

# POLICIES AND REGULATIONS

## Community Standards for Student Behavior

### Student Code of Conduct BP/AP 5500

The primary purposes of this Student Code of Conduct is to support and protect Students to ensure their academic and personal success throughout their attendance at any of the Colleges within the District. In addition, this Student Code of Conduct intends to educate Students about rights, responsibilities, and violations under the Student Code of Conduct and its consequences. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Student Code of Conduct also specifies the various sanctions that may be imposed on District Students for violations of the Student Code of Conduct. Students are expected to be familiar with the terms of Board Policy 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf)) and this Administrative Procedure 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)) Student Code of Conduct.

Visit the Coast Community College District website, Student Services Board Policy webpage (<https://www.cccd.edu/boardoftrustees/boardpolicies/student-services.html>) for the complete BP/AP 5500.

## Academic Freedom Statement

Coastline College recognizes the free search for truth and the expression of diverse opinions are essential to a democratic society and encourages and protects academic freedom as per Coast Community College District Board of Trustees policy number BP 4030 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_4030\\_Academic\\_Freedom.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_4030_Academic_Freedom.pdf)).

## Academic Renewal Policy and Procedure

This Academic Renewal Policy (BP 4240 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_4240\\_Academic\\_Renewal.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_4240_Academic_Renewal.pdf))) and Procedures (AP 4240 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_4240\\_Academic\\_Renewal.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_4240_Academic_Renewal.pdf))) for Coastline College is issued pursuant to Section 55040 of the California Administrative Code (Title 5) regulations. The purpose of this policy and procedure is to disregard past substandard academic performance of a student when such work is not reflective of their current demonstrated ability. It is based on the recognition that, due to unusual circumstances or circumstances beyond the student's control, the past substandard work will negatively affect their academic standing and unnecessarily prolong the rate at which they complete their current objectives. Academic renewal is intended to facilitate graduation from a College in the District or enable qualified students to transfer to a four-year college or university.

Therefore, under the specific circumstances outlined below, Coastline College may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of thirty (30) units of course work taken at any College in the

District for graduation and transfer purposes only. These circumstances are:

1. The coursework to be disregarded is substandard (grades of D, F, or NP). If approved, the selected coursework shall be disregarded in that semester, except those courses required as a prerequisite or to satisfy a requirement in the student's current declared program of study.
2. A minimum of 15 semester units has been completed at any regionally accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the course work to be disregarded.
3. At least 12 months have elapsed since the most recent approved request for academic renewal.
4. Academic renewal cannot be reversed once it has been granted.
5. A student may request academic renewal a maximum of two times district-wide during enrollment at the Colleges in the District.

All coursework will remain legible on the student's permanent record (transcript), ensuring a true and complete academic history. However, students' permanent records will be annotated so that it is readily evident to all users of the records that the units are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate College office.

If another accredited college has acted to remove previous course work from consideration in computing the GPA, such action shall be honored in terms of its Procedure. However, such units disregarded shall be deducted from the 30 units maximum of coursework eligible to be disregarded at a College in the District Procedures and procedure is the responsibility of the appropriate College official, who may, for compelling reasons, make exceptions to the stated conditions provided that there is compliance with the applicable requirements of Title 5.

The Admissions and Records and Counseling departments at the Colleges in the District are responsible for implementing this Procedure.

Note: It is possible that other colleges or universities may not accept the Academic Renewal Policy.

## Study Load

The average student carries a 15-unit full academic load during a semester at Coastline College. This load requires most students to spend 40-45 hours each week preparing for and attending classes. The College recommends that entering freshmen carrying a full academic load (15 or more units) plan to work no more than 12-16 hours each week. Students who have a poor high school record — below a "C" average — probably should work no more than 6-8 hours each week. No Coastline student may carry more than 19 units during a semester, 10 units during summer, or 6 units during intercession without the permission of the Counseling Department (<https://www.coastline.edu/student-services/academic-counseling/>). This maximum applies to the combination of all units in which the student enrolls per semester/term in the Coast Community Colleges (Coastline, Golden West and Orange Coast).

## Remedial Coursework Limits

No more than 30 semester units of course credit may be assigned to a student for remedial coursework except when the student is enrolled in one or more courses in English as a Second Language or is identified as having a learning disability. This limit may be waived if the student can show significant and/or measurable progress toward the development of

skills appropriate to enrollment in college-level courses. Students needing remedial instruction beyond the course credit restrictions set forth in this section shall be referred to appropriated non-credit adult basic education programs conducted by an adult school.

