make the classes and programs more accessible, classes are offered throughout the district at all three campuses, as well as communities throughout the county.

The classes may vary in length and time to meet the needs of diverse students. Although some classes are tailored for a specific student constituency, all classes are open to the public. There are no repeatability restrictions on noncredit courses. No enrollment fees are charged for the noncredit classes. A materials fee may apply. Students who take classes and park on the San Luis Obispo or North County campus must have a valid, current parking permit.

Noncredit courses and certificates of completion and competency are offered in Adult Basic Education, English as a Second Language, Vocational English as a Second Language, Career Technical Education and Workforce Preparation and community, life and work skills for adults with disabilities.

### Student Success and Support Programs

#### Admissions and Registration

For Noncredit Adult Education offerings, admission and registration is completed with support staff. Students may register prior to the start of the semester. ESL and/or Adult Basic Education courses REQUIRE assessment prior to registration. For more information, contact (805) 591-6273.

#### Assessment

Basic Skills and ESL students must be assessed prior to enrollment. Placement testing is offered year-round. Multilingual assistance is available. For more information, contact (805) 591-6273.

#### Fees and Expenses

There is no tuition for noncredit courses. However, all students who park on the Cuesta College campus must have a valid, current parking permit. Student semester parking permits are sold exclusively online through the myCuesta student portal. One-day parking permits may be purchased online or at self-serve parking machines in various parking lots. Books and supplies needed for a class are the responsibility of the student.

## ONLINE SERVICES AND DISTANCE EDUCATION

Distance Education courses are those in which the instructor and student are separated and interact through the assistance of communi-

cation technology. They are offered as “fully online” (with no required on-campus sessions), “hybrid” (51% or more online) or “blended” (less than 51% online). The full definition of Distance Education, and the means by which the college verifies student identity in distance education courses, is contained in the district’s Administrative Procedure 4105 (<https://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADLRG-96DE548>.)

Courses offered through Cuesta College’s Distance Education program are equivalent to the classroom-based version in course content, textbooks, required assignments, exams, study time, etc. The only difference is the method in which the course is delivered.

Students in Distance Education courses are able to access support services such as counseling, tutoring, technology help desk, and library services remotely.

## PREREQUISITES/CO-REQUISITES

Prerequisites, co-requisites, and advisories are intended to enhance a

student’s chance of success in a desired course. If a student does not meet prerequisites or co-requisites for a course, as listed in the class schedule, the student may not be allowed to enroll or remain enrolled in that course. Successful completion of a prerequisite or co-requisite course is achieved by a final course grade of “C” or better.

### Current Cuesta Students

Cuesta students enrolled in prerequisite courses at the time of registration for the upcoming term will be allowed to enroll in the next level course without knowing the final grade in their current course. A grade of “C” or better must be earned in the prerequisite course to meet the prerequisite requirement. Students that do not successfully complete prerequisite courses will be administratively dropped from the higher level course once grades are final and have been posted.

### Transfer Students

Coursework from another college must be completed and the student needs to have earned a grade of “C” or better before the course can be used to clear a prerequisite requirement. Students must submit

### Prior Prerequisite/Co-requisite Clearance Required Before Enrolling in:

Course Discipline/Subject	Course Number(s)
Biological Science Courses	BIO 201A, 201B, 202, 204, 206, 212L, 220L, 222L
English Courses (Reading/Writing)	ENGL 099, 156, 180, 201A -- Appropriate Placement. 101 -- Support Course for 201A 201B, 201C
English Courses (Literature)	ENGL 205, 206, 212A, 212B, 213, 215, 216, 217, 231, 245A, 245B, 246A, 246B
Licensed Vocational Nursing Courses	LVN 101, 101A, 101AL, 101B, 102, 102A, 102AL, 102B, 103, 103A, 103B, 104, 104L
Math Courses (non-transferable)	MATH 007, 021, 122, 123, 126A, 126B, 127, 128, 147S
Math Courses (transferable)	MATH 220, 227, 229, 230, 231, 232, 236, 242, 247 -- Students are eligible to register in transfer-level math classes regardless of any placement they have received in the past 255, 265A, 265B, 283, 287, 290, 291
Medical Assistant Courses	MAST 111A, 111B
Music Courses	MUS 204A, 204B, 204C, 205A, 205B, 205C
Paramedic Courses	EMS 102, 105, 105L, 201, 210, 211, 211L, 212, 213
Phlebotomy Courses	PHLB 109A, 109B
Physical Science Courses	ASTR 210, 210L CHEM 200, 201A, 201AX, 201B, 201BX, 201P, 211, 212A, 212B, 201P, 211, 212A, 212B, 212P, 231, 245B, 245C GEOL 231, 232, 233, 234 METE 212 OCEN 210, 210L PHYS 205A, 205B, 208A, 208B, 208C, 208AX, 208BX
Psychiatric Technician Courses	PSYT 110, 207, 208, 209
Registered Nursing [RN] Courses	NRAD 004E, 103H, 120A, 120B, 120C, 120D, 201A, 201B, 201D, 202A, 202B, 202D, 203A, 203B, 203D, 204A, 204B, 204D, 219A, 219B
Additional Courses	AVMT 120, 130, 140, 150, 160, 170, 180 CDFS 216, 289C, FTVE 230A ASHS 289, 289A, 289B, 289D, WELD 270B, 270C, 770B



a Prerequisite Clearance Form which can be found below. Official transcripts need to already be on file at Cuesta or submitted with your request.

#### **Prerequisite Clearance Forms:**

FORM A: Prerequisite Clearance and/or English, English as a Second Language, and/or Math Placement Request can be used to clear prerequisite requirements with coursework completed at an institution other than Cuesta.

FORM B: Prerequisite/Co-Requisite Course Challenge can be used to clear prerequisites that have been met through means other than course completion such as previous knowledge, work experience, or licensing. The student is responsible for providing evidence to support the claim and must get signatures from the appropriate department chair before prerequisite clearances can be processed.

Examples of when to submit FORM B:

- Student has knowledge or ability to succeed in the course despite not meeting the prerequisite such as assessment placement, knowledge, certification, licensing, work experience, or other criteria presented by the student that satisfy the prerequisite.
- The prerequisite is discriminatory or applied in a discriminatory manner.
- The Prerequisite approval is in violation of Title 5 regulations or Cuesta College District Policy.
- The prerequisite course has not been made "reasonably available" as defined by Cuesta College.

FORM C: Physics Prerequisite Evaluation Form can be used to determine if a physics course taken at another college meets a physics prerequisite requirement at Cuesta. Student is responsible for attaining the appropriate signatures from the Physical Science Department Chair before prerequisite clearances can be processed.

How to Submit Completed Prerequisite Forms:

Submit online from Admissions & Registration webpage:

<https://www.cuesta.edu/student/studentservices/admrrreg/arforms/index.html>

## **STUDENT HEALTH SERVICES**

**Location: SLO campus, Student Health Center, Building, 3100, Room 3150, (805) 546-3171. North County Campus Center, N1000/N1100, Room N1013, (805) 591-6201.**

**In-person and Telehealth appointments are available. Appointments can be made online through the student portal, using this link:** <https://www.cuesta.edu/student/resources/healthcenter/about-health-services/appointments.html>.

**Online wellness resources may be accessed at** <https://www.cuesta.edu/student/resources/healthcenter/resources/index.html> and <https://cvcoeidev.wpengine.com/wellness/>

This site includes a link to Campus Well, a monthly online magazine and archives with information on student wellness, alcohol and drug awareness, mental health, fitness, nutrition, sexual assault awareness and education among other topics important to students.

Please check our [website](https://www.cuesta.edu/student/resources/healthcenter/index.html) for updated hours for both the SLO and NCC health services at <https://www.cuesta.edu/student/resources/healthcenter/index.html>. For specific information that is not available on the website, you may call the San Luis Obispo Campus center at (805) 546-3171, or the North County Campus center at (805) 591-6201.

The goals of Student Health Services are to help students achieve and maintain optimal physical, mental and emotional health, and to educate

students toward taking responsibility for their own health and wellness. All students who have paid the health fee are eligible to receive free and low-cost services provided by an outstanding team of professionals.

#### **Care Provided by:**

- Nurse Practitioner/Physician Assistant
- Registered Nurses
- Mental Health Professionals

#### **Wellness Care:**

- Personal Counseling
- Nutrition Coaching/Peer Education
- Blood Pressure, Blood Sugar, Cholesterol and BMI Screening
- Stress Reduction
- Health Maintenance Education
- Wellness workshops
- Flu vaccine clinics

#### **Screening and Referrals:**

- Illness Assessment and Treatment
- Acute Care Clinic
- Mental Health Therapy/Crisis Prevention and Intervention
- First Aid Treatment
- Family Planning/Sexual Health
- Substance Use
- Tuberculosis Screenings and Testing
- Secondary Insurance Claim Procession for Campus Accidents/Injuries

#### **Community Resource Referrals:**

- Vision
- Dental
- Mental Health
- Medical Specialty Services/Advanced Health Care
- Social Services

## **STUDENT LIFE & LEADERSHIP**

**Location: SLO campus, Student Center, Building 5300, Room 5301, (805) 592-9979. North County Campus Center, N1000/N1100, Room N1005, (805) 592-9548.**

**Resources available online, for the convenience of our students including those attending via distance education, are the following:**

- Student Life and Leadership Activities Calendar
- Housing Resource Information
- ASCC Agendas and Minutes
- Voter Registration
- Student Life and Leadership may be found at <https://www.cuesta.edu/student/campuslife/studentlife/index.html>.

The purpose of the Student Life & Leadership program is to assist the student population in the development of programs that serve and actively involve a wide range of students. Opportunities for personal growth are extended to students through leadership courses and programs, clubs and organizations, and campus events produced by the students themselves.

Student Life and Leadership coordinates campus programs and services which include:

- Associated Students of Cuesta College (Student Government)
- Housing Resource Information
- Student Photo ID
- ASCC Social Club
- Clubs and Organizations
- Cultural Center
- Food Bank Distribution
- Food Pantry

#### **Student Activities**

Cuesta College's student government develops a broad spectrum of activities, programs, and services for the student body. Its goals are to provide social contact, entertainment, and leadership opportunities for the campus community. Extracurricular activities foster a sense of unity among individuals, as well as among student groups pursuing specialized interests.

The complete planning and production of various events provide excellent experience for student leaders and enjoyable activities for all. Lectures, film series, forums, bands, community awareness programs, and seasonal and special events are all within the scope of student government sponsorship.

The broad array of student activities involves the educational experience of all members of the Associated Students of Cuesta College. Students plan and develop them and, by taking an active role, experience a personal satisfaction and growth beyond their academic pursuits.

An activities calendar may be found at:  
<https://www.cuesta.edu/calendars/index.html>

#### **Associated Students of Cuesta College**

The Associated Students of Cuesta College (ASCC) operates under regulations authorized in the California Education Code and in the policies of the Cuesta College Board of Trustees. The ASCC is the college's official student government organization.

The ASCC is established to promote the general welfare of Cuesta College students; to guarantee equality of opportunity among students; to offer an experience in practice of the American democratic government; and to encourage student participation in, planning for, and involvement in a comprehensive program of student activities. It offers students opportunities to participate in social and cultural events, to share in governance activities, to interact with professionals, and to create and administer their own organizations and programs.

#### **Student Organizations**

Student Life and Leadership grant recognition to campus organizations including honor societies, service and religious organizations, those with an ethnic/multicultural focus, and departmental and special interest groups. The varied types of clubs not only offer an opportunity for social life but also make a fine contribution to the development of

student leadership. Membership and active participation in a reasonable number of these organizations are strongly recommended by the college.

## **STUDENT SUCCESS CENTERS**

**Location: SLO campus, Building 3300/3400, (805) 546-3150. North County campus, Building N3100, Room N3130, (805) 591-6245.**

The Cuesta College Student Success Centers strive to:

- Promote the academic skills, learning strategies, and attitudes necessary for student success in all disciplines.
- Create a responsive, accessible, and learner-centered space for students to attain independent learning and achieve their personal, educational, and vocational goals.
- Support the instructional objectives of faculty by advancing the Student Success Centers as curricular extensions of the classroom.
- Enhance collaboration with the college community regarding the short- and long-term goals of the Student Success Centers.

This mission is fulfilled by offering the following learning and teaching assistance to students and faculty.

MATH TUTORING provides drop in assistance to students needing help in MATH 127-MATH 287. Computer access is available for students to work on Math, Minitab, StatsCrunch, and other software. Located in Student Success Centers, Building 3300/3400 upstairs next to Library and downstairs Room 3300 (SLO) and Building N3129A (NCC). Stats Lab located in Room 3301 (SLO). Please check the Student Success Centers' website for full tutorial support schedules.

TUTORIAL SERVICES provides free drop-in and embedded tutoring in most academic subjects. Tutoring is available in person in the Student Success Centers and virtually in CANVAS. Peer tutors are instructor recommended, have received a "B" or better in the courses they tutor and complete a tutor-training class during their first year as a tutor. Tutors are trained to help students develop long-term learning strategies that facilitate independent learning. Tutoring is available in the Student Success Centers. For more information please visit: <https://www.cuesta.edu/student/resources/ssc/index.html>.

WRITING CENTER provides free writing assistance in person and virtually to students on a drop-in basis and is available to all students. Students meet with a peer tutor to have specific questions answered regarding structure and content. The Writing Centers are located inside the Student Success Centers at both campuses. Please check the Student Success Centers' website for full tutorial support schedules.

NET TUTOR online tutorial support is now available to Cuesta students 24/7. Students may access online tutorial support in the following areas: Accounting, Anatomy and Physiology, Biology, Business, Chemistry, Criminal Justice, Economics, English, History, Math (all levels), Nursing, Physics, Political Science, Psychology, Spanish, and Statistics. Accessing Net Tutor is easy! To get started all you need is your myCuesta username and password. Please visit the Student Success Centers' website to enter the Net Tutor portal, or click on the following link: <https://www.cuesta.edu/student/resources/ssc/onlinetutoring.html>

ACADEMIC SUCCESS COACHES support students individually and in small groups to develop the study skills, strategies, and mindset to become strong, independent, resource aware learners that are well adjusted to the rigors of college level academics. Topics addressed include: Time Management and Procrastination, Planning and Organization, Study Techniques for Memory, Focus and Concentration, Reading

Comprehension, Use of Textbook Resources, Test-Taking Strategies, Research and Essays, Communicating with Faculty, Connecting with Student Services, and Healthy vs. Maladaptive Coping Strategies. Using a strengths based approach, coaches address challenges as they arise for students and model critical thinking and proactive problem solving focused on the development of a growth mindset and the confidence to take accountability for learning and life success. Please visit the Student Success Centers website for more details.

## TRANSFER SERVICES

The University Transfer/Career Center has a wide variety of resources available to university bound students including college and university information, college search materials, major and career books, and study abroad brochures and catalogs. The center maintains information about university transfer requirements, the university application process, articulation agreements and transfer admission guarantee programs. In addition, the center provides internet access with links to assist students completing online admissions applications and researching colleges. For more information please visit <https://www.cuesta.edu/student/studentservices/counseling/transfer/index.html>

University Transfer/Career Center staff serve as liaisons to colleges and universities and advocate for students in the admission process. Center staff also coordinate university representative visits in which university outreach staff come to campus or meet with Cuesta College students virtually.

Transfer Admission Guarantee (TAG programs) are commitments that selected colleges and universities make to Cuesta College students who meet specific credit, GPA, and course requirements. A TAG serves as a contract between the student and college or university. Students who have completed a TAG and have met contractual requirements are guaranteed admission.

Cuesta college has transfer admission guarantees with the following universities:

- UC Santa Cruz
- UC Riverside
- UC Santa Barbara
- UC Davis
- UC Irvine
- UC Merced
- Arizona State University
- Columbia College
- Chapman University
- University of La Verne

Associate Degrees for Transfer (ADTs) are a way for students earn a transfer-focused degree at Cuesta College and transfer seamlessly into a CSU. Please see Section 2A for information about ADTs.

### Career Services

Career services are available to assist students in exploring and clarifying their career goals, researching occupational fields, and making their educational plans accordingly. Students may make arrangements with University Transfer/Career Services to attend a

Career Workshop and use online resources to obtain information about specific occupations.

### Transferring to California Polytechnic State University, San Luis Obispo

Because admission to Cal Poly San Luis Obispo is highly competitive; it is strongly recommended that students work closely with a Cuesta College counselor to ensure they are well-prepared for Cal Poly SLO's transfer selection process. Cal Poly SLO's Transfer Selection Criteria vary by major and include completion of major-related and general education coursework, grades, and extracurricular activities and work experience. Students applying as upper-division transfers that have completed all required/desired coursework and have maintained a high GPA typically are more competitive in Cal Poly SLO's transfer selection process. The Cal Poly Admissions website provides comprehensive information on their transfer selection process.

### ASSIST

ASSIST (Articulation Subsystem Stimulating Inter-institutional Student Transfer) is a student-transfer information system available at [www.assist.org](http://www.assist.org). ASSIST displays reports describing how courses completed at a California Community College will be applied to an undergraduate degree at a California State University or University of California campus. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer within the state of California. Students who are planning to transfer to a California State University or a University of California campus are encouraged to utilize ASSIST information (in consultation with a counselor) for important information about the transfer and articulation process.

### Student Right To Know

In five decades of service to the community, Cuesta College has helped thousands of students reach a wide variety of educational goals, including improved foundational skills, transfer to a four-year institution, earned certificates or associate degrees and advancement in the work force.

Student Right-to-Know Rates for Fall 2018 Cohort

Completion Rate: 43.15 %

Transfer Rate: 8.04 %

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2018, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. Their completion and transfer rates are listed above. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2018 to Spring 2021. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer prepared' during a five semester period, from Spring 2019 to Spring 2021, are transfer students.

