The District recognizes pre-transfer and basic skills as an essential and important mission. The college will provide the full range of basic skills instruction needed and sufficient sections thereof for students who demonstrate a need for such instruction and who intend to complete degree and certificate courses and/or programs. Identification of students in need of courses in these subjects will occur through the college assessment process.

See AR-3025.

**Legal Reference:**
Board of Governors Policies adopted January 1987, Matriculation Regulations Section 55502, and Title 5 Section 55002 (b).
Title 5 Section 55035

**Adopted:** July 6, 1992  
**Revised:** May 2, 2011
In accordance with Education Code 66010.4.(a) and the mission of Cabrillo College as stated in the College Catalog, the District offers to each individual participant in a Career Technical Education (CTE) program the opportunity to acquire the required job skills that will lead to employment. A student planning to enter an occupation or desiring to upgrade job skills should enroll in one of the Career Technical Education programs as described in the College Catalog. Students who complete graduation requirements are eligible to receive an Associate in Science degree. Students may qualify for Certificates of Achievement and Skills Certificates by completing selected courses as specified in the College Catalog and by meeting requirements listed in Board Policy 3010, Graduation Requirements.

Legal Reference: Education Code Section 66010.4(a)

Adopted: April 4, 1988
Revised: February 11, 2013
Special Topics

The Cabrillo College Governing Board recognizes that the regular college curriculum, designed largely for classroom instruction and learning, may not meet the individual needs of all students. Many departments offer special topics courses whose content changes from semester to semester. While such courses add valuable depth and breadth to the curriculum, the review of the content and appropriateness of these courses remains rigorous.

Independent Studies/Special Studies (80S, 80SB, 80SC, 180S)

Independent study courses are those offered outside the traditional classroom environments which are under the supervision, control and evaluation of, but not necessarily in the immediate presence of, an appropriately credentialed instructor.

Legal Reference:
Title 5 Sections 55230 et seq.

Adopted: April 4, 1988
Revised: August 5, 2013
In accordance with California Education Code and California Administrative Code, Title 5, it is the policy of Cabrillo College to provide a Cooperative Work Experience Education and Service Learning program. The program provides students with realistic learning experiences in a work setting. The work-based learning experiences are related to classroom-based instruction and are consistent with students’ educational goals. No student shall, on the basis of ethnic group identification, national origin, religion, age, sex, color, physical or mental disability or sexual orientation be subject to unlawful discrimination under this program.

**Legal References:** Education Code Section 78249; and California Administrative Code, Title 5, Sections 555250 through 55257.

Adopted: April 4, 1988
Revised: February 11, 2013
The District shall have an advisory committee for each Career Technical Education program. Membership is drawn from organizations that may employ graduates of the program, unions that represent those employed in the field, institutions to which graduates transfer, and schools that feed into the program as well as individuals who have special expertise in the field served by the program. These committees provide advisory guidance to the programs regarding the learning outcomes required for student success in seeking employment, career advancement, and transferring for further education. The committees also assist programs to stay abreast of changes in the industry, project labor market demand for graduates from the program, advise on curriculum, provide assistance with staffing and equipment, aid in the placement of students, and provide a general liaison with employers and employees in the various careers for which the college offers instruction.

See AR 3090

**Legal Reference:** Title 5 Section 55601 and 34 Code of Federal Regulations Part 600 (specifically 600.20)

Adopted: April 4, 1988
Revised: June 10, 2013
It is the policy of Cabrillo College to provide Study Travel Programs which shall include study travel/field study courses and semesters abroad. A study travel/field study course, usually short-term in length, is taught off-campus in order to present course content within a specific environment that enhances learning; a semester abroad program provides a full-term program of study at a site in a foreign country.

The college recognizes that the movement of students across communities with diverse cultural, geographic, linguistic, and national boundaries is an important and enriching element of post-secondary education, and that field study is a significant component of natural and social science curricula.

Study Travel Programs provide instruction which allows students to:

1. Develop international perspectives
2. Receive appropriate credit for courses meeting the same curriculum standards as courses conducted on campus
3. Live, learn, and experience an environment that is different in language, culture, history and traditions
4. Study course content within a biological habitat, geographic, or cultural context

Study Travel credit is awarded only for educational achievement and performance within program and specific class objectives. Credit awarded for participation in Study Travel courses is based on the same standards required for on campus courses.

Legal Reference: Education Code, Section 66015.7

Adopted: April 4, 1988
Revised: June 10, 2013
Cabrillo College recognizes that contract education programs meet the continuing and developing needs of public agencies and private employers. The college may provide to public or private agencies, corporations, associations, or any other body or person, contract education programs consistent with the mission of the college. Such contract education programs may be offered for credit, non-credit, or not for credit; shall not be included for purposes of calculating the full-time equivalent students (FTES) for apportionment unless all statutory and regulatory conditions for generating FTES are met.

**Legal Reference:** Education Code Sections 78020 through 78023.

Adopted: April 4, 1988
Revised: February 11, 2013
The Cabrillo College Library shall actively and effectively support the College’s educational programs by serving as a resource for teaching and learning. The library shall provide access to information both within and beyond the library walls, including services at remote campus centers. The library shall provide information resources which will assist students in achieving educational success, and promote a better understanding and appreciation of the cultural, practical and aesthetic elements of the world around us.