## Animals and/or Pets

Animals and/or pets of any kind or description are not allowed on or within college property. This restriction also applies to animals and/or pets confined in any vehicle parked on College property. This does not apply to the use of guide, signal, or service dogs for assisting persons with disabilities. (See Board Policy 3440 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_3440\\_Service\\_Animals.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3440_Service_Animals.pdf)) / Administrative Procedure 3440 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_3440\\_Service\\_Animals.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3440_Service_Animals.pdf)) Service Animals.)

## Enrollment Priorities

Coast Community College District (CCCD) uses a fair and equitable process to provide students access to courses and programs in pursuit of their educational goals, within the resource limits of the institution and in accordance with Education Code and Title 5 provisions and Board approved AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)) Enrollment Priorities. Effective January 14, 2016 priority registration will follow the framework established by BP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf)) and AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)).

Recognizing that not all students can be first to enroll, CCCD provides priority registration for students who enroll in one of the district colleges for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement. Furthermore, CCCD provides an opportunity for earlier registration for students who maintain good academic standing and have not exceeded 100 earned degree-applicable units across the three colleges in the district.

Title 5 Sections 51006, 55031, 55524(b)2, 58106, 58108.

## Family Educational Rights and Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights include:

1. The right to inspect and review the student's education records within 15 days of the day Coastline receives a request for access. Students should submit to the Director of Enrollment Services, or appropriate official, written requests that identify the record(s) they wish to inspect. The Coastline College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Coastline College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate. Students may ask Coastline College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate. If Coastline College decides not to amend the record as requested by the student, the College will notify the

student of the decision and advise the student of his or her right 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. School officials may disclose any and all educational records, including disciplinary records, to another institution at which the student seeks or intends to enroll without the prior consent of the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Coastline College 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 20202-4605

## Directory Information

Student's directory information is released only upon approval of the Director of Enrollment Services. Students may request in writing to the Director of Enrollment Services or his/her designee that directory information not be released.

Directory information includes one or more of the following: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, number of units of enrollment, and degrees and awards received.

Coastline College maintains in the Admissions and Records Office the following student record information:

1. Demographic data supplied to the College by the student through the enrollment process.
2. Transcripts of high school work if supplied by the student.
3. Transcripts of college work.
4. Placement test data.
5. Semester class enrollment data.

Additional information maintained in other offices on some students may include:

6. Financial Aid and EOPS application information on students who have applied for either program.
7. Work Experience records on students who have taken work experience courses within the past three years.
8. Records maintained of students who have been disciplined.

Students may review the information contained in items 1-8. For items 1-5, a letter requesting review should be directed to the Admissions and Records Office. Requests for review of information contained in item 6 may be made to the Vice President of Student Services, and information in item 7 may be reviewed by arrangement with the Office of Instruction. Inquiries regarding information contained in items 8 are to be directed to the Dean of Students. All requests for review will be honored within 15 days. Students may challenge the contents of any records by notifying the administrator associated with the records in question. If the issue is not resolved at that level, the student may use the student grievance procedure.

## Liability

Throughout the academic year, some classes will meet at off-campus locations. The College will not provide transportation to these sites, and students enrolled in these classes are responsible for making their own transportation arrangements. Coastline personnel may assist in coordinating this transportation and/or may recommend travel time, routes, carpooling, etc.; however, the student does not have to follow these recommendations. The Coast Community College District (CCCD) is in no way responsible, nor does it assume liability, for any injuries or losses resulting from this non-sponsored transportation. If you ride with another student, that student is not an agent of or driving on behalf of the District.

Under the California Code of Regulations, Subchapter 5, Section 55450, if you participate in a voluntary field trip or excursion, you hold the CCCD, its officers, agents and employees harmless from all liability or claims that may arise out of or in connection with your participation in this activity.

## Parking Regulations

**Permit Required:** Parking permits are required at the Newport Beach and Garden Grove Campuses. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the inside lower left corner of the windshield in clear view. Permit hangers are not recommended. However, if you choose to use one, you must ensure the permit is visible at all times. Motorcycles, mopeds, etc., should have the permit affixed to the left front fork. Cars without permits properly displayed will be cited. Vehicles may park only in spaces or areas designated for vehicle parking. **Purchase of a parking permit does not guarantee a parking space on campus.**

Purchase parking permits online: Current semester permits are now available online from the Coastline Parking webpage (<https://www.coastline.edu/about/public-safety/parking.php>). Daily parking permits can also be purchased for \$2 from permit dispensers at Newport Beach and Garden Grove Campuses. Coastline parking permits are also valid at Golden West and Orange Coast Colleges.