# VETERANS' SERVICES

**Location:** SLO campus, Veterans Resource Center, Building 3100, Room 3174, (805) 546-3142. North County Campus Center, N1000/N1100, Room N1008, (805) 591-6242.

## **Website:**

<https://cuesta.edu/student/studentservices/veterans/index.html>

## **Montgomery G.I. Bill® Education Benefits**

Cuesta College is approved by the Veterans Administration to offer eligible veterans and their dependents military service connected benefit programs leading to an associate degree or transfer to a four-year institution. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary. Generally, only the DVA can determine an applicant's eligibility for educational assistance.

Please note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

All persons receiving educational benefits must personally contact the Veterans Coordinator after enrollment every semester to continue benefits. In order to be certified with your Education benefits, you must have a student education plan on file prior to filling out your request for certification. For assistance please review [https://www.cuesta.edu/student/documents/financial\\_aid/GI\\_BILL\\_Benefits\\_Flyer\\_Veterans\\_2021.pdf](https://www.cuesta.edu/student/documents/financial_aid/GI_BILL_Benefits_Flyer_Veterans_2021.pdf)

## **Priority Registration**

As our way of saying thanks for serving our country, Veterans receive priority registration. New students to Cuesta College must meet the requirements of a new matriculated student as defined in the enrollment priority section. Any member or former member of the Armed Forces of the United States, and who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserved, for any academic term attended at one of the California State University, California Community College, or University of California for four academic years after he/she has left state or federal active duty, which he/she shall use within 15 years of leaving state or federal active duty, as established by Education Code 66025.8.

## **Military Credit**

Veterans can receive credit up to 12 credits for education experience in the Armed Services. For more information please refer to this website: <https://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx> or see the Veterans' Resource Center.

Possession of a DD214 will be substituted for Cuesta's graduation requirements in Health Education and Diversity, for students pursuing a Cuesta Associate of Arts or Associate of Science (local) degree. In addition, as determined by the California State University (CSU), possession of a DD214 will be substituted for the CSU General Education Area E "Lifelong Learning and Self Development" requirement, for CSU transfer bound veterans. Veterans are given the choice to either apply their DD214 in satisfaction of these areas, or to complete an approved course for the area, based on personal preference.

## **Disabled Veterans**

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the DVA Regional office, 8810 Rio San Diego, CA 92108 to determine their eligibility for disabled status. Veterans with disabilities are encouraged

to investigate services offered through Cuesta College Disabled Students Programs and Services.

## **Veterans' Dependents – War Orphans – Missing In Action – Prisoners Of War**

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the State of California. Inquiries regarding these benefits should be made through the DVA Regional Office.

## **Student Liability**

The veteran/dependent student assumes full liability for any overpayment of veterans education allowance benefits.

**The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant.**

## **FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.**

## **Veteran/Dependent Student Academic Standing**

Students will not be certified for enrollment if placed on Academic or Progress Dismissal status. If you have previously been placed on Academic Probation and have a grade point average of less than 2.0 in the last two consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Progress Probation and have 50% or more enrollment grades of "W", "I", or "NP" recorded in the last two consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification and priority registration) as required under Veterans Administration approval criteria regulations.

## **Tuition Policy**

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following: a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA.

Please Note: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill/>

## **Tutorial Services**

Tutorial services are available to all veterans who meet established VA criteria.

## **Transcripts**

All official transcripts of prior college work and military schools must be on file in the Records Office before registering for classes. Certification for benefits for the second semester will be withheld if transcripts are not received. See the Veterans' Resource Center for necessary forms.

### **Credits Required for Entitlement of Benefits**

The following number of credits is required each semester to certify students for educational and training allowances. Short-term courses are computed proportionately for payment purposes. Please see the Veterans' Resource Center for more information.

and programs for Veterans, Service members, families, and survivors. Check out the descriptions below to understand how the provisions impact GI Bill® and Veteran Readiness and Employment (VR&E) benefits. See more information on how Cuesta is implementing this requirement: <https://www.cuesta.edu/student/studentservices/veterans/isakson-and-Roe.html>

### **Veterans Access, Choice, and Accountability Act of 2014**

#### **(Choice Act)**

A student who is covered by the federal Veterans Access, Choice, and Accountability Act (Section 702 of the VACA Act [38 U.S.C. 3679(c)] as stated in parts 1-4 of this bulleted item shall be fully exempt from non-resident fees, including nonresident tuition and the capital outlay surcharge charged of nonresident students.

1. A Veteran who lives in California (regardless of his/her formal state of residence) and enrolls in Cuesta College within three years of discharge from a period of active duty service of 90 days or more.
2. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
3. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
4. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees, as provided by California EC §68075.5(c) requiring that the District grant a full exemption from the nonresident fee for all students verified to be "covered individuals" per the criteria above within this bulleted item and that qualify to use Montgomery GI Bill-Active Duty or Post 9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code while living in California. Eligibility determination is subject to the "Certificate of Eligibility" (COE) of the veteran or eligible dependent (who is made eligible through the Transfer of Entitlement [TOE] to basic educational assistance under Chapters 30 and 33 of Title 38, U.S.C.). The DD214, Certificate of Release or Discharge from Active Duty, of the qualifying individual may also be of assistance in confirming "covered individual" status as it shows the effective date of the veteran's discharge from active service.

#### **Withdrawal/Change of Classes**

Veterans are required to notify the campus Veterans' Resource Center when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal. Failure to comply with this regulation will be grounds for decertification and will be considered a fraud with the Department of Veterans Affairs.

#### **Isakson and Roe**

The Isakson and Roe Act enhances and expands education benefits

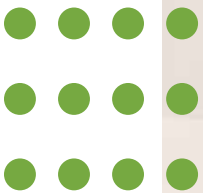




SECTION 1C

# COLLEGE POLICIES, RULES AND REGULATIONS

2023-2024  
CUESTA COLLEGE CATALOG



Students are held individually responsible for the information contained in the Cuesta College Catalog and in the Student Code of Conduct. Failure to read and comply with college Policies, Rules, and Regulations will not exempt students from whatever penalties they may incur.

The college reserves the right to make changes, additions and/or deletions to the Policies, Rules, and Regulations during the school year when deemed necessary by action of the administration and/or Board of Trustees.

## **BP 4030 ACADEMIC FREEDOM**

References: Title 5 Section 51023, ACCJC Accreditation Standard I.C.7  
ACCJC Eligibility Requirements 13 and 20, Ed Code 70902,  
AAUP 1940 Statement of Principles on Academic Freedom and Tenure

### **I. General Support of Academic Freedom**

The San Luis Obispo Community College District protects the academic freedom of students, staff, managers, and faculty; no limitations shall be placed upon the study, investigation, presentation, or interpretation of ideas. The District values the expression of a wide range of viewpoints and promotes creativity and innovation among its students, staff, managers, and faculty.

The current national standard for the definition of academic freedom was published by the American Association of University Professors (AAUP) in the 1940 Statement of Principles on Academic Freedom and Tenure, which was endorsed by the Academic Senate for California Community Colleges in 1996:

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research.

Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning.

The District upholds the following elements of academic freedom:

- the obligation of academics to ask difficult and meaningful questions and to pursue those inquiries wherever they may lead;
- the open and free exchange of ideas to support academic critical inquiry; and
- the protection of those who discuss, present, and research ideas that may be seen as controversial, obscene, unpopular, or challenging.

### **II. Specific Support of Faculty's Academic Freedom**

The District shall support and protect every faculty member's academic freedom from any adverse action or censorship. The District shall support and protect each faculty member's academic freedom within, but not limited to, the following areas:

- College-wide Curriculum
  - Freedom to develop curriculum and instructional methods for academic programs and courses—including, but not limited to, course descriptions, course outlines, course goals, course objectives, and course standards—in accordance with college procedures that have been mutually agreed upon by the Governing

Board and the Academic Senate and conform with state requirements and existing articulation agreements with other higher learning institutions.

#### **• Course Content**

- Freedom to select all content for their individual courses—including, but not limited to, texts, materials, labs, discussion topics, technology, videos, and assignments. Faculty will base their decisions on their professional training, expertise, and pedagogical practices. The approved Course Outline of Record, as developed from mutually agreed upon standards, shall provide the individual faculty with requirements and guidelines for each specific course.

#### **• Grades**

- Freedom to design assessment tools and methods, assess student performance, and serve as the final authority for the assignment of grades.

#### **• Research**

- Freedom to explore all avenues of scholarship, research, publication, and academic and/or creative expression within the classroom, college, and larger community, without institutional discipline or restraint.

#### **• Participatory Governance**

- Freedom to participate effectively in collegial and divisional governance.
- Freedom to question and challenge, without fear of censorship or discipline, actions and ideas originating from within the institution.

#### **• Public Speech and Membership in Organizations**

- Freedom to speak or write publicly — free of censorship or subsequent discipline by the college — as a citizen on matters of public concern.
- Freedom to associate with individuals or groups of one's choice without fear of censorship or discipline.

#### **• Technology**

- Freedom to elect to what extent technology will be used to support achievement of course objectives.

#### **• Intellectual Property**

- Freedom to maintain ownership over creative, artistic, and research works, including, but not limited to, written, graphic, photographic, video, and musical pieces, among others, even those produced or maintained on District equipment, unless The District has commissioned a faculty member or members to produce a work for which said faculty specifically agree to relinquish intellectual property rights.
- Freedom to maintain ownership over all academic work, including, but not limited to, items such as syllabi, assignments, exams, lectures, and content within learning management systems, unless The District has commissioned a faculty member or members to produce a work for which said faculty specifically agree to relinquish intellectual property rights.

Nota bene: Faculty in non-instructional positions have the same rights of academic freedom as instructional faculty.

### **III. Specific Support of Students' Academic Freedom**

The District shall support and protect every student's academic

freedom from any adverse action or censorship. The District shall support and protect each student's academic freedom within, but not limited to, the following areas:

- Academic Ideas and Practices
  - Freedom to explore all relevant avenues of scholarship, research, publication, and academic and/or creative expression within classes, the college, and larger community, without institutional discipline or restraint, as long as the exploration of said academic ideas and practices does not violate the District's Standards of Conduct.
- Grades
  - Freedom to exercise the right to be graded fairly and have a clear pathway toward a grade appeal.
- Public Speech and Membership in Organizations
  - Freedom to speak or write publicly—free of censorship or subsequent discipline by the college—as a citizen on matters of public concern.
  - Freedom to associate with individuals or groups of one's choice without fear of censorship or discipline.
  - Freedom to participate effectively in student leadership.
  - Freedom to question and challenge, without fear of censorship or discipline, actions and ideas originating from within the institution.
- Intellectual Property
  - Freedom to maintain ownership over creative, artistic, research, and academic works, including, but not limited to, written, graphic, photographic, video, and musical pieces, among others, unless the District has commissioned a student or students to produce a work for which said student or students specifically agree to relinquish intellectual property rights.

## ACADEMIC PROBATION AND DISMISSAL

For purposes of this policy, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term. A primary term is defined as fall or spring semester.

### Probation

A student shall be placed on academic probation if they have attempted a minimum of 12 semester units of work and have a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if they have enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

### Notification of Probation

Each student is entitled to be notified of their academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student has attempted at least 12 cumulative units and the student's grade point average falls below 2.0 in all units graded, a notice that the student is on academic probation shall be sent via email to the

student's college email address informing them that they are on academic probation. "All units graded" is defined as all units of credit for which the student attempted at Cuesta College.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 50 percent.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

The email sent to the student's college email address notifying the student of probation will

cover, at a minimum, the significance of being on probation and description of the services available.

### Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

### Notification of Dismissal

An email sent to the student's college email address notifying the student that they are subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.

### Appeal of Dismissal

The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action. The student must file the written petition of appeal to the Assistant Superintendent/Vice President of Student Services and College Centers or designee within 10 working days after the dismissal email was sent. If the student fails to file a written petition within the 10 working day period, the student waives all future rights to appeal the dismissal action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Assistant Superintendent/Vice President of Student Services and College Centers or designee.

The student will be continued on probation until the Chief Student Services Officer or designee decides on the student's appeal.

The decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee will be communicated to the student in writing by the Assistant Superintendent/Vice President of Student Services and College Centers or designee. The Assistant Superintendent/Vice President of Student Services and College Centers or designee will notify the student of their decision within five working days of receipt of the student's appeal. The student may appeal the decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee in writing to the Superintendent/President or designee, within five working days of the date of notification of the decision of the Assistant Superintendent/Vice President of Student Services and College Centers or designee. The decision of the Superintendent/President or designee is final.

If the dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.

**Fall Dismissals:** Special circumstances exist for dismissals after the Fall semester due to the fact that students traditionally enroll before Fall grades are available. Subject to dismissal emails will be sent no later than January informing students that:

- If they are enrolled in the Spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the Spring semester.
- If they are not enrolled in the Spring semester, they have the right to appeal dismissal in accordance with the appeal process.

**Procedure for Fall Dismissal Appeals:** Appeals for students subject to dismissal as a result of the fall grades must be filed following notification within 10 working days. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set above.

#### Standards for Evaluating Appeals

Dismissal appeals may be granted under the following circumstances:

- If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.
- The student enrolls in a corrective program designed to assist him/her in improving academic skills, such as obtaining academic counseling, and/or limiting course load.
- When there is evidence of significant improvement in academic achievement.

#### Re-Admission after Dismissal

A student who has been dismissed may request reinstatement by entering into a corrective program designed to assist them in improving academic performance including but not limited to academic counseling, personal counseling, or limiting course load.

In considering whether or not students may be re-admitted after a dismissal and two semesters absence, the following criteria should be considered:

- Documented extenuating circumstances (considered during appeal).
- Marked improvement between the semesters on which disqualification was based.
- Semesters on which disqualification was based were atypical of past academic performance.
- Formal or informal educational experiences since completion of semesters on which disqualification was based.
- Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Readmission may be granted, denied, or postponed according to

criteria contained in administrative procedures. The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

## ACADEMIC RENEWAL WITHOUT COURSE REPETITION

Previously recorded substandard academic work may be disregarded in the calculation of a student's grade point average if the work is not reflective of the student's present scholastic level of performance.

1. Academic renewal may be applied to two distinct semesters/sessions of work and is a one-time irreversible option.
2. Academic renewal cannot be used to disregard prior academic credit or course work which has been applied toward an associate degree or certificate earned at Cuesta College.
3. For any semester/session in which course work is to be disregarded, substandard academic work in that semester/session will be disregarded, excluding satisfactory academic work.
4. If grade alleviation has already been applied two times for a course included in the requested semester/session to be disregarded, the course will not be eligible for academic renewal without repetition and will remain on the academic record. No more than two substandard grades may be alleviated from the calculation of the student's grade point average for a course.
5. A period of at least one year must have elapsed since the completion of the work to be alleviated.
6. To alleviate course work, the student must have: a. Completed a minimum of 12 semester credits since the semester(s) to be alleviated with at least a 3.0 grade point average; or b. Completed 18 semester credits since the semester(s) to be alleviated with at least a 2.5 grade point average; or c. Completed 24 semester credits since the semester(s) to be alleviated with at least a 2.0 grade point average.
7. Recalculation of the grade point average will be used toward qualification for graduation with honors.
8. Academic standing for the semester/session(s) will be adjusted.
9. Permanent academic records will be annotated in such a manner that the record of all work remains legible, ensuring a true and complete academic history.

The student initiates the request by filing a Petition for Academic Renewal without Course Repetition in Counseling Services. The petition must be signed by the student and counselor.

- The student must submit official (sealed) transcripts from all accredited colleges or universities where course work was completed.
- The Associate Dean of Financial Aid and Records will make the final determination for academic renewal without course repetition.
- If academic renewal requirements are met, eligible courses will be alleviated from the student's permanent record.
- Calculation of the student's grade point average begins following the end of the first term being alleviated under academic renewal.

Alleviated course work will be annotated on the student's transcript with an "E" for exclusion with a notation of "Academic Renewal" and the substandard grade will be excluded from the student's grade point average calculation.

[https://www.cuesta.edu/student/studentservices/admrreg/arforms/acad\\_renewal.html](https://www.cuesta.edu/student/studentservices/admrreg/arforms/acad_renewal.html)



## ATTENDANCE

Normal progress and successful completion of scholastic work depends upon regular attendance. Students are expected to attend all classes and laboratories for which they are registered. Instructors set an attendance policy for each class, and it is the student's responsibility to know and comply with each one. Instructors may drop a student from a class for infractions of the attendance policy. (To assure a seat in the class, students are advised to attend the first class session.)

**It is the student's responsibility to officially withdraw** from a course which the student is no longer attending. Failure to officially withdraw from a class may result in an "F" (failing) grade.

## OPEN ENROLLMENT

All courses of the District shall be open to enrollment in accordance with Board Policy 5052 and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the college matriculation process or appropriate college division.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities except courses under Nursing and Allied Health programs, Dual Enrollment - CCAP Program courses offered at a high school site and for classes offered to inmates in city and county jail, or state or federal correctional facility that restrict enrollment.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and where enrollment is restricted for Nursing and Allied Health programs, Dual Enrollment - CCAP Program courses offered at a high school site during regular school day, and for classes offered to inmates in city and county jail, or state or federal correctional facility.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

A student may challenge an enrollment limitation by following Administrative Procedure 5055.

## COURSE LOAD

A full-time student is a student who is enrolled in a minimum of 12 credits per semester/session. Students enrolled in fewer than 12 credits are considered to be less than full-time. Students are limited to a maximum of 19 credits during the fall and spring semesters (nine credits during the summer session), including both day and evening classes. To take more than the maximum number of credits, a student must have an outstanding academic record and must obtain approval from a counselor before registering.

## COURSE REPETITION POLICY

### *Repeatable Course*

A repeatable course is identified in the college catalog and online Class Finder as repeatable more than one time.