Library Functions:
- Building a comprehensive and diverse collection that supports the College curriculum and challenges students according to their abilities
- Providing formal and informal instruction & resources that assist students and faculty in becoming effective users of ideas and information
- Promoting the development of information competency skills among students and faculty
- Providing professional and paraprofessional staff to instruct and assist in the use of library resources
- Providing leadership by assisting faculty in the promotion of the use of library resources in instruction and curriculum, and in the development of critical thinking by students
- Providing a physical environment that is welcoming and conducive to the pursuit of learning and educational goals
- Supervision of the facility by certificated personnel during all hours the library is open to students.

Primary Services to Current Cabrillo Students:
- Use of library materials and information resources within the building
- Borrowing books and course materials, with a free Cabrillo library card
- Use of videos & DVDs within the library
- Remote access to online databases, with a free Cabrillo library card
- Access to Inter-Library Loan service, via in-person requests
- Access to computers within the library, using their Cabrillo network account
- Service, support, and research assistance from librarians, library staff, and student employees
Primary Services to Cabrillo Faculty and Staff:

- Use of library materials and information resources within the building
- Borrowing books and course materials for extended time periods
- Borrowing videos & DVDs, with a free Cabrillo library card
- Remote access to online databases, with a free Cabrillo library card
- Access to ILL service, with requests in person or via email
- Service, support, and research assistance from librarians, library staff, and student employees
- Collaborative assistance from librarians in pursuit of course goals and activities

Primary Services to Community Guests:

- Use of library materials and information resources within the building
- Use of videos & DVDs within the library
- Limited access to designated guest computers within the library during non-peak times when not in use by Cabrillo students
- Service and support from librarians, library staff, and student employees
- Residents of Santa Cruz County or Aromas, age 18 and over, may, upon payment of an annual fee, obtain a Special Borrower library card which provides the following additional services:
  - Borrowing a limited number of books
  - Use of course materials within the building
  - Remote access to online databases

Legal References:
Accreditation Standard II.C;
Education Code Section 78100

Adopted: November 2012
Cabrillo College shall offer a Distance Education Program that provides a wide variety of online classes. Each proposed or existing course offered in a distance learning format shall be reviewed and approved separately from other delivery modalities. Distance learning courses will meet the same criteria as all other courses. The review and approval of new and existing distance learning courses shall follow the curriculum approval procedures outlined in Administrative Regulation 3120, Program and Curriculum Development and Planning.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District will authenticate or verify that the student who registers in distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit.

Legal Reference: Ca. Adm. Code, Title 5, Section 55200

Adopted: February 11, 2013
Chapter Four: Business Services and Operations

AP 5030
COLLEGE FEES

The Cabrillo College Governing Board authorizes certain fees. The Superintendent/President may establish procedures for collection, deposit, waiver, refund, and accounting. The procedures also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts and refund or waiver of fees processes are published in the college catalog and schedule of classes. The following fees are authorized:

**Required fees include:**
- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
  - All nonresident students enrolling for 6 or fewer units; or
  - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
  - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - High school attendance in California for three or more years;
    - Graduation from a California high school or attainment of the equivalent thereof;
    - Registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - Completion of a questionnaire form prescribed by the State Chancellor’s Office verifying eligibility for this nonresident tuition exemption; and
    - In the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

**Fees authorized by law include:**
- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
• Parking (Education Code Section 76360)
• Transportation (Education Code Sections 76361 and 82305.6)
• Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
• Student Center (Education Code Section 76375; Title 5 Section 58510)
• Copies of student records (Education Code Section 76223)
• Dormitory (Education Code Section 81670)
• Child care (Education Code Sections 79121 et seq. and 66060)
• Nonresident capital outlay (Education Code Section 76141)
• Nonresident application processing (Education Code Section 76142)
• Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
• Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
• Refund processing (Title 5 Section 58508)
• Telephone registration (Education Code Section 70902(a))
• Physical fitness test (Education Code Section 70902(b)(9))
• Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
• Credit Card Use (Education Code Section 70902(b)(9))
• International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:
• Late application (CCCO Student Fee Handbook)
• Add/drop (CCCO Student Fee Handbook)
• Mandatory student activities (CCCO Student Fee Handbook)
• Student Identification Cards (CCCO Student Fee Handbook)
• Student Body Organization (CCCO Student Fee Handbook)
• Nonresident application (CCCO Student Fee Handbook)
• Field trip (Title 5 Sections 55450 and 55451)
• For dependents of certain veterans (Education Code Section 66025.3)
• For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCO Student Fee Handbook)
• For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
• Required or funded services (CCCO Student Fee Handbook)
• Refundable deposits (CCCO Student Fee Handbook)
• Distance education (other than the statutorily authorized enrollment fee) (CCCO Student Fee Handbook)
• Mandatory mailings (CCCO Student Fee Handbook)
• Rental of practice rooms (CCCO Student Fee Handbook)
• Apprenticeship courses (Education Code Section 76350)
• Technology fee (CCCO Student Fee Handbook)
• Late payment fee (Title 5 Sections 58502 and 59410)
• Nursing/healing arts student liability insurance (Title 5 Section 55234)
• Cleaning (CCCO Student Fee Handbook)
• Breakage (CCCO Student Fee Handbook)
• Test proctoring (CCCO Student Fee Handbook)
Collection and Refund of Fees