Parking Areas: Designated parking areas are color coded:

- Yellow (Faculty and Staff) permit required
- White Grid (Motorcycles only) permit required

- Blue (Handicapped—DMV) permit required
- Unmarked white stalls—open for permit parking

All designated permit parking areas will be enforced Monday-Friday, 8 a.m.-10 p.m.

Responsibilities for Penalties: The registered owner of any vehicle on a Coastline site shall be held responsible for any liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicle on the Coastline site.

Liability: Coastline is not responsible and assumes no liability for damage or theft of any vehicle or its contents. Lost, Stolen, Damaged Permits or Sold Vehicles: Replacement of lost, damaged, or permits sold with the vehicle will be \$10. Stolen permits are to be reported to the Public Safety office.

## Parking, Traffic Rules, and Regulations

### Article 1—Enforcement

**The West Orange County Municipal Court has granted authorization to the campus safety department to issue parking citations within the confines of any Coastline College site. Parking and traffic rules and regulations will be in effect 24 hours a day.**

### Article I. Parking Permits

#### Section No/Regulation

101 All parking permits are issued under the authority of the administrative staff of the College.

103 A parking permit is valid when issued by or authorized by the District, Coastline College, Orange Coast College, or Golden West College. It must not be altered in any way, and all portions must be completely legible. Permits being utilized by anyone other than by whom the permit is issued is strictly prohibited.

104 Some District facilities do not require parking permits to legally park a vehicle in appropriate marked stalls. District sites requiring parking permits are clearly identified with signage at the entrance and various appropriate locations of the facility.

105 Staff permits are issued at no charge to all District employees, exclusive of student assistants (terms and conditions under which students are employed by the District are addressed in BP 7270 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_7270\\_Student\\_Assistants.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_7270_Student_Assistants.pdf)) and AP 7270 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_7270\\_Student\\_Assistants.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_7270_Student_Assistants.pdf)), Student Assistants). Display of the staff permit will permit parking in “staff parking” areas at all District sites.

### Article II. General Traffic

201 No person shall fail to obey any official sign erected or maintained regarding these traffic rules.

202 The driver of a vehicle shall yield the right-of-way to pedestrians.

203 No driver approaching the rear of a vehicle which is yielding the right-of-way to a pedestrian shall overtake or pass that vehicle.

204 No person shall drive or ride any vehicle, skateboard, roller skate, roller blade, bicycle, or scooter in willful, wanton, or reckless disregard for safety of persons or property.

205 No person shall drive or ride a motor-driven scooter or motorcycle on any College or District Office walkway.

206 No person shall ride skateboards, roller skate, or roller blade within the confines of the campus other than on specified routes designated by each College, if any.

207 No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field, or any lawn or landscaped area, except for emergency or maintenance vehicles.

208 No person shall sleep in or remain overnight in any vehicle on campus. No vehicle shall be parked overnight on campus (midnight to 6:00 a.m.), with the exception of electric vehicles that are actively plugged into an Electric Vehicle ("EV") charger, without permission from the College Public Safety Department.

209 No person shall drive a motor vehicle into a College or District Office parking area except by using roadways and drive lanes. All vehicles must travel only in the direction indicated by traffic signs or marking on the roadway.

210 No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the written permission of the President or designee.

### **Article III. Speed Regulations**

301 No person shall operate a motor vehicle or bicycle within the confines of the College or District Office parking lots at a speed greater than 15 miles per hour, or as posted, except for emergency vehicles. The maximum speed limit on the interior of the College or District Office is 5 miles per hour.

Radar may be used at the Colleges to enforce posted speed limits.

302 No person shall operate a motor vehicle, motorized cycle, or bicycle at a speed or in a manner that disregards the safety of persons or property.

### **Article IV. Parking**

401 No parking is allowed in any area that does not have a clearly marked stall, except designated dirt lots.

402 Vehicles parking within a stall shall not overlap the lines that designate the stall.

403 No persons shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the College Public Safety Department.

404 No person shall park or leave standing a vehicle not a motorcycle or moped in an area designated for motorcycles only.