- The student may petition to enroll in two sections of the same repeatable course if the length of the course is such that a student may enroll in two or more sections of the same course during the same period without being enrolled in more than one section at any given time.
- A student may repeat a course designated as a repeatable course including variable credit open-entry/open-exit courses up to the maximum number of allowed repetitions for that course.
- No more than two substandard grades may be alleviated within the allowable repeat limits for a repeatable course. If a course is repeated two or more times, the first two substandard grades will be excluded in calculating the student's GPA.
- Course repetition will not be allowed in a repeatable activity course beyond the maximum number of allowed repetitions for the course, which may be no more than three (3) semester/sessions.

### *Non-Repeatable Course*

A non-repeatable course is a course in the college catalog that is not identified as repeatable.

- Substandard Grade - a grade of "D+," "D," "D-," "F," "NP," or "NC."
- A student will be permitted to retake a non-repeatable course in which a substandard grade or "W" was earned one time without a petition.
- If a student has earned a second substandard grade or "W" in a course, the student must agree and sign a Third Enrollment Agreement to be released to register for the third repetition of a course.
- Each non-repeatable course in which a substandard grade has been earned may be repeated two times only for grade alleviation unless such repetition is provided by District policy. The repeated course must contain the equivalent credit value or higher. The previous grade and credit will be disregarded in calculation of the student's grade point average even if the previous grade was higher.
- Satisfactory Grade – a grade of "A," "A-," "B+," "B," "B-," "C+," "C," "P," or "CR."
- A course in which a satisfactory grade was received may not be repeated unless such repetition is provided for in the official course description or by District policy.

### **Limitations on Withdrawal ("W" symbol)**

Each non-repeatable course in which a "W" has been earned may be repeated for a maximum of two times. The student may earn no more than three (3) withdrawals in the same course.

- Military withdrawals ("MW") do not count against the "W" withdrawal limit.
- A student who has previously earned a maximum of three (3) withdrawals for a course that has a petition approved to repeat may only earn a satisfactory or substandard grade for the course. The student may not earn an additional "W" symbol unless the student demonstrates extenuating circumstances to justify an additional withdrawal for the course.

### Petition to Repeat

Students may submit a "Petition to Repeat a Course" under certain circumstances as provided by Title V, California Code of Regulations and Cuesta College Board Policy. Petition approvals are reviewed by the Office of Admissions & Registration, the Dean, North County Campus and Student Success and Support Programs, or designee.

**Significant Lapse in Time:** A student may petition to repeat a course, one time, and if no less than 36 months have elapsed, where a satisfactory grade of "C" or better was earned if:

- The District has established a recency prerequisite for a course or program;
- Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course. Repetition may be allowed where less than 36 months have elapsed if the student documents that repetition is necessary for the student's transfer to the institution of higher education.
- When a course is repeated pursuant to this section, the previous grade and credit will be disregarded in computing the student's grade point average.

### Legally Mandated Training

A student may repeat a course any number of times as required to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.

- The previous grade and credit will not be disregarded in computing the student's grade point average each time the course is taken.

### Significant Changes of Industry or Licensure Standards

A student may repeat a course any number of times as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure.

- The previous grade and credit will not be disregarded in computing the student's grade point average each time the course is taken.

### Extenuating Circumstance – Prior Substandard Grades

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which three (3) substandard grades have been earned. Extenuating circumstances are cases of documented, verifiable circumstances beyond the student's control.

- The previous grade and credit will be disregarded in computing the student's grade point average if either a substandard or satisfactory grade is earned.

### Extenuating Circumstance – Prior Satisfactory Grade

A student may petition to repeat a course, one time, based on extenuating circumstances in a prior enrollment in which a satisfactory grade has been earned. Extenuating circumstances are cases of documented, verifiable circumstances beyond the student's control.

- The previous grade and credit will not be included in computing the student's grade point average each time the course is taken.

## EDUCATION TAX CREDIT INFORMATION

An Education Tax Credit benefit is available to Cuesta students who enrolled in credit courses and paid eligible fees. In compliance with the Taxpayer Relief Act (TRA) of 1997, Cuesta College will provide a 1098T form to eligible students enrolled in a given calendar year (spring, summer, and fall). The 1098T form reports eligible payments made within the given calendar year.

Qualified payments made toward: Enrollment Fee, Student Center Fee, Non-Resident Fee, and Material Fee. A 1098T will not be produced for students whose eligible fees were waived or who received financial aid in an amount greater than eligible charges. Each January, 1098T forms are mailed to the students' permanent addresses on file with Cuesta at that time.

Students are encouraged to keep payment receipts to confirm the amount of fees paid during each calendar year, regardless of the term of enrollment.

If you have questions about the TRA's Hope Tax Credit and Lifelong Learning Credit:

- Consult your tax preparer
- Access the IRS website at [www.irs.gov](http://www.irs.gov).

## ENROLLMENT PRIORITIES

All courses of the District shall be open to enrollment to all eligible students, subject to an established enrollment priority. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide enrollment priority for students on the basis of need are established.

Annually, each program or group granting enrollment priority will establish and publish a process to review and evaluate their program participant's "level of need" that grants program eligibility for enrollment priority.

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation and developed education plans as well as continuing students in good academic standing who have not exceeded 100 credits (not including credits in non-degree applicable courses, basic skills and English as a Second Language) will now have priority over students who do not meet these criteria. Active military and veterans, current and former foster youth, CalWORKS or Tribal TANF recipients, followed by students in Extended Opportunity Programs and Services (EOPS) and Disabled Students Programs and Services (DSPS) will continue to have first priority for registration if they meet the same criteria listed above.

The regulations, unanimously approved by the board of governors, was implemented in the fall of 2014. We encourage students on probation to seek help to improve their academic standing. Students nearing 100 credits should carefully plan their remaining courses with an academic counselor.

**Enrollment Priority Groups are defined below. Students will continue to have access to register after their priority date.**

- **PRIORITY 1 (State Mandated CCCC Programs):** Continuing students, with the exception of eligible Foster Youth, in this group must be in good academic standing as defined with less than 100 Cuesta College degree applicable credits. New first-time and returning students in this group must meet the requirements of a new matriculated student as defined and with less than 100 Cuesta College degree applicable credits. Dual Enrollment Students are not eligible, except as noted.

- Any member or former member of the Armed Forces of the United States, who is a resident of California, who has received an honorable discharge, a general discharge, or an other than honorable discharge, and to any member or former member of the State Military Reserve, for any academic term attended at one of the California State University, California Community Colleges or University of California for four academic years after he/she has left state or federal active duty, which he/she shall use within 15 years of leaving state or federal active duty, as established by Education Code 66025.8.
- Foster youth and former foster youth, whose dependency was established or continued by the court on or after the youth's 16th birthday and who is no older than 25 years of age at the commencement of the academic year. This includes foster youth who are enrolled as Dual Enrollment (Enrichment) students, as established by Education Code 66025.9. This category retains eligibility for priority enrollment regardless of their academic standing.
- Homeless youth includes a student under 25 years of age, who has been verified (defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act) at any time during the 24 months immediately preceding the receipt of application for admission for a period of up to six years or until the age of 25, whichever comes first.
- California Work Opportunity and Responsibility to Kids (CalWORKS) or Tribal TANF recipients, as established by Education Code 66025.92.
- Disabled Student Programs & Services (DSPS) students as established in Education Code 66025.91.
- Extended Opportunity Programs and Services (EOPS) recipients as established in Education Code section 66025.91.
- **PRIORITY 2 (Special Programs):** Continuing students in this group must be in good academic standing as defined, with less than 100 Cuesta College degree applicable credits. New first-time and returning students in this group must meet the requirements of a new matriculated student as defined and with less than 100 Cuesta College degree applicable credits. Dual Enrollment Students are not eligible.

Students must meet specific program eligibility criteria as determined by each program.

- Degree/Transfer applicants must be a Continuing Student with 12 credits completed in residency; who will be completing their remaining AA, AS, Transfer (AA-T and AS-T) degree or transfer certification requirements within one semester at Cuesta,
- Intercollegiate Athletes, new first-time/transfer incoming and continuing student athletes who will be participating in sports will be eligible for priority regardless of their sport term not to exceed 3 years,
- Disabled Student Programs & Services (DSPS) Notetakers,
- Re-entry Program participants,
- Facilitated Assisted Learning (FAL) facilitators,
- Associated Students of Cuesta College Leaders,
- Student employees, staff and faculty pursuing Professional

Growth, and dependent children up to the age of 25 (with the exception of Dual Enrollment Students), spouses, and domestic partners of faculty or staff.

- **PRIORITY 3 (Continuing Students):** Continuing Cuesta College students in good academic standing as defined, with priority based on the total number of course credits completed at Cuesta College **AND** have completed a comprehensive Student Educational Plan (SEP), except for 3.4 priority group. Dual Enrollment Students are not eligible.

Credit increments:

- 3.1. Equal to or greater than 48.0 credits and less than 100.0 credits
- 3.2. Equal to or greater than 24.0 credits and less than 48.0 credits
- 3.3. Equal to or greater than 15.0 credits and less than 24.0 credits
- 3.4. Less than 15.0 credits
- **PRIORITY 4 (New Students):** New students who meet the definition of a New Matriculated Student **AND** have attended designated orientation program (Cougar Welcome Day). Fall Registration **ONLY**. Dual Enrollment Students are not eligible.
- **PRIORITY 5 (New Students):** New students who apply and meet the requirements of a new matriculated student as defined and did **not** attend designated orientation program (Cougar Welcome Day). Dual Enrollment Students are not eligible.
- **PRIORITY 6 (All Students):** All first-time, returning, transfer students who apply for admissions. Continuing students who have not completed a comprehensive Student Educational Plan **OR** have earned 100 or more credits **OR** were on academic standing probation for two consecutive terms are eligible to enroll. Dual Enrollment Students are not eligible.
- **PRIORITY 7 (Dual Enrollment):** Dual Enrollment Students (Enrichment and CCAP) concurrently enrolled in grades 6-12 (Enrichment) and 9-12 (CCAP), who have completed the admission application, permit to enroll, orientation, and have met all course prerequisites, are eligible to enroll.

## Enrollment Limitations

A student's ability to enroll in a course may be limited or restricted. Refer to Administrative Procedures 5075.

- **CONTINUING/RETURNING STUDENTS:** A continuing or returning student will lose enrollment priority if he/she earns 100 or more credits at Cuesta College or if he/she is on academic or progress probation for two consecutive terms.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by Office of Instruction, or students enrolled in high unit majors or programs as designated by the Curriculum Committee and Office of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that

enrollment priority will be lost when the student reaches the unit limit.

Students who lose their priority due to enrollment limitations will be able to register after Priority 5.

## Appeal of Loss of Enrollment Priority Procedures

- Students may petition to have their enrollment priority reinstated based on the following reasons:
  - Extenuating Circumstances (verified cases of accidents, illness-es, or other circumstances beyond the control of the student)
  - Students with disabilities who applied for but did not receive reasonable accommodations in a timely manner.
  - Students who demonstrate significant satisfactory academic improvement by earning at least 2.50 GPA in at least 6 academic credits in a subsequent term, but whose term GPA is not high enough to move the student into good standing.
  - Students who are in high credit programs and are following a current education plan.
  - Students in good standing (over 100 credits) and within 12 credits of completing their degree.

Enrollment Priority Appeal forms are available online, and at all Cuesta College sites. Appeals are to be submitted to the Director, Enrollment Services and Outreach. Extenuating circumstances must be documented. Enrollment Priority students whose appeal is approved will be reinstated to their previous priority status for one semester.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses may request to be reinstated to their previous priority status upon their return.

## Definition of student enrollment statuses:

- **A New Matriculated Student** is one who has completed orientation and developed a student education plan (abbreviated or comprehensive).
- **A Student in Good Academic Standing** is one who is not on academic or progress probation for two current consecutive primary terms.
- **A Student in High Credit Program** is a program that has more than 38 credits in the major coursework and following a current education plan.
- **A Continuing Student** excludes Dual Enrollment (Enrichment - Non-CCAP and College and Career Access Pathways - CCAP), is one who was enrolled during the immediately preceding semester and received at least one letter grade or withdrawal ("EW," "W"). A student registered during the semester, who did not complete a course with a letter grade or completely withdrawals forfeits continuing student status.
- **A First-Time Student** is one who never attended a post-secondary education prior to the application term.
- **A Returning Student** is one who attended Cuesta in the past, but was not enrolled in the term prior to the application term.
- **A Re-Entry Student** is one who is at least 25 years of age and has not attended a college or university within the past 5 years.
- **A First-Time Transfer Student** is one who is enrolling at Cuesta for the first time after attending another post-secondary institution.

- **A Dual Enrollment Student (Enrichment and CCAP)** is one who currently enrolled in grades 6-12 (Enrichment) and 9-12 (CCAP), and is eligible to attend Cuesta College by recommendation of their Principal. (BP 5055, BP 5010, AP 5011).

## FEES

### Schedule of Fees Payable at Registration (per fall/spring semesters/summer session)

Credit (enrollment) fees are subject to change by the California State Legislature. If fees are increased for this term, additional charges will be added to each student's account that must be paid before grades will be released. For tax purposes, students are responsible for retaining receipts as a record of fees paid.

**Enrollment Fee** \$46.00

*Note: Per credit, subject to change.*

**Non-Resident Tuition** \$391.00

*Note: Per credit, in addition to the \$46.00 enrollment fee.*

**Health Fee** \$19.00 (Fall/Spring)  
\$16.00 (Summer)

*Note: North County Campus and San Luis Obispo Campus only.*

**Student Center Fee** \$10.00

*Note: \$1.00 per credit Fall/Spring San Luis Obispo campus only - \$10.00 maximum per academic year.*

**Student Representation Fee** \$2.00

*Note: Fall/Spring semester only.*

**ASCC Student ID Card Fee** \$10.00 (Fall/Spring)  
\$ 5.00 (Summer)

*Note: Renewal fee each semester/session.*

### Parking Permit Fee

North County and San Luis Obispo Campuses only – each semester/session, per vehicle.

Automobiles/vans/trucks \$40.00 (Fall/Spring) \*  
\$15.00 (Summer)

Each additional automobile/van/truck \$40.00 (Fall/Spring) \*  
\$15.00 (Summer)

Motorcycles/mopeds (per vehicle) \$15.00 (Fall/Spring)  
\$ 8.00 (Summer)

Each additional motorcycle/moped \$15.00 (Fall / Spring)  
\$ 8.00 (Summer)

\* \$30.00 Fall/Spring permit fee - For recipients of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver, BOGW) discount will be applied to student's permit cost automatically.

**Materials Fee.** See course descriptions for specific amounts.

## Fee Descriptions

### Enrollment Fee

These fees are subject to change. If you need help paying this fee, you may qualify for a CCPG (California College Promise Grant). An application is available in the Financial Aid Office or you may complete the free application for Federal Student Aid (FAFSA) application online. Completed CCPG applications and documents of income sources must be submitted to the Financial Aid Office before you register for fall/



spring semesters or summer session. Refer to the Financial Aid section for CCPG eligibility requirements. You must reapply each year for consideration.

### Non-Resident Tuition

The cost of tuition for international and out-of-state students is in addition to the enrollment fee. If you have questions about residency status, please contact the Admissions & Registration Office for assistance.

### Health Fee

In accordance with the California Education Code and District policy, Cuesta College has a mandatory health fee. Students, excluding those with the exceptions listed, are required to pay the Health fee each term regardless of the number of credits they are taking. This fee is nonrefundable once the semester or session begins and is subject to change per local Board action. The health fee is not an eligible tax credit fee.

Health Fee Exemptions: (Education Code Section 76355)

- Students enrolled in non-credit courses.
- Students who are taking classes only at the South County Center (Arroyo Grande High School) and off-campus sites.
- Any student who depends exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization, provided that the student presents documentary evidence of an affiliation with such a bona fide religious sect, denomination, or organization to the Student Accounts/Cashier's Office.
- Any student who is attending Cuesta under an approved Apprenticeship Program.

### Student Center Fee

The Student Center fee is designated for the sole purpose of supporting the Student Center and is charged to all students taking classes at the San Luis Obispo Campus. The fee, which is not to exceed \$10.00 per academic year, is based upon the number of credits taken during this period at the rate of \$1.00 per credit. An academic year consists of fall and spring semesters.

The following are examples of Student Center fee calculation for a student taking classes on the San Luis Obispo Campus and at another Cuesta College site for one academic year:

#### FALL SEMESTER

7 credits at San Luis Obispo Campus	\$7.00*
3 credits at North County Campus	\$0.00
<b>Total</b>	<b>\$7.00</b>

#### SPRING SEMESTER

3 credits at San Luis Obispo Campus	\$3.00**
4 credits at North County Campus	\$0.00
<b>Total</b>	<b>\$3.00</b>

\*\$7.00 paid in Fall + \$3.00 paid in Spring =  
\$10.00 fee paid in full for academic year.

\*\*Fee partially paid for year

This fee is nonrefundable unless the student drops the associated San Luis Obispo campus class on or before the Sunday prior to the start of the semester/session for a full-term course or before the first class meeting for a short-term course.

### Student Center Fee Exemptions

The Student Center fee shall not apply to:

- A student enrolled in non-credit courses.
- A student who is a recipient of the benefits under the TANF (Temporary Aid to Needy Families) program, the Supplemental Security Income/State Supplementary Program, or the General Assistance program. To have the fee waived, a student must provide documentation of participation in these programs through the Financial Aid Office prior to registration.
- Students enrolled in courses at North County or South County only.

### Student Representation Fee

A vote of the students during the spring 2002 semester authorized the collection of a mandatory \$2.00 student representation fee from every credit student each semester. Cuesta College waives the Student Representation Fee for Enrichment students and non-credit courses. Monies collected are used by the student government to advocate and lobby for student legislative issues such as eliminating fee hikes, and increasing state funding for community colleges. Other uses include leadership training, meeting with other student leaders and elected officials, and necessary supplies to support students in their advocacy and lobbying efforts.