**NOTE:** Local practice may be inserted here, which should include or address:

- Fees to be collected when enacted by the Legislature following registration by the student
- Fees collected in error
- Fees refundable because of a reduction in the educational program of the District
- Fees refundable because of the student’s reduction in units or withdrawal from an education program
- Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees
- Notice to students of availability of exemptions from certain mandatory and authorized fees

**MANDATORY FEES**

**Enrollment Fee (Education Code Section 76300 and Title 5, Section 58508):**
The enrollment fee is established by the State legislature.

**Auditing Fees (Education Code 76370):**
Persons auditing a course shall be charged a per unit per semester fee as established by Ed. Code. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

**Health Fee (Education Code 76355):**
The District charges the fee allowable by Ed. Code Section 76355 to all students (full or part-time) for health supervision and services.

Education Code Section 76355 allows exemption from this fee for the following students:

1. Those students who depend upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization;
2. Students attending Cabrillo College under an approved apprenticeship training program.

**Transportation Fee (Education Code Section 72248)**
Based on a student referendum, the Governing Board authorizes the collection of a transportation fee from all students. The fee for part-time students shall be one-half the fee for full-time students.

**Fee Exemptions:**
A. Students qualifying for financial aid shall be exempt from this fee consistent with the Board of Governor’s grant waiver criteria.
B. Students taking classes only off-campus.
C. Students taking classes only on weekends.
D. Students meeting a single session on-campus.
REFUNDS OF FEES:

Refunds of enrollment fees or reversal of charges are authorized for:
- Classes cancelled by Cabrillo College
- A reduced unit load upon request for program changes made during the first two weeks of instruction for full term length courses or by the 10% point of the course meetings for a short-term course
- Fees collected in error

The college shall not refund any fee paid by a student, or reverse charges for program changes made after the first two weeks of instruction for primary term length courses, or by the 10% point of the course meetings for a short-term course.

NONRESIDENT STUDENT FEES (Education Code 76140)
A fee shall be charged each student whose legal residence is outside the state of California except for those who are in the military service.

Non-immigrant students attending under provision of a student visa are considered nonresident students and shall be charged the fee.

In addition to the nonresident tuition fee established pursuant to Section 76140, a community college district may charge to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the amount that was expended by the district for capital outlay.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from the capital outlay fee.

Economic hardship encompasses students who demonstrate financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid and students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations.

Authority to Determine Residence
The Registrar is charged with evaluating information presented by an applicant and making determinations of residence in accordance with Board rules and regulations for the purpose of charging the non-resident student fee.

Amount and Payment of Fees
1. The amount of the fees is set yearly by the Governing Board as prescribed by the Chancellor of the Community Colleges. A full-time program is 30 or more semester units per year.
2. The fee shall be paid by each nonresident student, other than those exempted prior to registration.
3. The amount of the fee for less than a full-time program to be paid each semester shall be the per unit rate as established. For summer session, the per unit rate shall be that established for the fiscal year in which the summer session ends.

4. Nonresident students, who have been admitted in error to a class or classes without payment of the fee, shall be excluded from such class or classes until payment is made once notification that it is due has been given. This notification must be given to the student prior to the end of the fourth week of the semester.

5. Nonresident students withdrawing from enrollment or reducing their programs may claim a full or partial refund. The petition for a refund must be made in writing to the Dean of Student Services prior to the end of the fifth full week of the semester.

Adopted: December 5, 2005
Revised: insert CPC date
The Superintendent/President or designee shall establish procedures to ensure that District fiscal management complies with the principles contained in Title 5, section 58311, including:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.

Reference:

Education Code Section 84040(c)
Title 5 Section 58311
Accreditation Standard III.D.2

ASM Council: 4/10/14
VPAS: 4/16/14
Cabinet:
PPTF:
CPC:
Approved:
Chapter Six: Business and Fiscal Affairs

AP 6320

INVESTMENTS

The Superintendent/President or designee (awaiting reply from Jane 4/16/14) is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- County Treasurer’s Investment Pool. Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- State’s Local Agency Investment Fund (Government Code Sections 16429.1-16429.3). District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).
- Other Investments - Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601 and 53635, may be made by the Chief Business Officer subject to prior approval of the governing board. (Note: Government Code Sections 53601 and 53605 permit many very specific investments. Questions should be referred to financial advisors or legal counsel.)

References: Government Code Sections 53600 et seq.
ASM Council: 4/10/14
VPAS: emailed 4/16/14
Cabinet:
PPTF:
CPC:
Approved:
Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d);
36 Code of Federal Regulations Sections 1194.1 et seq.;
Government Code Section 11135;
Title 5 Sections 59300 et seq.