405 No vehicle shall be parked backwards in diagonal parking stalls.

406 No person shall park or leave standing a motor vehicle blocking traffic lanes on any College or District Office roadway or parking lot.

407 When official signs or marking (such as red curbs) prohibiting and/or limiting parking are erected or placed upon any street, road, or area, no

person shall park or leave standing any vehicle upon such street, road, or area in violation of any such sign or marking.

408 No person shall park a vehicle in an area marked "visitor area" for longer than posted on signs.

409 No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a handicapped placard/license plate issued by DMV is displayed on the vehicle.

410 No person shall park in an area posted or marked "Staff Parking" unless a valid staff parking permit is properly displayed.

411 No person shall park any vehicle in any fashion so as to create a traffic hazard.

412 No person shall park at the College or District office in a designated permit area without a current, valid parking permit properly displayed either on the left rear bumper or suspended from the rear view mirror, on the dashboard or inside lower left windshield. Motorcycles/mopeds shall have the permit affixed to the left front fork.

413 Vehicles parking in metered stalls must pay for use of the stall as indicated on the meter. Display of a College parking permit does not preclude payment of meter fees.

414 Vehicles parking in EV stalls must be actively plugged in to the EV charger. Vehicles that are actively plugged in are exempt from

### **Article V. Schedule of Bail**

The following bail schedule is in effect:

Section	Violation	Bail
103	Unauthorized Use of Permit (stolen/forged/ altered)	\$40.00
201	Failure to Obey Signage	\$35.00
202	Failure to Yield	\$35.00
203	Passing a Yielding Vehicle	\$35.00
204	Reckless Driving	\$35.00
205	Motorized Vehicles on Campus	\$35.00
206	Non-motorized Vehicles on Campus	\$15.00
207	Driving off pavement	\$35.00
208	Overnight Parking	\$35.00
209	Wrong-way Driving	\$35.00
210	Unauthorized Sales/ Distribution	\$35.00
301	Excessive Speed	\$35.00
302	Reckless Disregard for Safety	\$35.00
401	Parked Outside Marked Stall	\$35.00
402	Parked Overlapping Stalls	\$35.00
403	Parked on Restricted Area	\$35.00

Section	Violation	Bail
404	Parked in Motorcycle/ Moped Area	\$35.00
405	Backed into Diagonal Stall	\$35.00
406	Parked Blocking Traffic	\$40.00
407a	Parked in Prohibited Parking Zone (i.e. red curb)	\$40.00
407b	Limited Parking Zone Violation (i.e. timed or loading)	\$35.00
408	Parked Overtime in Visitor Area	\$35.00
409	Parked in Handicapped Area	\$250.00
410	Parked in Staff Area	\$35.00
411	Parked Creating Traffic Hazard	\$40.00
412	Lack of Visible/Valid Parking Permit	\$35.00
413	Expired Parking Meter	\$35.00
414	Parking in Electric Vehicle stall without charging	\$35.00

## Sexual Harassment

It is the policy of the Coast Community College District to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting a student or employee, or who is otherwise authorized to transact business or perform other acts or services on behalf of or for the Coast Community College District, to engage in sexual harassment as stated in the definition. Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have. Contact one of the following college administrators for further information:

- Justine Warren, Director of Human Resources, (714) 241-6146
- Title IX Coordinator, (714) 241-6142

## Student Right to Know

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), Coastline makes its completion and transfer rates available to all current and prospective students. Visit the Coastline Right to Know webpage (<https://www.coastline.edu/about/consumer-information/student-right-to-know.php>).

A copy of this information may be obtained by calling Coastline's Public Relations office at (714) 241-6194.

## Students' Rights

The Coast Community College District and Coastline are committed to the concept and principles of providing all persons with equal opportunity in employment and education by prohibiting discrimination based on race, color, sex, national origin, religion, age, disability, marital or veteran status, or sexual preference. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

## Rights of Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination on the basis of disability against persons in programs or activities receiving or benefiting from federal assistance. Thus, in postsecondary education settings, Section 504 mandates "reasonable accommodation" for adults with professionally documented physical or learning disabilities. Any person with a disability who believes that he or she has been discriminated against on the basis of disability should contact **Justine Warren**, Americans with Disabilities Act (ADA) officer and Equal Employment officer, (714) 241-6146.