The fee is charged during the registration process. A student may refuse to pay the fee for religious, political, financial, or moral reasons. Students must sign a waiver prior to registration. The fee is nonrefundable once the semester begins. The student representation fee is not an eligible tax credit fee. Forms are available in the Admissions & Registration Office, Cashier's Office and at the Student Life and Leadership Office at all campus locations.

The form is also available on the Web at [https://www.cuesta.edu/student/resources/cashier/fees\\_description.html](https://www.cuesta.edu/student/resources/cashier/fees_description.html) for students to print and complete. The form may be submitted to the Student Accounts/Cashier Office.

Cuesta College waives the Student Representation fee for Enrichment students and Non-Credit courses.

Associated Student Governments are allowed to implement the student representation fee according to Education Code 76060.5. This per-semester fee can be utilized by the ASCC to fund only those purposes listed above.

NOTE: The student representation fee may not be used to support individual candidates or campaigns.

For further information, please contact your ASCC Representative at the San Luis Obispo Campus Student Center, Building 5300.

### ASCC Student ID Card Fee

The Student ID Card provides a college picture ID for use in campus labs, the library, the bookstore, and other locations on campus. The fee helps fund student jobs, student activities, critical campus programs and services, as well as providing discounts within the community. For more information on ASCC Student ID Card benefits, please visit our website <https://www.cuesta.edu/student/campuslife/studentlife/studentid.html>. This optional fee is nonrefundable/nonreversible once the semester or session begins. The ASCC Student ID card is to be purchased/renewed each semester, even if a student has already had her or his picture taken. The ASCC card fee is not an eligible tax credit fee.

If the ASCC Student ID card is lost, stolen, or mutilated, the student will be provided, free of charge, one replacement during the student's Cuesta career. For any additional cards there is a \$2 replacement fee. Contact the Student Life and Leadership Office at (805) 592-9979 for



picture ID dates, times, and information.

### Parking Fee

Parking permits required for all vehicles parked on all campus property or roadways. Daily permits are \$4 each.

Semester permits per vehicle are:

<b>Automobiles/vans/trucks</b>	\$40.00(Fall/Spring) *
	\$15.00 (Summer)

### Each additional

<b>automobile/van/truck</b>	\$40.00 (Fall/Spring) *
	\$15.00 (Summer)

<b>Motorcycles/mopeds</b>	\$15.00 (Fall/Spring)
	\$ 8.00 (Summer)

### Each additional

<b>motorcycle/moped</b>	\$15.00 (Fall/Spring)
	\$ 8.00 (Summer)

\* \$30.00 Fall/Spring permit fee - For recipients of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver, BOGW) discount will be applied to student's permit cost automatically.

Student semester permits are sold exclusively online through the parking permit portal. For information on how to get a semester permit, go to <https://www.cuesta.edu/about/depts/publicsafety/parkingandpermits/>. This fee is nonrefundable once the semester or session begins. The parking permit fee is not an eligible tax credit fee.

For a copy of the College parking regulations, contact the San Luis Obispo Campus Public Safety Office at (805) 546-3205, or the North County Campus Public Safety Office at (805) 591-6205, or go to <https://www.cuesta.edu/about/depts/publicsafety/index.html>.

### Material Fees

Credit and noncredit courses with mandatory material fees are identified in the class schedule, class finder and college catalog. Materials fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the semester/session are automatically credited or reversed to student accounts. See the Cashier's Office for help with materials fees for classes dropped within the two-week drop deadlines for Spring/Fall semesters and within the ten percent deadline for Summer Session.

Students may be required to provide instructional materials required for a credit or noncredit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase. Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

Several courses include digital content available within Canvas. Student accounts are billed at a discounted rate after census, or students are given the option to Opt-Out within the course.

## Fee Payments

Students may pay fees, clear incurred debts (with the exception of library fines and parking citations), obtain and file refund forms, and handle other situations as they pertain to student accounts at the Cashier's Office.

### Registration Fee Payment Policy

Fees are due at the time of registration and may be paid immediately by credit or debit card online. Students will be held financially responsible for fees related to classes not dropped within the refund deadlines. **Students will NOT be dropped from classes for unpaid fees.** Fee payment receipts should be saved for education tax credit filing.

### Online

Credit card and debit card payments (VISA, MasterCard, Discover or American Express) are only accepted online through student myCuesta accounts. A convenience fee of \$2 is charged for each credit/debit transaction.

### Mail-in

Please include the student ID number with all mailed payments. Make checks payable to Cuesta College.

Address payments of check or money order to:

Cuesta Cashier's Office, PO Box 8106, San Luis Obispo, CA 93403.

A \$25.00 service fee is charged for all checks returned for insufficient funds, stop payments, etc.

### In-Person

Payments by cash, check, credit/debit card or money order can be made at the Cashier's Offices at either

- San Luis Obispo campus, Building 3100, Student Service Center, (805) 546-3949
- North County campus, Building N1000/N1100, Campus Center, (805) 591-6217

Secure payment drop boxes are also available and located outside of the Cashier's Offices for payments made after office hours.

Students or former students who have been provided with written notice that they have not paid a proper financial obligation shall have diplomas and registration privileges withheld. The college will work to provide support funds for students who have a hardship in paying outstanding fees. This provision will be contingent on the availability of funding. **Students will NOT be dropped for unpaid fees.**

Students, who remain enrolled after the refund deadline, are financially responsible for payment of fees even if they drop the class or are dropped by the instructor after the refund deadline. **It is the student's responsibility to drop and add classes.**

### Refunds for Dropped Courses

Students must submit a written request for a refund to the Cashier. Students may request a form from the Cashier, print an online form, or submit a letter outlining the request and postmarked by the appropriate date listed below. A \$10.00 processing fee is assessed on enrollment refunds initiated by students. A full refund includes enrollment, non-resident, health, ASCC Student ID Card, Student Center and student representation fee, material, and parking fees. Students must submit a written request to Campus Police for a refund of their parking permit. The form can be found on the Campus Police Parking and Permits

webpage. Partial refunds include only enrollment and non-resident fees.

Credit balances for dropped courses may remain on the student accounts to be applied to future balances or refunded. Credit enrolled students will receive a myCuesta Card by mail. Students will need the myCuesta Card to receive financial aid or dropped class refunds. Students need to be sure to keep their addresses updated through their online myCuesta account and watch the mail for the bright green myCuesta Card envelope. See the Cuesta website for more information about the myCuesta Card.

### Full Refund

Students must drop a course by the Sunday before the start of the semester/session to receive a full refund of fees, less a \$10.00 processing fee (only refunds which include the enrollment fee are charged the processing fee). A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session and by the end of the fourth week for Fall/Spring semesters.

### Partial Refund

The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on an enrolled student's myCuesta Class Schedule/Receipt. A written request for a refund must be submitted to the Cashier's Office by the end of the second week of Summer Session and by the end of the fourth week for the Fall/Spring semesters.

### Military Withdrawal

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. The student must verify such orders with the Office of Admissions & Registration at the time of the withdrawal. Students withdrawing under this college policy will receive a grade of "MW" for each course from which they withdraw and shall be entitled to a full refund of all enrollment fees paid to the college unless academic credit has been awarded.

### Administrative Withdrawal/Canceled Courses

Full refunds will be authorized for students who are withdrawn from courses by action of the College. If the course is canceled, the associated course fees will be credited to the student's account. The credit will be applied to any other fees owed by the student. If there is credit balance on the student's account, the credit will remain on the student's account unless a written request for a refund is submitted by the student to the Cashier's Office. Automatic refunds will not be generated.

### Overpayments (excess fee payments)

If a student overpays registration fees, the amount of the overpayment will be credited to the student's account. The credit may be applied to any additional registration fees incurred.

NOTE: Dropped courses will not generate an overpayment refund. Please refer to "Refunds for Dropped Courses."

## FERPA

The Family Education Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who enters a postsecondary institution at any age.

## Right to Inspect and Review Records

Section 99.10 of FERPA grants students the right to inspect and review their education records within 45 days after the day a request for access is submitted. A student should submit a written request to the Associate Dean, Financial Aid and Records that identifies the record(s) the student wishes to inspect. The Associate Dean, Financial Aid and Records will make arrangements for access and notify the student of the time and place where the records may be inspected. If the education records are not maintained by the Records Office, the Associate Dean shall advise the student of the correct official to whom the request should be addressed.

## Directory Information

FERPA provides students the right to provide written consent before the San Luis Obispo County Community College District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

In completing the admission application, students are provided the opportunity to request their directory information be maintained as confidential. Students may also submit a written request to the Admissions & Registration Office at any time to become effective within 5 to 10 working days.

The District has designated the following information as directory information:

- Student's name
- myCuesta student email address
- Photograph
- Major of study/program
- Degrees/Certificates and awards received by students (including honors, scholarship awards, athletics awards)
- Dates of attendance
- Level of enrollment (number of credits)
- Student participation in officially-recognized activities and sports including weight, height, and high school of graduation of athletic team members
- The most recent educational agency or institution attended
- Student ID number used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## Disclosure of Education Records

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the

education records without obtaining prior written consent of the student for the following conditions:

- To school officials with legitimate educational interests;  
A school official is a person employed by the San Luis Obispo Community College District in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the District. (§99.31(a)(1)) Cuesta College has designated AcademicWorks, Aim, BMXT, IncBM, Barnes and Noble, Campus Logic, Comevo, Credentials Inc., Ellucian, Instructure/Canvas, Maxient, National Student Clearinghouse, Rave, TrueDialog, OCLC, Pyramed, and Cleared4 as a District official.
- To a person serving on the board of trustees;
- To a student serving on an official committee, such as a disciplinary or grievance committee. (§9.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§9.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the District's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§9.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§9.31(a)(4))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency. (§99.31(a)(10))
- Information to the District has designated as "directory information." (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, if the District determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the District's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the District, governing the use or possession of alcohol or a controlled substance if the District determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

### **Access to Student Records for Immigration Enforcement Purposes**

No student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or judicial warrant, written consent must be signed and dated by the student or (of the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made. See Administrative Policy 5040 for policy and contact information for the person to review and respond to a request for student records.

### **Right to Request Amendment of Student Records**

Students have the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the District to amend a record should write the District official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the District decides not to amend the record as requested, the District will notify the student in writing of the decision and the student's rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing as provided by Education Code Section 73232.

### **Right to File a Complaint with the Department of Education**

Cuesta College students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
Phone (800) 872-5327

### **FINAL EXAMINATIONS**

Final examinations will be given in all courses at the end of each semester, short course, or summer session. Dates and times are displayed on the website at <https://www.cuesta.edu/academics/finalexam/index.html>.

### **GRADING POLICIES**

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols. The following evaluative and non-evaluative symbols shall be used to denote a student's academic

progress. Grade point averages will be determined on the basis of the evaluative grade point equivalencies (based on a 4.0-point scale) using the following evaluative symbols. Effective fall 2008, plus/minus grading was implemented. Per Title 5, C minus is not a valid Community College grade and cannot be used.

Evaluative Symbols:	Grade Points:
A Excellent	4.0
A-	3.7
B+	3.3
B Good	3.0
B-	2.7
C+	2.3
C Satisfactory	2.0
D+	1.3
D Passing (Less than satisfactory)	1.0
D-	0.7
F Failing	0.0
P Pass (At least satisfactory C/2.0) - units awarded not counted in GPA. Equivalent to "CR" symbol defined prior to Fall 2008.	
NP No Pass (Less than satisfactory C/2.0) - units not counted in GPA. Equivalent to "NC" symbol defined prior to Fall 2008.	

NOTE: A "D" grade is considered passing; however, some courses require grades of "C" or better to be a passing grade.

#### Non-Evaluative Symbols:

- I Incomplete** – Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The "I" symbol shall not neither be used in calculating units attempted nor for grade points. The condition for removal of the "I" shall be stated by the instructor in a written incomplete contract. The incomplete contract shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. A copy of the incomplete contract must be given to the student with a copy submitted to the Student Records Office. The contract remains on file until the assigned work has been completed and evaluated, or until the time limit for the completing the work has passed. The student must meet the conditions of the incomplete contract before the end of the following regular semester or it the "I" will be changed to an F (Failing) and posted as the final grade for the term. The student does not re-enroll in the course for the next semester/ session and earns the grade for the term originally enrolled. Students may appeal for an extension of time due to extenuating circumstances to the instructor and the office of Student Records.
- IP In Progress** – The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. "IP" shall not be used in calculating grade point average. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. Upon completion of the course, the appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. If a student enrolled in an open-entry open-exit course is assigned an "IP" at the end

of the semester/session and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade).

- W Withdrawal** – The "W" symbol is assigned when a student officially withdraws after the census date and between the beginning of the third and end of the twelfth week of instruction for full-semester courses. For courses less than 18-weeks in length, withdrawal must be made during the first 60 percent of the course. Students who withdraw prior to the third week of instruction (census date) for full-semester courses or within 20 percent of a short course, shall have no notation ("W" or any other) on their record. The record of a student who remains in class beyond the twelfth week or 60 percent of a short-term course must reflect a symbol other than a "W".
- RD Report Delayed** – This symbol is assigned by the Director of Enrollment Services only. It is assigned when there is a delay in reporting grades due to circumstances beyond the control of the student. This is a temporary notation and is not used in calculating GPA.
- MW Military Withdrawal** – The "MW" symbol is assigned when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, an "MW" may be assigned at any time for dropping classes. Military withdrawals shall not be counted in progress probation and dismissal calculations.
- EW Excused Withdrawal** – An "EW" is acceptable when a student withdraws from a course(s) due to reasons beyond their control, and includes verifiable documentation which may include but are not limited to, the following: 1) job transfer outside of the geographical region; 2) Illness in the family where the student is the primary caregiver; 3) a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses; 4) an incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (in the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer-instructor of the course will determine applicability of EW for incarcerated students); 5) the student is the subject of an immigration action; 6) death of an immediate family member; 7) Chronic or acute illness; 8) accidents; or 9) natural disasters directly affecting the student. These withdrawals shall not be counted in progress probation and dismissal calculations. Nor shall it be counted towards the permitted number of withdrawals or counted as an enrollment attempt. A student may request an EW for only one course or all courses in a term depending on the reason for the request.
- Noncredit Grading Indicators:**
- P Pass.** Student has successfully mastered this course's competencies and is ready to move onto the next level.
- SP Satisfactory Progress.** Student made some progress, but has not mastered the course competencies and is recommended to repeat the same level class again.
- NP No Pass.** Student has been enrolled long enough to be evaluated but has not been passing course objectives and is recommended to repeat the same level class again.



UG Ungradable. Student is a late enrollee or has not attended enough hours to be evaluated at this time.

## Grade Changes

According to California Code of Regulations, Title 5 on Grade Changes § 55025, “In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.”

- Mistake - may include, but is not limited to errors made by an instructor in calculating a student’s grade and clerical errors.
- Fraud - may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- Bad Faith - may include, but is not limited, to a lack of honesty and trust; intent to deceive.
- Incompetence - may include, but is not limited to, the instructor not possessing and demonstrating the necessary ability and skill to fulfill the instructor’s duties and responsibilities set forth in job descriptions, course outlines, District policies, procedures, and regulations, and applicable laws.

A student who has a grade appeal shall make a reasonable effort to resolve the matter through direct communication with the instructor. If the student’s concern cannot be resolved, this procedure outlines the Course Grade Appeal process. The Course Grade Appeal process is not a legal proceeding.

### Step One Grade Appeal

Step One Grade Appeals must begin no later than 180 calendar days after the grade was assigned.

1. The student must contact the instructor.

Note: a) If the instructor no longer works for the District or cannot be reached 100 days after the student initially attempts to contact the instructor regarding a grade appeal; or b) if a student has filed a discrimination complaint; or c) if the district determines that it is possible there has been gross misconduct by the original instructor, then the division chair shall assign a faculty member from within the division to stand as the instructor’s proxy.

2. If the student’s grade appeal has not been resolved with the instructor, the student must contact the division chair, who will attempt to mediate a resolution between the instructor and the student.
3. If the student’s grade appeal has not been resolved, the student must contact the dean over the division. The dean will attempt to mediate a resolution between the instructor and the student.
4. If the dean cannot mediate a resolution, the dean, in consultation with the student, may call for a Grade Review Panel.

### Student One Grade Review Panel

1. The student shall submit the following materials to the dean:
  - A. The name of the instructor, course ID, CRN, and semester of the class for which the grade is being appealed.
  - B. A detailed summary of the actions already taken to resolve the issue, including accounts of meetings pertaining to the grade appeal, along with dates and times of said meetings, as well as any emails that were sent during the Step One Grade Appeal proceedings.

- C. A clear and concise statement detailing the reasons the student believes the grade should be changed.

- D. Copies of all pertinent documents, assignments, or related materials

2. Upon receiving the student’s request, the dean will convene the Step One Grade Review Panel. The composition of the Panel is as follows:

- A. The instructor of the course (the only voting member, due to Title 5, § 55025).

- B. The division chair (non-voting member).

- C. The dean (non-voting member).

3. The Step One Grade Review Panel will determine if a grade change is warranted. In a closed formal hearing:

- A. The review panel will evaluate the documents submitted by the student.

- B. The review panel will discuss whether the grade change request is warranted.

- C. The instructor will reevaluate the grade assigned and conclude whether or not to change the grade.

- D. The result of the Grade Review Panel shall be communicated to the student.

- E. This marks the close of the Step One Grade Appeal.

### Student Two Grade Appeal

Step Two Grade Appeals must begin no later than 280 calendar days after the grade was assigned.

1. Step Two cannot begin until both of the following conditions have been met:

- A. The dean, after consultation with the student, believes that Title 5, § 55025 may have been violated.

- B. The student has completed the process of the Step One Grade Appeal and the Step One Grade Review Panel.

2. The student will submit the following information:

- A. A clear and concise statement of the instructor’s specific violation of Title 5, § 55025.

- B. The name of the instructor, course ID, CRN, and semester of the class for which the grade is being appealed.

- C. A detailed summary of the actions already taken to resolve the issue, including accounts of meetings pertaining to the grade appeal, along with dates and times of said meetings, as well as any emails that were sent during the Step One Grade Appeal proceedings.

- D. Copies of all pertinent documents, assignments, or related materials indicating that Title 5, § 55025 has been violated.

3. The Vice President of Instruction, upon receiving the student’s request for a formal hearing will convene the Step Two Grade Review Panel. The composition of the Step Two Grade Review Panel is as follows:

- A. The Vice President for Instruction (non-voting member).

- B. Three faculty members from within the division of the class in question.



## Step Two Grade Review Panel

1. The Step Two Grade Review Panel will determine if a violation of California Title 5 § 55025 has occurred. In a closed formal hearing, the review panel will:

- A. Receive a signed written statement from the dean, specifying all relevant facts as discovered during the Step One Grade Appeal Procedure and the reasoning and evidence to believe a Title 5, § 55025 violation may have occurred.
- B. Hear testimony, examine witnesses, and/or receive all evidence pertaining to the case, as determined to be necessary by the Step Two Grade Review Panel.
- C. Evaluate testimony and evidence in terms of Title 5, § 55025.
- D. Vote as to whether a Title 5, § 55025 violation has occurred.

2. If two of the faculty on the Step Two Grade Review Panel vote that no Title 5, § 55025 violation has occurred, the instructor's original grade stands, and the Grade Appeal is closed.

## Course Grades

Grades are available for viewing within Cuesta College's student portal, myCuesta, two weeks after the last day of the fall/spring semesters and one week after the last day of summer session. Grades are not sent to students.

## Pass/No Pass

A student may select "pass/no pass" (formerly credit/no credit) until the last day of instruction as established by the districts.

- Some general education, degree and certificate course work must be taken for a grade. Consult a counselor or program description. No more than 12 credits of "pass/no pass" may be applied toward the Associate in Arts or Associate in Science degree or a Certificate unless indicated by Curriculum. For Associate in Transfer (ADT) degrees, P/NP is allowed.
- Courses listed in the schedule as "pass/no pass" grading option may be taken only once for "pass/no pass." The student may, however, repeat the course for a letter grade.
- Students shall receive a "P" (pass) if, at the end of the semester, a grade of "C" (2.0) or better is earned. The "P" shall, when recorded, add credits completed but shall have no effect on the grade point average.
- Students performing unsatisfactorily (at less than C/2.0) shall receive a "NP" (no pass) which, when recorded, will not increase credits completed and will not be used to calculate the grade point average. However, credits attempted for which an "NP" is recorded shall be considered in academic progress calculations to determine probation and dismissal status.
- Students may only select one course per semester on the "pass/no pass" option. Some courses are graded only on a "pass/no pass" basis. Enrollment in these courses will not affect the student's right to select one additional class within the guidelines listed above.
- Students repeating a course in which a substandard grade was earned may not request a repeat discount if the pass/no pass grading option was selected for the second attempt.

## ACADEMIC HONESTY

Academic Honesty is essential to the academic community. Students expect that Cuesta College faculty be fair, truthful, and trustworthy. Faculty expect that Cuesta College students share these same values. Students who violate these principles by cheating, plagiarizing, or

acting in other academically dishonest ways are subject to disciplinary procedures. Below are some examples of academically dishonest behavior. If you are unclear about a specific situation, ask your instructor.

## Examples of Academic Dishonesty:

- Copying from another student's exam
- Giving answers during a test to another student
- Using notes or electronic devices during an exam when prohibited
- Taking a test for someone else
- Submitting another student's work as your own, e.g. copying a computer file that contains another student's own work
- Knowingly allowing another student to copy/use your computer file(s) as his or her own work
- Completing an assignment for another student
- Plagiarizing or "kidnapping" other people's thoughts, words, speeches or artistic works by not acknowledging them through proper documentation

At the discretion of the instructor, students caught being academically dishonest may receive a failing grade on the assignments in question, or be failed in the course. If the student wishes to contest the instructor's consequential actions for Academic Dishonesty, it is recommended that the student follow the Academic Student Complaint Process: (<https://www.cuesta.edu/about/leadership/vpss/Student-Support-Resolution-and-Resources/StudentComplaintProcess.html>). Beyond this, the student may be subject to disciplinary action as determined by the Vice President of Student Success and Support Programs or designee. It is recommended that the faculty member report any acts of academic dishonesty to the Vice President of Student Success and Support Programs and College Centers, the Dean, North County Campus and Student Success and Support Programs on the North County Campus, or designee.

## Student Responsibility:

All students attending San Luis Obispo County Community College District at any campus site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in a manner compatible with the Student Code of Conduct and Academic Honesty Regulations, and the Computer and Network Use Policy. Specific rules, regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, Sections 66300, 66301, 76030 - 76038), are located in the Cuesta College catalog and as posted on the Cuesta College website. Each student has the responsibility to be aware of college regulations.

## COMPUTER AND NETWORK USE POLICY

Students agree to abide by the Cuesta's Computer And Network Use Board Policy 3720 and Administrative Procedure 3720

## LIBRARY FINES

Cuesta College may withhold registration privileges and diplomas from any student who fails to return books or materials to the library when due, has lost or damaged any books or materials or has not paid charges for late, lost or damaged materials.

Students shall have their records released when they:

- Return books or materials
- Pay charges for books or library materials.

## MAINTENANCE ALLOWANCE FOR STUDENTS

Students attending Cuesta College from Modoc and specific areas of Mono counties are eligible for a maintenance allowance if they maintain a permanent address in either county and all requirements are met. For information about eligibility requirements, contact the Cuesta College Registration Office at (805) 592-9325.

## BP 3410 NONDISCRIMINATION

References:

Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;

Title 5 Sections 53000 et seq. and 59300 et seq.;

Penal Code Section 422.55;

Government Code Sections 12926.1 and 12940 et seq.;

Title 2 Sections 10500 et seq.

Labor Code Section 1197.5;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation

Standard Catalog Requirements

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding discrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.

## REGISTRATION POLICY

To comply with legislative mandates, regulate the availability of limited class space, provide for fairness, and facilitate the registration process, procedures to provide priority registration for students on the basis of need are set forth in Administrative Procedures 5055 and listed under Enrollment Priority under the College Policies, Rules, and Regulations section of this catalog. Visit the Cuesta web site for priority registration dates.

Students add and drop classes online through myCuesta web portal at <https://my.cuesta.edu>. All students are assigned a myCuesta username and temporary password that is emailed to your personal email account from Admissions & Registration once an admission application

is processed. Login information can also be accessed at the "Student Username and Temporary Password" link on the myCuesta login page.

## Course Add and Drop Policy

It is the student's responsibility to add and drop courses by the deadlines posted on the Cuesta web site, in the online Class Finder, and the student's myCuesta Class Schedule/Receipt. Summer session classes are considered short term courses for add and drop deadlines.

## Adding Courses

Students may add classes online by the add deadline, which is the day prior to the census date. The census date is the date course enrollment is reported to the State for apportionment funding. Once a course begins, only the instructor may authorize enrollment by issuing the student an add code if there are seats available in the course at the first class meeting. Add codes must be entered by the student online in myCuesta within the add deadline to officially enroll in a course.

To add a course online, students login to myCuesta at [my.cuesta.edu](https://my.cuesta.edu) and go to the Student tab and My Web Services channel. In the Registration folder, go to "Register Add/Drop Classes" and enter the 5-digit course reference number (CRN) for the course by clicking "Submit Changes." The student may enter the 6-character add code in the box provided and click "Validate" to register after the course begins within the add deadline. Students may also add classes in-person at a registration center and must provide photo identification.

- Full-term course add deadline: The day prior to the posted census date, which is the end of the 2nd week of the fall/spring semesters.
- Short-term or Summer Session course add deadline: Within 20% of the course or the day prior to the posted census date.

## Readmit

A student who was inadvertently dropped by an instructor may be allowed to be readmitted/re-added beyond the normal add deadline with instructor approval. The deadline to be readmitted is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Readmit Cards are available at any registration center.

## Transfer

Instructor or department-arranged transfers will be allowed beyond the normal add deadline for students transferring from one course reference number (CRN) to another of the exact same scheduled course or to a lower or higher level class in established prerequisite levels of the same discipline. The deadline to be transferred is by the end of the 12th week of the term or within 60% of a short-term or Summer course. Transfer Cards are available at any registration center and require both instructors' signatures of approval.

Registration fees for the original CRN to be dropped will be credited while fees associated for the course to be added will be assessed to the student's account.

## Dropping Courses

To drop a course online, students login to myCuesta at [my.cuesta.edu](https://my.cuesta.edu) and go to the Student tab and My Web Services channel. In the Registration folder, go to "Register Add/Drop Classes" and use the drop-down menu beside the course to select the drop option then click "Submit Changes." Students may also drop classes in-person at a registration center and must provide photo identification.

## Dropping Course for a Full Refund

Students must drop a course by the Sunday before the start of the

semester or prior to the first class meeting of a short term or Summer course to receive a full refund of fees, less a \$10.00 processing fee. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the semester or by the end of the following week after a short-term or Summer course ends. No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines. **Students will be held financially responsible for fees related to classes not dropped within the refund deadlines.**

#### **Dropping Course for a Partial Refund**

The student will receive a partial refund for a course dropped on or after the first class meeting and within the last day to drop for a refund deadline. The last day to drop with a refund deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt. The deadline is calculated as within 10% of a short-term course or the end of the 2nd week (Sunday) for a full-term course.

A partial refund is the enrollment fee, less a \$10.00 processing fee. The student is responsible for paying all other registration fees associated with a course. See the Fees section of the schedule for more information. A written request for a refund must be submitted to the Cashier's Office by the end of the 4th week of the semester or by the end of the following week after a short-term course ends (includes summer course.) No notation (grade or symbol) will be posted on the student's academic record when a course is dropped within refund deadlines.

#### **Dropping a Course without a W for Withdrawal**

No notation (grade or symbol) will be posted on a student's academic record if a course is dropped by the last day to drop without a "W" which is the end of the second week of the semester for a full-term course or within 20% of a short-term or Summer course. The last day to drop without a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt.

- Students who drop all courses and receive no academic grade or symbol ("W") in a semester/session will not be eligible for priority registration as a continuing student in the next semester/session.

#### **Dropping Courses with a W for Withdrawal**

Students may drop or withdrawal from a course through the end of the 12th week (Sunday) for a full-term course or within 60% or a short term or Summer course and receive a "W" for withdrawal symbol on their academic record. The last day to drop with a "W" deadline is posted in the online Class Finder by clicking on the CRN and appears on the student's myCuesta Class Schedule/Receipt.

- A student may earn a no more than a maximum of three (3) withdrawals ("W" symbol) in a non-repeatable course.

#### **Dropping Courses with an EW for Excused Withdrawal**

An Excused Withdrawal (EW) may be granted when a student must withdraw from one or more courses due to extenuating circumstances beyond the control of the student that affect the student's ability to complete the course(s).

An EW may be granted upon receipt of verifiable documentation supporting the request. An EW is acceptable when a student withdraws from a course(s) due to reasons beyond their control, which include but are not limited to, the following:

- Job transfer outside the geographical region;

- Illness in the family where the student is the primary caregiver;
- An incarcerated student in a California State Prison or County Jail is released from custody or involuntarily transferred before the end of the term (In the case of an incarcerated student, an excused withdrawal cannot be applied if the failure to complete the course(s) was the result of a student's behavioral violation or if the student requested and was granted a mid-semester transfer);
- The student is the subject of an immigration action;
- Death of an immediate family member;
- Chronic or acute illness;
- Verifiable accidents; or
- Natural disasters directly affecting the student.

Students may request an EW at any time during the semester and no later than 280 calendar days after posted grade was assigned. The EW shall not be counted in (1) progress probation and dismissal calculations, and (2) will not count against the permitted number of withdrawals or enrollment attempts in a given course. As a result, students with an Excused Withdrawal (EW) may repeat the course(s) from which they have withdrawn.

The financial aid of a student may be affected depending on individual circumstance. A student should consult with the financial aid staff regarding any impact. Student fees will not be refunded.

#### **Administrative Withdrawal/Cancelled Classes**

Students will be notified by phone, myCuesta email and/or mail if administratively dropped or if a class has been canceled by action of the college. It is the student's responsibility to submit a refund request form to the Cashier's Office.

#### **Petitions**

Forms and petitions are available online or at any registration center. All registration forms require the student's signature, identification, and may require additional approval from a college official before the student is allowed to enroll.

#### **Pass/No Pass (P/NP) Grading Option**

For courses identified as a grading option of GP in the online Class Finder or Cuesta College Catalog, the student may change the grading option from a letter grade to Pass/No Pass grading (P/NP) until the last day of instruction as established by the districts. Refer to the course listing for the Pass/No Pass grading policy. Students are encouraged to consult Counseling staff if they have questions regarding graded courses for degree and transfer requirements.

#### **Credit Overload**

A Credit Overload petition is to receive permission to enroll in more than 19 credits in the fall or spring semester or in more than 9 credits in the summer. Approval from a Cuesta counselor is required. Dual Enrollment students are excluded.

#### **Schedule Conflict**

A student may not enroll in two or more sections of the same credit course during the same semester/session unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student petitions to enroll in two overlapping sections upon

approval by both instructors.

- The student provides a sound justification, other than scheduling convenience, of the need for an overlapping schedule.
- An appropriate district official, Office of Instruction Dean and Office of Admissions & Registration approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course. Appropriate supervision by the instructor of the course is documented describing how the student will make up missed hours at some other time during the same week.
- Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to section 58170 or supplemental learning assistance pursuant to sections 58172 and 58164.

## Registration Centers

Adds and drops by registered students will be processed at the locations below. South County Center at Arroyo Grande High School is closed during the summer and semester breaks.

**North County Campus Student Success and Support Programs**  
Building N1000/N1100, (805) 591-6225

**San Luis Obispo Campus Student Success and Support Programs**  
Building 3100, Student Service Center, (805) 546-3955

**South County Center**  
Arroyo Grande High School, (805) 474-3913

## Waitlist

When priority registration begins for a semester/session, students will have the opportunity to enroll, via the myCuesta web portal, in an available waitlist seat for a closed class. Students must meet all registration requirements for the course, including prerequisites and corequisites, prior to registering for a waitlist seat. If a student drops and a seat opens, the first waitlisted student will be notified via their myCuesta Student email account and will have 24 hours to register for the class. If you do not register before the notification period expires, you will be removed from the waitlist. Students should monitor their myCuesta student email twice daily, morning and evening. It is the student's responsibility to register once notified and pay applicable fees owed.

### Waitlist Restrictions

Students will be blocked from enrolling in a waitlist seat under the following conditions:

- The student is enrolled in another section of the same course or enrolled in another waitlist seat for the same course.
- The class conflicts in time with other classes already on the student's schedule, which includes other waitlisted classes.
- The student has a hold.
- The student has not met prerequisite or co-requisite requirements. Courses with "Department Approval" such as PSYT, LVN, EMS that have special admission requirements.
- Cross-listed (CL) courses, such as mediated Math courses.
- The student has exceeded the repeat limits for the course. This includes work-in-progress which occurs if the student is already enrolled in the course in the prior term (spring for summer registration; summer for fall registration) and has not received a final grade.

- The class is not approved on a Permit to Enroll form for an Enrichment student.
- All waitlist seats are filled.

## Auditing

- The Admissions & Registration Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis. Students who audits does not earn units, credits or grades.
- The District will provide students who are otherwise qualified to enroll in credit courses an opportunity to audit specific credit courses.
- Auditing enrollment is permitted on a space available basis, refer to the division office for the auditable list, and at the discretion of the instructor in accordance with departmental procedure.
- Admission application is not required. Enrichment students may not audit courses.
- Auditing may be requested after the late application period is over by obtaining an Audit Enrollment Form from the Cashier's Office, acquiring the instructor's, Dean of Instruction and Vice President of Instruction approval to audit the course, and paying the audit enrollment fee at the Cashier's Office.
- Priority in class enrollment shall be given to students enrolled in the course for academic credit.
- Auditors who are not currently enrolled must register by the normal procedure and pay a non-refundable fee of \$15.00 per credit semester/session.
- Auditors enrolled in less than 10 credits must pay a non-refundable fee of \$15.00 per credits.
- Auditors who are currently enrolled in 10 or more semester credits may audit up to three semester credits at no cost. An audit fee of \$15.00 will be charged for each additional semester/session credit audited above three.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive academic credit. A student is not permitted to change his/her enrollment from academic credit to audit.
- There is currently no limit set on the number of courses a student may audit.

## REMEDIAL COURSE WORK LIMITATION

A student who has completed 30 credits of remedial course work, but who has not attained full eligibility for college-level work, shall be referred for further remedial work to appropriate adult noncredit education services provided by a college, adult school, community-based organization, or other appropriate local provider.

Remedial course work refers to non-degree applicable basic skills courses, the purpose of which is to prepare students for successful completion of associate degrees, transfer, or certificate courses. These courses are specifically designed to meet the needs of underprepared students so that the quality and rigor of the associate degree curriculum is protected.

A waiver of the limitation on remedial course work may be provided to any student who shows significant measurable progress toward the development of skills appropriate to the student's enrollment in college-



level courses. Measurable progress is defined by transcripts, pre- and post-test measures, demonstrated progress toward an educational goal sustaining progress of education or social goals and objectives as documented in a Student Educational Plan (SEP). If a waiver is granted, its duration should not exceed one academic year and would normally be of one semester's duration.

Students enrolled in one or more courses of English as a Second Language (ESL) or students identified by the district as having a learning disability are exempt from the 30-semester-credit limitation (Title 5 California Code of Regulations, Section 55035).

## ACADEMIC HONORS & SERVICE RECOGNITION

### Academic Honor List

Students who enroll and complete 12 or more credits and earn a 3.25 grade point average with no grade lower than a "C" will be placed on the Academic Honor List. The student's academic record at Cuesta College will be annotated to reflect this achievement. The achievement is posted under the qualifying semester on the student's academic transcript.

Students in the Registered Nursing Program may make the Academic Honor List using the criteria listed above; however, due to the number of contact hours in this program, an R.N. student will be considered when enrolled in 11 or more credits.

### Graduating With Honors

Students who meet the requirements for graduation with a cumulative grade point average of 3.5 to 3.74 qualify for honors recognition.

The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgment is posted on the student's diploma and on the academic transcript.

The GPA calculation for honors designation *for commencement purposes only* is based on all coursework taken at Cuesta College through fall. The Cuesta College Residency requirement must be satisfied in order to be considered for honors recognition (12.0 credits completed in residence at Cuesta College). Students receiving honors are recognized at commencement with a green cord.

### Graduating With High Honors

Students who meet the requirements for graduation with a cumulative grade point average of 3.75 to 4.0 qualify for high honors recognition. The graduation grade point average is based on all degree applicable coursework completed at all postsecondary institutions through the term degree requirements are completed. This acknowledgment is posted on the student's diploma and on the academic transcript.

The GPA calculation for honors designation *for commencement purpose only* is based on all coursework taken at Cuesta College through fall. The Cuesta College Residency requirement must be satisfied in order to be considered for honors recognition (12.0 credits completed in residence at Cuesta College). Students receiving honors are recognized at commencement with a white cord.

### Alpha Gamma Sigma (AGS) Honor Society

Alpha Gamma Sigma (AGS) is a state-wide community college student honor society with the purpose of fostering, promoting, maintaining, and recognizing scholarship. In addition, AGS members develop character and civic responsibility through service to AGS, the college, and the community. The Gamma chapter at Cuesta College provides its membership scholarship opportunities, social activities, and leadership- building skills. Membership is based on grade point average. More information may be obtained from the Student Life

and Leadership Office. Recognition of AGS membership is posted on Cuesta transcripts. Students with AGS membership are recognized at commencement with a gold cord.

### ASCC Student Leaders Recognition

The ASCC Student Leaders are recognized for the service they perform in fulfilling their duties, including regional and state student senate participation. The requirement for student leadership official recognition is that students must hold office a "full semester" (excluding summer session), which is monitored by the Faculty Advisor of ASCC. More information may be obtained from the Student Life and Leadership Office. Recognition of ASCC Student Leaders is posted on the academic transcripts.

## BP/AP 3440 SERVICE ANIMALS

San Luis Obispo County Community College District Board Policy BP 3440 and Administrative Procedure AP 3440 states the District's regulations regarding the use of service animals on District property. The purpose of this policy and administrative procedure is to prevent discrimination on the basis of disability, and to allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

For the complete Board Policy, see <https://go.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ACWQB668547B>.

For the complete Administrative Procedure, see <https://www.boarddocs.com/ca/cuesta/Board.nsf/goto?open&id=ADKL9D552B62>

## BP 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

References: Title IX of the Education Amendments Act of 1972;  
34 Code of Federal Regulations Part 106

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, includ-



ing but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Superintendent/President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

Approved: 12/4/2020

## **AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX**

References: 20 U.S. Code Sections 1681 et seq.;  
34 Code of Federal Regulations Parts 106.1 et seq.

### **Introduction**

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

### **Title IX Coordinator**

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator is the Vice President, Human Resources and Labor Relations and the Title IX Coordinator's contact information is:

Address and office location, Building 8000, Room 8007, Hwy 1. San Luis Obispo, CA Phone number (805) 546-3100 ext. 2247 Email: [title\\_ix@cuesta.edu](mailto:title_ix@cuesta.edu)

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

### **Title IX Harassment Complaints, Investigations, and Hearings**

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

### **Jurisdictional Requirements – Application of Procedures**

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX "sexual harassment."

### **Definitions**

**Advisor:** Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

**Complainant:** A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

**Consent:** Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - asleep or unconscious;
  - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
  - unable to communicate due to a mental or physical condition.

**Decision-Maker:** The three-person panel who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

**Formal Complaint:** A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

**Parties:** As used in this procedure, this means the Complainant and Respondent.

**Respondent:** A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual Harassment under Title IX:** Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
  - Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening

of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

- Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.

- Incest. Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- Statutory Rape – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

- Dating violence. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Domestic Violence. Violence committed:

By a current or former spouse or intimate partner of the victim;

By a person with whom the victim shares a child in common;

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or

By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.

- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

### Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordi-

nate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus.)

#### **District Employees and Officials with Authority**

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated the following employees as Officials with Authority:

- Division Chairs
- Confidential Staff
- Supervisors
- Management

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

#### **Intake and Processing of Report Receipt of Report**

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

#### **Timeframe for Reporting**

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

#### **Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

#### **Removal of Respondent Pending Final Determination**

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if

the Respondent is an employee, place the employee on administrative leave.

#### **Emergency removal**

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Title IX Coordinator or designee will conduct the individualized safety and risk analysis.

If the Title IX Coordinator determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The Assistant Superintendent/Vice President, Student Success and Support Programs or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

#### **Administrative leave**

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

#### **Formal Complaint Grievance Process Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice

in writing of the additional allegations to the Parties.

### **Dismissal of formal complaint**

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

### **Consolidation of Formal Complaints**

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Equitable Treatment of the Parties**

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

### **Statement of Presumption of Non-Responsibility**

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

### **Bias or Conflict of Interest**

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds,

positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

### **Timeline for Completion**

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the

Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

### **Role of Advisor**

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

### **Confidentiality Agreements**

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

### **Use of Privileged Information**

The District's formal complaint procedure does not require, allow,



rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

### **Investigations**

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

### **Trained investigators**

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

### **Gathering Evidence and Burden of Proof**

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

### **Notice of Investigative Interview**

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

### **Evidence Review**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

### **Investigative Report**

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator.

The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

### **Hearing**

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

### **Notice**

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

### **Hearing Format**

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

### **Decision-Maker**

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive



training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

### **Presenting Witnesses**

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

### **Cross-Examination**

The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **Determinations of Responsibility**

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties.

The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;

- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

### **Disciplinary Sanctions and Remedies**

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and

- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Any disciplinary action taken for a student will comply with Board Policy/Administrative Procedure 5520. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge. Any disciplinary action taken for an employee will comply with the appropriate Collective Bargaining Agreement.

#### **Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility**

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

#### **Grounds for Appeal**

The Superintendent/President or designee will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

#### **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;
- Allow the non-appealing Parties at least 10 business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

#### **Informal resolution**

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at

any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

#### **Retaliation prohibited**

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

#### **Dissemination of Policy and Procedures**

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

#### **Training**

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

#### **File retention**

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;
- Audio or audiovisual recording or transcript from a hearing;

- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

Approved: 11/24/2020

## **BP 3540 SEXUAL ASSAULTS AND OTHER ASSAULTS ON CAMPUS**

References:

Education Code Sections 67382, 67385, 67835.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Regulations Section 668.46(b)(11)

Cuesta College is committed to maintaining a safe campus, a campus free of violence and the threat of violence. All persons who come onto the campus or onto any facility maintained by the college are expected to treat others with respect and consideration.

Any assaults, including, but not limited to, sexual assault, rape, domestic violence, dating violence, or stalking, as defined by California law or in District policy, whether committed by an employee, student, or member of the public, is a violation of District policies and regulations if the assault took place on District property; on an off-campus site or facility maintained by the District; on grounds or facilities maintained by an affiliated student organization; or at a District-sponsored activity on non-District property, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing and reporting sexual violence is provided and publicized as required by law.

See AP 3540

See BP/AP 3430 – Prohibition of Harassment

See AP 3435 – Discrimination and Harassment Investigations

See BP/AP 3410 – Nondiscrimination

## **AP 3430 Prohibition of Harassment**

References:

Education Code Sections 212.5; 44100; 66281.5;

Government Code Section 12940 and 12923;

Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protect students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

### **Definitions**

**General Harassment:** Harassment based on race, religious creed, color, national origin, ethnicity, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

**Gender-based harassment** does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition.

**Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, ethnicity, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, ethnicity, nationality, sexual orientation or other protected status.

**Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, ethnicity, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be

unable to give consent due to an intellectual or other disability.

**Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, ethnicity, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

**Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, ethnicity, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, ethnicity, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, internship, volunteer activity, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment.

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender alters the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it reasonably interfered with the person's academic or work performance or created an intimidating, hostile, or offensive learning or working environment.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

**Consensual Relationships:** Romantic or sexual relationships between supervisors and employees or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

**Academic Freedom:** No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws. (2022)

## **BP 3570 SMOKING AND TOBACCO USE ON CAMPUS**

Reference: Gov Code Section 7597.1

The San Luis Obispo County Community College District (District) is committed to providing a safe and healthy learning and working environment. To support this commitment, the District prohibits smoking and the use of any form of tobacco product on all District property and locations where the District provides services.

To enforce smoking and tobacco control procedures, the District authorizes the Superintendent/President to:

- Set enforcement standards for all District sites and campuses.
- Direct the posting of signs stating its tobacco use policy on campus.
- Inform employees and students of the tobacco use policy and enforcement measures.

## **AP 3570 SMOKING AND TOBACCO USE**

### **I. Introduction**

The San Luis Obispo Community College District (District) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, the District has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive learning environments throughout its campuses for



visitors, employees and students. Accordingly, pursuant to Board Policy 3570, Smoking and Tobacco Use, the District issues this Smoking- and Tobacco-Free Policy, effective January 1, 2019.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the District community to comply with this policy as well as all other District policies. Members of our various campus communities are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all District policies and procedures. Smoking waste management products, such as ashtrays, shall be removed from all campus premises within a reasonable time frame.

## II. Definitions

A. Smoking—inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe or other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” includes the use of electronic cigarettes and other electronic smoking devices which create an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

B. Tobacco product—means any of the following:

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to: cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, electronic cigarettes, smokeless tobacco, and snus.
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.
3. Any component, part, or accessory of a tobacco product, whether or not sold separately.

Note: This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco use cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

C. Tobacco Company – is defined as a company that produces and/or markets branded tobacco products, including any subsidiaries, but not including parent companies which engage in business.

## III. Smoking and Tobacco-Free Policy

A. Smoking and use of tobacco is prohibited by all persons:

1. In and/or around all campus buildings, facilities or property owned or leased by the District;
2. In vehicles that are the property of, or leased by the District; and
3. On all District property and grounds, including parking lots.

B. The sale or free distribution of tobacco products, including merchandise on campus or at District events is prohibited.

C. District campus organizations, and student organizations are prohibited from accepting money or gifts from tobacco companies including:

1. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus; and
2. All tobacco advertising, such as billboards and signs on property owned and operated by the District.

D. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the District.

E. The District will provide information on free and accessible tobacco treatment resources on campus.

1. These tobacco treatment resource programs shall be publicized regularly in student and staff publications, posted in academic buildings and athletic facilities, via Human Resources and the Student Health Center (or alternative appropriate means deemed necessary).
2. District Human Resources and respective campus Student Health Center Departments will house all present and future cessation tobacco use information. Either of the foregoing can be contacted for more information regarding on and off campus cessation programs and services.

F. Any person observed littering (such as throwing a cigarette on the ground) will be issued a citation, consistent with California Penal Code § 374.4

## IV. Enforcement

The Cuesta College Police Department shall enforce the smoking and tobacco use policy. College Police may warn or cite any person who is in violation of this policy. Visitor violators are subject to stay-away orders.

College Police, depending on the circumstances of the violation, may report students who violate this policy to the appropriate administrator for disciplinary proceedings under Education Code § 76033(e).

Additional sanctions may also be implemented through other administrative means, such as the Student Code of Conduct or District Board Policies and Administrative Procedures.

Any person who desires to register a complaint hereunder may initiate enforcement consideration with the Cuesta College Police Department.

## SOLOMON AMENDMENT

The 1996 Solomon Amendment is the common name of 10 U.S.C. § 983, a United States federal law that allows the Secretary of Defense to deny federal grants (including research grants) to institutions of higher education if they prohibit or prevent ROTC or military recruitment on campus or release of enrolled student recruiting information.

The National Defense Authorization Act for Fiscal Year 2021, effective January 1, 2021, updated language pertaining to student recruitment information that is entitled to military recruiters under the Solomon Amendment. The legislation included “electronic mail addresses (which shall be the electronic mail addresses provided by the institution, if available).”

### Student Recruiting Information

The Solomon Amendment allows the Department of Defense Military



Services entities, to obtain certain information about immediately previous, current, or future term for all students, ages 17 and over, who are or were enrolled for at least 1 credit hour in the requested semester. Recruiters can ask for this information once each semester/term.

The information is limited to:

- Student Name
- Addresses
- Electronic mail addresses
- Phone numbers
- Age
- Level of Education
- Degree program currently enrolled
- Degrees received for recent graduates
- Educational institution last enrolled
- Exemptions to Request

The Solomon Amendment requires educational institutions to disclose student recruiting information in its possession. In addition, the Solomon Amendment does recognize student rights under FERPA to withhold disclosure of Directory Information. Students can request that Cuesta withhold Directory Information by submitting a Change of Information form to Admissions & Registration, with photo ID.

Procedure for Releasing Information to Military Recruiter

1) Request letter must be on the Military Services standard letterhead and cite the relevant legal authority under the Solomon Amendment. In addition, the scope of the request must specifically ask for the aforementioned Student Recruiting Information.

2) Military recruiters may request student recruitment information of students enrolled in at least 1 unit once each term for the following Military Services, including their Reserve or National Guard components:

- Army
- Navy
- Marine Corps
- Air Force
- Coast Guard

3) Validation of the request will be made to ensure the request is submitted from one who is legally authorized and to clarify the scope of the request if needed. Upon validation, a request will be processed beginning the third week of a term, after the deadline to enroll in courses when students establish enrollment in one or more credits.

4) Submit requests either

- US mail to:  
Cuesta College Records Office  
Attention: Zhrinna McDonald, Associate Dean, Financial Aid and Records  
PO Box 8106  
San Luis Obispo CA 93403-8106

- In-Person San Luis Obispo Campus:

Building 3100, Window 13 or 14

- By email as a PDF attachment to [records@cuesta.edu](mailto:records@cuesta.edu)

## BP 3900 SPEECH, TIME, PLACE, AND MANNER

(References: Education Code Sections 66301 and 76120).

The District is committed to providing a healthy, safe, and productive environment in which academic success and the pursuit of knowledge are priorities. The District recognizes that freedom of expression and public assembly are fundamental rights of all persons as stated in the Constitutions of the United States and the State of California and are essential components of this educational process.

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy, Administrative Procedures, Education Code Sections 66301 and 76120, and governing law.

The District shall not restrict free expression in "areas generally available to students and the community, defined as grassy areas, walkways or other similar common areas". This definition governs the phrase "areas generally available to students and the community" as it is used in Board Policy/Administrative Procedure 3900.

The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the district that are non-public forums specifically include campus offices, classrooms, labs, gym, theatres, auditoriums, warehouses, maintenance yards, and any other area not specified above. Areas not generally available to the public may be designated as a temporary public forum at the discretion of the Superintendent/President.

Speech that is obscene, libelous or slanderous according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District shall be prohibited.

Nothing in this policy shall prohibit the regulation of hate violence directed at members of the District community in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

## BP 5500 STUDENT CODE OF CONDUCT

All students attending San Luis Obispo County Community College District at any campus site and when representing Cuesta College in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the Student Code of Conduct and Academic Standards, and the Computer and Network Use Policy. Specific rules and regulations, and applicable penalties for violation of the Student Code of Conduct (California Education Code Title V, sections 66300, 66301, 76030-76038), are provided in this section. Each student has the responsibility to be aware of college regulations.

### Scope of Application

The rules apply to all actions of students of the District on District property and at all activities sponsored by the District or registered student organizations, whether occurring on or off the campuses or other instructional sites. Pursuant to Education Code Section 76034, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. Student conduct occurring off campus and not part of a District activity will subject the student to the District's jurisdiction, standards of student conduct and student discipline process if the student's off-campus conduct is sufficiently related to college attendance, i.e., disruption of the work and discipline of the college has

actually occurred from the student's off-campus conduct, or facts exist that reasonably lead to a conclusion by District officials that disruption on campus will soon follow the student's off-campus conduct. In addition, a student's conduct off campus may in certain circumstances be outside the jurisdiction of the District for purposes of the District's discipline process, yet results in adverse action within the student's pre-professional academic program if such program has requirements imposed by law as condition to admission to the profession for which the academic program is preparing the student, e.g. nursing.

The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student:

Violation of District policies, procedures, or regulations.

1. Failure to comply with directions of District officials acting in the performance of their duties; disrupting, obstructing, or interfering with instructional, administrative, disciplinary, or other functions or activities of the District.
2. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
3. Unauthorized use of a personal electronic device in an instructional or testing environment (such as smart watch, cell phone or tablet).
4. Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
5. Causing, attempting to cause, or threatening to cause physical injury to another person.
6. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
7. Unlawful possession, use, sale, offer to sell or purchase, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
8. Committing or attempting to commit robbery or extortion.
9. Causing or attempting to cause damage to District property or to private property on campus.
11. Unauthorized possession or use of any personal property or equipment of the District.
12. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
13. Willful or persistent smoking (including electronic cigarette devices) in any area where smoking has been prohibited by law or by regulation of the college or the District.
14. Committing sexual harassment as defined by law or by District policies and procedures.
15. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
16. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying; "bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
  - a. Placing a reasonable student or students in fear of harm to that student's or students' person or property;
  - b. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
  - c. Causing a reasonable student to experience substantial interference with his or her academic performance;
  - d. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the District.
17. Engaging in intimidating or bullying against District personnel through words or actions. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
18. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
19. Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
20. Engaging in expression which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
21. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
22. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
23. Unauthorized entry upon or use of District facilities.
24. Sexual Assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to the following:
  - a. Intentional touching of another person's intimate parts without that person's consent or other intentional sexual contact with another person without that person's consent.
  - b. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent.
  - c. Rape, which includes penetration, no matter how slight, without the person's consent of either of the following:

1. The vagina or anus of a person by any body part of another person or by an object.
  2. The mouth of a person by the sex organ of another person.
25. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college, including, but not limited to, any of the following:
- a. Prostituting another person.
  - b. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent.
  - c. Distributing images including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure.
  - d. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
26. Any act which is defined as a felony, misdemeanor or infraction under the laws of the State of California.

Non-students or persons not affiliated with the college who interfere, obstruct, interrupt, or detract from the operation of the college or the promotion of its educational or community objectives are subject to criminal action under the State of California Penal Code, Section 602.10.

Cuesta College Campus Police Administrator or designee have the authority to withdraw of consent for all individuals to remain on any of the San Luis Obispo County Community College District campuses or District property under the State of California Penal Code, Section 626.4(a).

## AUTHORITY OF INSTRUCTOR

The Board of Trustees shall establish rules and regulations for student conduct while on campus and/or engaged in any college-sponsored activity.

The Vice President of Student Success & Support Programs or designee shall be responsible for enforcing rules and regulations and administering the disciplinary functions for all activities of students at times and places when students are under the District's jurisdiction; however, an individual instructor is given the power to remove a student from his or her class for good cause for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Vice President of Student Success & Support Programs for appropriate action.

During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

## STUDENTS IN THE ASSOCIATE DEGREE NURSING PROGRAM CODE OF CONDUCT

The Board of Trustees determines that the following policies govern the participation of alcohol- or drug-impaired students in the Associate Degree Nursing Program.

1. The nursing program, in addition to offering an academic program,

includes clinical course work. The safety of patients under the care of student nurses must be assured. The instructor and the Director of Nursing Programs may take immediate corrective action to remove a student impaired by alcoholism or drug abuse from the clinical program if the student demonstrates by his/her conduct and performance in the clinical setting that he/she is a danger to the health and safety of patients under his/her care.

2. After evaluation and due process, students considered by the Director of Nursing Programs to be impaired by drugs or alcohol will be allowed to continue their studies, including clinical course work, as long as they are adhering to the provisions of a contract between the college and the student for the student's retention.
3. Information on the student's condition is confidential and will not be disclosed except when necessary to protect the safety of patients under the care of student nurses.
4. An individual contract of retention will be developed by the student, rehabilitation therapist, and the Director of Nursing and shall specify:
  - a. That the student must participate in an approved drug or alcohol treatment and rehabilitation program for the duration of his/her nursing program studies.
  - b. That evidence of satisfactory attendance and progress will be provided to the college on a regularly scheduled basis.
  - c. That the student will consent to periodic random drug screening as part of the treatment and rehabilitation program.
  - d. That the impaired student will give all medications under direct supervision and that the student will not have access to keys to medications.
  - e. That if the student fails to adhere to the conditions of the contract for retention, the same procedure will be followed as with any other student on probation; the circumstances of the violation will be reviewed by the nursing faculty as a whole; and recommendations for the retention or dismissal will be made to the Director of Nursing Programs, who will then make the decision after advising the Vice President of Student Success & Support Programs.
5. Information on the student's dismissal from the nursing program will be reported to the Board of Registered Nursing when such information is requested by the Board of Registered Nursing.

## AP 5520 STUDENT DISCIPLINE

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights required by state law. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by the District or other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

**Definitions:** District – The San Luis Obispo County Community College District.

**Student** – Any person actively enrolled as a student at any site or in any program offered by the District.

**Instructor** – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing

or has provided services to the student, or other academic employee who has responsibility for the student's educational program or has provided services to the student.

**Short-term Suspension** – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Long-term Suspension** – Exclusion of the student by the Superintendent/President or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms which duration shall be specified in the suspension order.

**Expulsion** – Permanent exclusion of the student from the District for good cause when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others. An order of expulsion may also provide a date for when the student may apply for reenrollment. The Board of Trustees may also impose a suspended expulsion, on such terms as the Board of Trustees may determine appropriate.

**Removal from class** – Exclusion of the student by an instructor from his or her class for the day of the removal and the next class meeting.

**Written or Verbal Reprimand** – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands shall become part of a student's record at the District for disciplinary reporting purposes and may be removed one year from the date of the incident, if there are no further reported incidents during that one year time period. A verbal reprimand will not become a part of a student's record; however it may be retained by the Assistant Superintendent/Vice President Student Success & Support Programs or designee's office for purposes of disciplinary tracking.

**Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the Director of Police and College Safety Services, also serving as the Chief of Police for the District, or designee, for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Director of Police and College Safety Services or designee, has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

**Day** – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Process: Short-term Suspensions, Long-term Suspensions, and Expulsions:** Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice** – The Assistant Superintendent/Vice President Student Success & Support Programs or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating
  - a statement of the facts supporting the accusation
  - the right of the student to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee to discuss the accusation, to provide additional information not previously considered, and to state why the proposed disciplinary action should not be imposed. The student may respond in writing
  - the disciplinary action that is being considered.

- **Time Limits** – The notice must be provided to the student within 20 days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, or where an investigation of allegations is to be conducted, the notice must be provided within 15 days of the date on which either the conduct occurred which led to the decision to take disciplinary action, or within 10 days of completion of an administrative determination based on an investigation.

- **Meeting** – If the student chooses to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the meeting may occur no sooner than one day after the notice is provided, but no later than 15 days after the notice is provided. At the meeting, the student must again be given, orally or in writing, the facts on which the notice are based. The student must be given an opportunity to respond verbally or in writing to the accusation, and to state why the proposed disciplinary action should not be imposed. The Assistant Superintendent/Vice President Student Success & Support Programs or designee will discuss the disciplinary action being considered. If the proposed disciplinary action is long-term suspension or expulsion, the Vice President of Student Success & Support Programs or designee may deem it appropriate or necessary to impose a short-term suspension prior to the disciplinary hearing. The Vice President Student Success & Support Programs or designee may impose reasonable conditions for student's continued enrollment and/or re-enrollment. Conditions may include required participation in District student support services such as academic counseling or mental health counseling, or private off-campus services such as drug treatment programs.

If the student declines to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the proposed disciplinary action will be imposed. The Assistant Superintendent/Vice President Student Services and College Centers or designee's disciplinary action decision will be final. Written notice of the decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action, and the fact that the allegations were uncontradicted by the student by declining a meeting, or failing to respond to the Assistant Superintendent/Vice President Student Success & Support Programs or designee, within the 15 days after initial notice was provided.

**Short-term Suspension** – Within 10 days after the meeting described above, the Superintendent/President, or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs, or designee, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, whether to impose conditions for continued enrollment, or whether to dismiss the matter. Written notice of the Superintendent/President, or designee's, decision shall be provided to the student. Where the Superintendent/President, or designee, determines that immediate notification if his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the reported facts of the allegations that support the disciplinary action, the length of time of the suspension, or the nature of the lesser disciplinary action. The Superintendent/President, or designee's, decision on a short-term suspension shall be final.

**Long-term Suspension** – Within 10 days after the meeting described above, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs or designee, decide whether to impose a long-term suspension. Written notice



of the Superintendent/President or designee's decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action, the length of time of the suspension. Where the Superintendent/President or designee determines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of the policy describing the procedures for a hearing.

If the student fails to respond within 5 days after receipt of the Superintendent/President or designee's decision or declines a formal hearing, the Superintendent/President or designee's decision on a long-term suspension shall be final.

**Expulsion** – Within 10 days after the meeting described above, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs or designee, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/ President or designee's decision shall be provided to the student. The notice shall include the reported facts of the allegations that support the disciplinary action and the length of time of the expulsion. Where the Superintendent/President or designee determines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the campus police and/or sent as a confidential email attachment. In all cases, the District will send notice to the student by certified mail to last address the student has on file with the District. The notice shall include the right of the student to request a formal hearing before expulsion is imposed, and a copy of the policy describing the procedures for a hearing.

If the student fails to respond within 5 days after receipt of the Superintendent/President or designee's decision or declines a formal hearing, the Superintendent/President or designee's decision on expulsion shall be final.

**Hearing Procedures** – Request for Hearing: Within 5 days after receipt of the Superintendent/President or designee's decision regarding a long-term suspension, or expulsion, the student may request a formal hearing. The request must be made to the Superintendent/President or designee and must be submitted in writing.

This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by the District or other agencies.

**Schedule of Hearing** – The formal hearing shall be held within 20 days after a formal request for hearing is received.

The District reserves the right for the Board of Trustees to hear the matters itself or to use the services of a Hearing Officer in lieu of a Hearing Panel.

**Hearing Panel** – The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The Superintendent/President or designee, the president of the Academic Senate, and the president of the Associated Student Organization shall each, at the beginning of the academic year, establish a list of at least five persons from each group who will serve on student disciplinary hearing panels. The Superintendent/President or designee shall appoint the hearing panel from the names on these

lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair** – The Superintendent/President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

#### **Conduct of the Hearing:**

The members of the hearing panel shall be provided with a copy of the accusation against the student and any writ- ten response provided by the student before the hearing begins, as well as any other supporting documentation previously provided to the student.

The facts supporting the accusation shall be presented by a college representative who shall be the Assistant

Superintendent/Vice President Student Success & Support Programs or designee.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unable to be physically present, thus unavailable to testify. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted. Hearsay evidence may be considered by the panel, and given the weight to which it is entitled. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

Hearings shall be closed and confidential.

In a closed hearing, witnesses, with the exception of the accused student and the college representative, shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. The hearing shall be recorded by the District. The official recording shall be the only recording made. No witness who refuses to be re- corded may be permitted to give oral or written testimony. A witness who refuses to be recorded is not considered to be unavailable, and may not be permitted to give written testimony. In the event the recording is by audio recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify them- selves by name. The recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. If the District requests that the audio recording is to be transcribed, the student shall be provided with a copy of the transcription.

Within 15 days following the close of the hearing, the hearing panel shall prepare and send to the Superintendent/ President, or designee, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The 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



accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### **Superintendent/President's Decision:**

**Long-term Suspension** – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/President or designee shall render a final written decision. The Superintendent/President or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies or rejects the hearing panel's decision, the Superintendent/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 Superintendent/President or designee shall be final.

**Expulsion** – Within 10 days following receipt of the hearing panel's recommended decision, the Superintendent/President or designee shall render written recommended decision to the Board of Trustees. The Superintendent/President or designee may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President or designee modifies or rejects the hearing panel's decision; he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President or designee's decision shall be forwarded to the Board of Trustees.

**Board of Trustees Decision:** The Board of Trustees shall consider any recommendation from the Superintendent/President or designee for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting. The student may, within forty-eight hours after receipt of the notice, request a copy of the disciplinary hearing recording. If the recording was an audio recording, the District will request that the recording be professionally transcribed and the student shall be provided with a copy of the transcription.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President or designee or the hearing panel. If the Board modifies or rejects the decision, the Board 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 Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

#### **Authority for Immediate Removal:**

**Immediate Interim Suspension** (Education Code Section 66017):

The Superintendent/President or designee may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property or to ensure the maintenance of order. The Assistant Superintendent/Vice President Student Success & Support Programs or designee will provide the student with written notice of the conduct warranting the immediate interim suspension. The written notice will include the following:

- the day and time of the reported incident
- the specific section of the Standards of Student Conduct that the student is accused of violating
- a statement of the facts supporting the accusation
- the definition of immediate interim suspension
- the disciplinary action that is being considered beyond the immediate interim suspension
- the right of the student to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee to discuss the accusation and to provide additional information not previously considered, or to respond in writing.

Where the Superintendent/President or designee determines that immediate notification of his or her decision is appropriate, the notice may be hand delivered by the Cuesta College Campus Police and/or sent as an email attachment. In all cases, the District will send notice to the student by certified mail to his or her last address on file with the District. If the student chooses to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the meeting must occur no sooner than one day after the notice is provided, but no later than 15 days after the notice is provided. At the meeting, the student must again be given, orally or in writing, the facts on which the accusations in the notice are based. The student must be given an opportunity to respond verbally or in writing to the accusations.

If the recommended action is long-term suspension, the student is afforded all rights, as delineated under the long-term suspension section of these procedures. The interim suspension status remains in effect until the outcome of the recommended action is determined.

If the student declines to meet with the Assistant Superintendent/Vice President Student Success & Support Programs or designee, the Superintendent/President or designee, shall, pursuant to a recommendation from the Assistant Superintendent/Vice President Student Success & Support Programs or designee, impose a long-term suspension. The decision of the Superintendent/President or designee shall be final.

Written notice of the Superintendent/President's decision shall be provided to the student. The District will send notice to the student by certified mail to last address the student has on file with the District.

**Removal from Class** (Education Code Section 76032): Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall promptly report the removal to the Superintendent/President and the Assistant Superintendent/Vice President Student Success & Support Programs or designee. The Assistant Superintendent/Vice President Student Success & Support Programs or designee shall meet with the student and at the request of the student, will arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Assistant Superintendent/Vice President Student Success & Support Programs or designee, shall attend the conference. The student shall not be returned to the

class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Assistant Superintendent/Vice President Student Success & Support Programs or designee from recommending disciplinary action in accordance with these procedures based on the facts which led to the removal.

**Withdrawal of Consent to Remain on Campus:** The Director of Police and College Safety Services, also serving as the Chief of Police for the District may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the Director of Police and College Safety Services a written report must be promptly made to the Superintendent/President.

If the person from whom consent has been withdrawn is a student, they may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to immediate interim suspensions.

If the person from whom consent has been withdrawn is not a student, then he/she may submit a written request for a meeting with the Superintendent/President within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties, and confirmed in writing.

In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

Students have the right to pursue their complaint after completing the above complaint process with the California Community Colleges Chancellor's Office (CCCCO). CCCCCO provides students and others with a method and process outside of the institution that takes, investigates, and responds to complaints regarding the institution. The link to the CCCCCO process and form is <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals>. CCCCCO has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

## STUDENT COMPLAINT PROCESS

Students wishing to file a complaint should follow the Student Complaint Process and initiate direct contact with the appropriate individual indicated on the Student Complaint Referral Grid. Please refer to myCuesta website for current referral grid: (<https://www.cuesta.edu/about/leadership/vpss/Student-Support-Resolution-and-Resources/StudentComplaintProcess.html>).

Academic complaints; the student should begin by first talking to the

instructor about the academic matters including grades and curriculum to attempt resolution. If this is unsuccessful, the student may then proceed with the steps cited in the Student Complaint Referral Grid. The appropriate path is faculty member, Division/Department Chair, area Dean and finally, the Vice President Instruction.

Non-academic complaints; the student should begin by first talking to the Office of the Vice President Student Services or designee about the appropriate steps to take, or the protocol to follow regarding a complaint.

While it is recognized that the grid represents the ideal sequence of opportunities for resolving student complaints, it is understood that when actual situations arise, the parties involved will use their best judgment regarding complaint resolution depending upon the availability of personnel and the immediacy of the problem. The Vice President of Student Success & Support Programs, the Dean, North County Campus and Student Success and Support Programs on the North County Campus, or designee, serve as a clearing-house for students dissatisfied with an experience on campus, who may not be knowledgeable about the appropriate steps to take, or the protocol to follow regarding a complaint.

The Vice President of Student Success & Support Programs, the Dean, North County Campus and Student Success and Support Programs, or designee, may assist the student in following the Student Complaint Process or initiate a referral to the appropriate individual.

The student complaint grid indicates the appropriate personnel sequence for who students should contact for informally resolving student complaints. If a student, after completing the Student Complaint Referral Grid steps, is not satisfied with the solution posed through the Student Complaint process, the student has the option of making an appointment with the Resolution Coordinator or designee in the Vice President of Student Success & Support Programs office on the San Luis Obispo Campus or the Dean, North County Campus and Student Success and Support Programs on the North County Campus, to evaluate the next steps which may be the filing of a formal grievance.

A complaint is grievable if it is non-disciplinary and involves the process, application, or interaction of school policy—in other words, how something was done or processed. In general, a complaint is not grievable if it involves the content of existing policy. For specific information regarding the Student Grievance Procedure, refer to Cuesta College Board Policy 5530.

Students have the right to pursue their complaint after completing the above complaint process with the California Community Colleges Chancellor's Office (CCCCO). CCCCCO provides students and others with a method and process outside of the institution that takes, investigates, and responds to complaints regarding the institution. The link to the CCCCCO process and form is <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals>. CCCCCO has provided this disclosure in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b).

The District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint following the steps in Administrative Procedure 3435 Discrimination and Harassment Investigations.

## AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS

The District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint following the

steps in Administrative Procedure 3435 Discrimination and Harassment Investigations.

## **BP 5530 STUDENT COMPLAINT RESOLUTION**

The Board of Trustees authorizes the Superintendent/President to maintain a Student Complaint Resolution Policy to ensure a process for timely resolution of student concerns.

The District's Title IX Coordinator is responsible for ensuring that the District complies with the rules and regulations adopted by the United States Department of Education regarding unlawful discrimination against students. Title IX complaints will be resolved through the process outlined in Administrative Procedure 3435. When students feel that they have been subjected to unfair and improper action by any member of the college community, the student can seek to resolve the complaint by following Administrative Procedure 5530.

References: Education Code Section 76224(a);  
Title IX, Education Amendments 1972

Administrative Procedure 5530 Board Policy and Administrative Procedure 3435

## **AP 5530 STUDENT COMPLAINT RESOLUTION**

Reference:

Education Code Sections 76200 et seq., 76120, 76224(a);  
California Code of Regulations Section 55760(a);  
Family Educational Rights and Privacy Act of 1974

### **I. Purpose**

The purpose of this procedure is to provide a prompt and equitable means to resolve student complaints against actions by the District and/or District employees, including, but not limited to, the following:

1. The exercise of rights of free expression protected by Education Code Section 76120, and District Board Policy and Administrative Procedure 3900.
2. Violation of final and published District Board Policies and Administrative Procedures.
3. Misunderstandings, mistakes, or errors, in communications or instructions regarding academic matters or assignments.

This procedure does not apply to the following:

1. Student disciplinary actions, which are governed by the provisions of District Board Policy and Administrative Procedure 5520.
2. Student grade changes, which are governed by the provisions of District Board Policy and Administrative Procedure 4231.
3. Police citations.
4. Financial aid eligibility, probation, and dismissal, which are governed by the Financial Aid Appeals Process.
5. The evaluation of the professional competence or job performance of a District employee.
6. Equality of educational opportunity and access for disabled students under Section 504 of the Rehabilitation Act; discrimination against disabled students in employment, public services, transportation and public accommodations under the Americans with Disabilities Act (ADA), which are governed by the provisions of District Administrative Procedure 3435.
1. Discrimination and harassment complaints, which are governed by the provisions of C.C.R., Title 5, 59300 et seq., Title IX, District Board Policies 3410 and 3430, 3540, 3434 and Administrative Procedures

3410, 3430, 3540, 3434 and 3435. Reports of this nature will be referred directly to the District's Title IX Officer.

2. Other provisions of federal, state or local law.

### **II. Definitions**

1. The term "District" refers to the San Luis Obispo County Community College District. In this Administrative Procedure, wherever there is a reference to "Cuesta College," or any similar reference, it is intended that the reference apply to the San Luis Obispo County Community College District.
2. The term "student" is defined as all persons enrolled in District courses, both fulltime and part-time, credit, non-credit, and not for credit.
3. The term "employee" includes any person employed by the District performing assigned administrative, professional, academic, or staff responsibilities.
4. The terms "policy" and "procedure" are defined as the rules of the District as found in publications including, but not limited to, the college catalog, class schedule, student handbook, and the District's Board Policies and Administrative Procedures maintained in the Superintendent's/President's office.
5. The term "party" is defined as the student or any persons claimed to have been responsible for the student's alleged complaint.
6. The term "instructional day" is defined as a day during which the college is in session and classes are held.

### **III. Informal Resolution**

The primary purpose of the Informal Resolution process (Levels I and II) is to secure an equitable solution to a complaint at the lowest level of authority. This invites a cooperative discussion and seeks to develop a constructive outcome. The District encourages a student to make a reasonable effort to resolve complaints whenever possible through cooperative means.

1. A student with a complaint shall initiate the informal option within twenty (20) instructional days of the event or events giving rise to the complaint, or within twenty (20) instructional days of when the student became aware, or should have been aware, of the events giving rise to the complaint.
2. A student will contact the Instructor (Academic) or Supervisor of the Program/Department (Non-Academic) to explain the purpose of the complaint. Informal meetings and discussions between persons directly involved in a complaint are encouraged at the outset of a dispute and throughout the complaint process.
3. Students may speak to the Student Support Resolution Coordinator or a Counselor to obtain advice for reaching informal complaint resolutions.

### **IV. Level I Meeting (Informal)**

A student has an opportunity to informally resolve the complaint through a confidential Level I Meeting with the Instructor (Academic).

The meeting will be held at a mutually convenient time for both the Instructor (Academic) or Supervisor of the Program/Department (Non-Academic) within ten (10) instructional days after the student requests the meeting.

Students may speak to the Student Support Resolution Coordinator or a Counselor to obtain advice for reaching informal complaint resolutions.

## V. Level II Meeting (Informal)

If the Level I process does not produce a result that is satisfactory to the student, or the student does not desire to use the Level I option, the student may request a Level II Meeting with the appropriate Division Chair (Academic) or Supervisor of the Program/Department (NonAcademic). The request will be made within ten (10) instructional days the Level I Meeting, if that option was taken.

The Division Chair or Supervisor shall attempt to resolve the issue by meeting with the student and the District employee either jointly or separately. The Division Chair or Supervisor shall make every effort to hold the Level II Meeting within ten (10) instructional days of the student's request for a meeting.

The Division Chair or Supervisor shall ensure that each side has ample opportunity to state its case; determine the specific facts in the complaint; and attempt to resolve the matter through compromise, mediation, or a recommendation that is satisfactory to all involved parties. The Division Chair or Supervisor shall make a decision on the complaint and notify the parties of the decision within ten (10) instructional days of the Level II meeting.

## VI. Level III Review and Decision

If the Division Chair or Supervisor cannot facilitate a resolution acceptable to the involved parties through the Level II Meeting, and the student intends to continue pursuing a complaint, the student may complete the Student Complaint Resolution form and request a Level III Meeting with the Dean or Administrator of the applicable department.

The Student Complaint form is found online at:

<https://www.cuesta.edu/about/leadership/vpss/StudentComplaintProcess.html>. Free hard copies of the Student Complaint form can be obtained through the Student Support Resolution Coordinator, the Library, DSPS, Health Services, Student Success Center, and Admissions and Records. Please note: This form should be completed only if Level I and Level II meetings did not resolve the complaint.

1. The student must submit the Student Complaint Resolution Form within 10 instructional days of informing the involved District employee that the informal resolution process has not resolved the complaint. The submission of a signed Student Complaint Resolution Form is considered a declaration of the student indicating that "all of the foregoing information included is true, or that the student believes that all of the foregoing information is true based on his or her knowledge and belief."
2. If the District receives a deficient or incomplete Student Complaint Resolution Form, the Student Support Resolution Coordinator shall inform the student of the deficiencies and return it to the student within ten (10) instructional days of receipt. Within ten (10) instructional days of receipt, the student may correct the deficiencies and submit an amended form. Where the complaint is not one that falls within the scope of this procedure, the Student Support Resolution Coordinator shall refer the student to the appropriate office for the submission of their complaint.

If a student requests a Level III Meeting with the Dean or Administrator of the applicable department, said Dean or Administrator shall attempt to resolve the issue by meeting with the student and the employee either jointly or separately. The Dean or Administrator of the applicable department shall make every effort to hold the Level III Meeting(s) within ten (10) instructional days of the request for a Level III Meeting. The timeline for the Dean or Administrator to facilitate a meeting with ten (10) instructional days will not be applicable during summer sessions. The Dean or Administrator will facilitate a meeting at the parties' earliest availability.

The Dean or Administrator of the applicable department shall ensure that each side has ample opportunity to state its case; determine the specific facts in the complaint; and attempt to resolve the matter in a manner satisfactory to all involved parties. The Dean or Administrator shall make a decision on the complaint and notify the parties of the decision in writing within ten (10) instructional days of the Level III meeting. The decision will be emailed to the student's my.cuesta.edu email address and mailed via USPS to the student's physical address on file with the Admissions Office.

## VII. Level IV Appeal Hearing

If a Level III Review and Decision does not produce a result that is satisfactory to the student and the student wishes to appeal the decision of the Dean or Administrator, the student shall, within ten (10) instructional days of receipt of the final decision of the Dean or Administrator, submit a written request for an Appeal with the Assistant Superintendent/Vice-President of Instruction for complaints related to academic concerns and to the Assistant Superintendent/Vice President of Student Success and Support Programs for complaints related to non-academic concerns.

The written request for an Appeal shall include the names of the involved parties, the Student Complaint Resolution Form previously submitted by the student, all documentation submitted by the student or the employee after the confidential meeting held at Level I and Level II (documents submitted at Level I and II may not be included unless all parties have agreed in writing that submitted documents are not to be held in confidence), the Dean or Administrator's decision following the Level III Review meeting, a description of the specific relief sought, copies of all the documents accompanying or initiating lower levels of the complaint process, and the signature of the student requesting the Appeal. For complaints related to academic concerns, the Assistant Superintendent/Vice President of Instruction will serve as the Student Complaint Appeal Committee Chairperson. For complaints related to non-academic concerns, the Assistant Superintendent/Vice President of Student Success and Support Programs will serve as the Student Complaint Appeal Committee Chairperson. If the appropriate Assistant Superintendent/Vice President chooses to accept the Appeal, they will initiate the Appeal Committee Process. If the appropriate Assistant Superintendent/Vice President chooses not to accept the Appeal, the Dean's or Administrator's Level III decision will stand.

### 1. Student Complaint Appeal Committee Process

a) If the appropriate Assistant Superintendent/Vice President accepts the appeal, they shall notify the student, the employee, and any other involved party, within five (5) instructional days after receipt of the Appeal request that the Committee will be reviewing all written material submitted regarding the complaint. This notification shall include the names of the students and faculty constituting the Student Complaint Appeal Committee assigned to examine the matter. If any involved party wishes to submit more written material on the matter, they must do so within five (5) instructional days after being notified.

b) The Student Complaint Appeal Committee shall begin the Appeal review of written material no earlier than fifteen (15) instructional days and no later than twenty (20) instructional days after the student, and the employee(s) named in the written request for an Appeal, have been notified in writing of the meeting the Student Complaint Appeal Committee.

### 2. Student Complaint Appeal Committee Procedures

a) The Student Complaint Appeal Committee meeting shall be closed and confidential and will only review written documents submitted to them by all parties involved in the complaint.



b) If approved by the Superintendent/President, or designee, counsel for the District may advise the Student Complaint Appeal Committee during its review and deliberations on written materials.

c) The student shall assume the burden of proof through their written documents. Students must prove their claims or positions by a preponderance of the evidence, in all cases. "Preponderance of the evidence," for purposes of this Procedure, means that the evidence on one side outweighs, or is more than, the evidence on the other side.

d) Any relevant written records or written statements will be accepted. The Student Complaint Appeal Committee shall consider in its deliberations the weight to be given to any written records and written statements.

e) All persons participating on the Student Complaint Appeal Committee shall abide by all applicable State and Federal laws governing the privacy and confidentiality of student educational records.

### 3. Student Complaint Appeal Committee Deliberations and Reporting Procedures

a) The Student Complaint Appeal Committee shall deliberate in closed session. These deliberations shall not be electronically recorded, and the proceedings shall be confidential. District counsel may be present during deliberations.

b) Based on the examination of supporting documents, the Student Complaint Appeal Committee will decide on one of the following actions:

1) Grant the Appeal.

2) Deny the Appeal.

3) Make related recommendations as appropriate.

## VIII. Final Review and Decision by the Student Complaint Appeal Committee

After receiving the decisions from the Student Complaint Appeal Committee, the Assistant Superintendent/Vice-President who served as the Committee Chairperson will take one of the following actions:

1. Accept the Student Complaint Appeal Committee's decision and implement the recommended actions.

2. Accept the Student Complaint Appeal Committee's decision and implement lesser actions than those that were recommended.

Within ten (10) instructional days following receipt of the Student Complaint Appeal Committee's decision, the Assistant Superintendent/Vice-President shall send a written decision to the involved parties that includes a summary of specific factual findings and conclusions. The decision(s) shall be sent both to the student's my.cuesta.edu email address and United States Postal Service certified mail to the student's mailing address on file with the Admissions Office.

The Student Complaint Appeal Committee's decision and Assistant Superintendent/Vice President's action shall be final and binding in all Appeal hearings.

## IX. Student Complaint Appeal Committee

### 1. Student Complaint Appeal Committee Chairperson

a) For complaints related to academic concerns, the Assistant Superintendent/Vice-President of Instruction will serve as the Student Complaint Appeal Committee Chairperson (non-voting). For complaints related to non-academic concerns, the Assistant Superintendent/Vice President of Student Success and Support

Programs will serve as the Student Complaint Appeal Committee Chairperson (non-voting).

b) If the Chairperson is unable to serve on a specific hearing due to a conflict of interest, including the inability to maintain impartiality, then the Superintendent/President shall nominate an administrator to serve as the Student Complaint Appeal Committee Chairperson for that specific hearing. The Superintendent/President's nomination of the administrator to serve as Chairperson will be in consultation with the Academic Senate.

### 2. Student Complaint Appeal Committee Composition

a) The Superintendent/President shall establish a pool of five (5) members of the college community, including two (2) students (advisory voting members) and three (3) tenured faculty members (voting members), from which one or more Student Complaint Appeal Committee hearing panels may be appointed by the Chairperson.

b) Student appointments shall be made by the Associated Students of Cuesta College (ASCC) President in consultation with the Faculty Coordinator of Student Life and Leadership.

c) Faculty appointments shall be made by the Academic Senate President.

d) Appointments to the Student Complaint Appeal Committee pool shall be made by October 1 of each academic year. Members shall serve a one-year term with no limit on the number of times they can be nominated for, or serve, on the Committee, and shall, with the exception of students, serve until a successor is appointed.

### 3. Duties of Student Complaint Appeal Committee Members

a) No person shall serve as a member of the Student Complaint Appeal Committee when that person has been personally involved in any matter giving rise to a complaint, has made any public statement on the matters at issue, or could not otherwise act in an impartial manner.

b) Student Complaint Appeal Committee members shall ensure that all Committee hearings, deliberations, rulings, and records remain confidential, as required by the Family Educational Rights and Privacy Act of 1974 (FERPA), California Education Code Section 76200 et seq., and District Board Policies and Administrative Procedures relating to the privacy of student and employee records where applicable.

c) The Student Complaint Appeal Committee Chairperson shall ensure that all Committee members are provided copies of all applicable student due process policies and administrative procedures. The Chairperson shall be responsible for assuring that both parties receive a fair review of written documents.

d) The Chairperson shall maintain records of all Student Complaint Appeal Committee hearings in a secure location on District premises for a period of seven (7) years.

## STUDENT EQUITY AND ACHIEVEMENT PROGRAM

The Student Equity and Achievement Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

### Student Rights and Responsibilities

Each non-exempt student, in entering into a student educational plan, will do all of the following:



- identify an education and career goal;
- identify a course of study;
- participate in the placement process to determine appropriate course recommendations;
- complete orientation;
- participate in the development of a student educational plan;
- complete a student educational plan no later than the term after completing 15 semester credits of degree applicable credit coursework;
- diligently attend class and complete assigned coursework;
- complete courses and maintain progress toward an educational goal.

### Exemptions

Students that have completed an associate degree or higher may be exempt from participation in orientation, placement, counseling, advising, or student education plan development. Students exempted from any of the matriculation components are notified in their myCuesta student portal; nonetheless, exempt students are encouraged to participate in these services.

### TRANSCRIPTS TO CUESTA COLLEGE

Official transcripts from all other institutions must be submitted to the Cuesta College Records Office prior to enrollment. Lower division (freshman/sophomore level) coursework from a United States regionally accredited college or university will be evaluated upon request and credits earned may be transferred to Cuesta College to meet certificate requirements, degree requirements, and requirements for transfer certification. Credits are from a college or university on the quarter system, will be converted to semester credits (quarter credits/1.5=semester credits).

Coursework on official transcripts received from a United States regionally accredited institution are evaluated based on regional accreditation standards using the grades received at that institution. Cuesta College considers a grade of C- as substandard and eligible for repetition.

Any international credentials must be independently evaluated by one of the following agencies and submitted to Cuesta College:

- Academic Credentials Evaluation Institute, Inc. (ACEI)
- Educational Records Evaluation Service
- International Education Research Foundation, or
- Other accredited organizations (NACES member)

A course-by-course review must be evaluated to ascertain credit, grade, and lower/upper division status. Lower division coursework will be evaluated and may be granted credit for Cuesta College general education or major courses.

Official (sealed) copies of transcripts from colleges, universities and high schools attended should be submitted to:

Cuesta College Records Office  
PO Box 8106  
San Luis Obispo, CA 93403-8106

Electronic submissions of official transcripts authenticated and delivered by an official 3rd party transcript servicer from the other institution

should be sent directly from the servicer to Cuesta College Records Office.

Transcripts should be submitted ahead of registration, to allow time for academic advising and prerequisite clearance request. Final official transcripts, showing all coursework and grades received, must be received before general education certifications and degree and certificate evaluations may be completed. Transcripts are evaluated based on the AACRAO guidelines for regionally accredited post-secondary institutions.

Upon application for the associate degree or transfer certification, coursework credits from other United States regionally accredited colleges or institutions will be included and reviewed with the Cuesta College student record. Applications for the associate degree and transfer certification are available on the Cuesta College website: <https://www.cuesta.edu/student/studentservices/admrrreg/gradready/index.html>

Transcripts submitted to Cuesta College become the property of Cuesta College and will not be released to students, other colleges, or agencies. Plan to request a personal copy from your former college or university if you need one for your records. <https://www.cuesta.edu/student/studentservices/records/transcriptssubmit.html>

### TRANSCRIPTS FROM CUESTA COLLEGE

A written or electronic request by the student is required to release transcripts. Transcripts ordered electronically will be mailed within 2-4 working days from the date of request in most cases. An electronic notification will inform the student of the status of their transcript order and notify them of any holds. The fee for the electronic transcript request is \$6.50 per copy. Transcripts ordered in-person will be mailed within 2-3 weeks and cost \$3 per copy after the first two free copies. Unofficial transcripts are available for viewing and printing through myCuesta on the Cuesta College website. Access to myCuesta requires the student username and password.

<https://www.cuesta.edu/student/studentservices/records/transcripts.html>

### VOTER REGISTRATION

Voter registration forms are available year-round at various campus locations, including the Student Success and Support Programs Building and ASCC Student Government Offices. Students can also register online on the California Secretary of State's web site at <https://registertovote.ca.gov/student>

With the passage of California Senate Bill No. 854-Chapter 481, state-funded higher education institutions - community colleges, California State University system and University of California campuses - are required to allow students to request voter registration materials online through a link in their course registration system. As a result of this legislation, Cuesta students are able to link to the online voter registration application from the myCuesta student portal in the Steps to Success channel. The direct link to the California Secretary of State Web site allows students to complete the voter registration process online as long as they possess a California driver license or identification card number.

### WITHHOLDING OF STUDENT RECORDS

Students or former students who have been provided with written notice that they have not paid a proper financial obligation shall have diplomas and registration privileges withheld. The college will work to provide support funds for students who have a hardship in paying outstanding fees. This provision will be contingent on the availability of funding.