

## BP/AP COMMENT FORM

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**NOTE & SEE EXAMPLE BELOW:** When submitting comment form, please make sure each policy or procedure is listed on separate lines, the representative group must be listed, and the comments should reference the line number of the policy/procedure with specific verbiage to be changed, added, or deleted. The response box should be left blank.

BP or AP #	Representative group	COMMENT (please reference line numbers for all comments)	RESPONSE
<p><b>Reference the AP or BP number as shown below.</b></p>  <p>BP 4025</p>	<p><b>Reference the group making the change as shown below.</b></p>  <p>SBVC Classified Senate</p>	<p><b>Reference the line number with specific verbiage changes as shown below. If recommending new language for consideration, please include the new language.</b></p> <p>Line 31-...It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major societal problems.</p> <p>Line 35 - The procedures established by the chancellor shall be evaluated by the Academic Senate as to their adherence to the guidelines of Title V.</p>	<p><b>DO NOT USE THIS BOX. This box is used to track final changes that are agreed upon and made.</b></p>

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BP or AP #	Representative group	COMMENT <i>(please reference line numbers for all comments)</i>	RESPONSE
<b>Added</b>			
AP 4102		No changes needed – fine as is	
AP 4102	CHC Ed Policy	Line 39-“Chief Instructional Officer” implies the instruction office. The Program Director or Program Chair should be included in the creation process of a new program.	
<b>JANUARY</b>			
BP4300	Denise Allen-Hoyt	No changes needed – fine as is	
AP4300	Denise Allen-Hoyt	No changes needed expect for in lines 25 and 49 the phrase <b>[designated position]</b> needs to be replaced with the title of the district person responsible for overseeing each as approp. Line 25 may be <b>the chancellor</b> , while line 49 may be the <b>vice chancellor of fiscal</b> .	

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AP5011	Denise Allen-Hoyt	Referred to CHC A&R (see attached doc)	
AP5011	CHC Ed Policy	<p>Concerning minors, language needs to be included in this AP or a new AP needs to be generated that identifies our roll as faculty concerning “mandated reporting” of incidents or allegations involving minors.</p> <p>The committee also suggests more editing...include any designees.</p>	
AP5011 – Admission and Concurrent Enrollment of HS & other Young Students	<b>CHC office of admission and records</b>	<p>(some of the line numbers have shifted as a result of editing)</p> <p>Line 64: add <a href="#">and locally approved college policies for concurrent enrollment</a></p> <p>Revise Line 72: [<del>designate</del>] <a href="#">director of admissions and records or designee</a></p> <p>Line 79: add <a href="#">and locally approved college policies for concurrent enrollment</a></p> <p>Line 81: <del>district college</del></p> <p>Revise Line 88: [<del>designate</del>] <a href="#">director of admissions and records or designee</a></p> <p>Line 94: add <a href="#">and locally approved college policies for concurrent enrollment</a></p> <p>Line 97: add: <a href="#">college application for admission;</a></p>	

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		<p>Line 101 add: (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.)</p> <p>Line 106: The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.</p> <p>Line 110: {designate}_office of admissions and records at the college campus</p> <p>Line 114: {designate}_director of admissions and records or designee</p> <p>Line 117: {designate}_director of admissions and records or designee</p> <p>Line 119: <del>{one or more of the following options}</del> one or more of the following options</p> <p>Line 122: <del>{designate appropriate college staff}</del>_discipline faculty as needed</p> <p>Line 128: {designate}_director of admissions and records or designee</p> <p>Line 131: {designate [position]}_director of admissions and records or designee</p> <p>Line 134: {designate [position]}_director of admissions and records or designee</p> <p>Line 137: <del>{one or more of the following options}</del> one or more of the following options</p> <p>Line 141: <del>{designate appropriate college staff}</del>_discipline faculty as needed</p> <p>Line 140: Required</p> <p>Line 146: Required</p>	
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AP5012 – International Students	Denise Allen-Hoyt	No changes needed	
AP 5012	CHC Ed Policy	Our district is already serving noncitizen students...a more succinct policy should be written or rewritten that identifies this fact...	
<b>FEBRUARY</b>			
BP5015	Denise Allen-Hoyt	Fine as is	
<a href="#">AP and BP 5015</a>	CHC Ed Policy	<a href="#">No Comments other than designates need to be identified.</a>	

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<p>AP5015-Residence Determination</p>	<p><b>Revisions as recommended by CHC A&amp;R.</b></p>	<p>Line 23: <a href="#">Director of Admissions and Records or designee</a></p> <p>Line 29-30: <del>The District college shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District college catalog or addenda thereto.</del></p> <p>Line 58: <del>A man or a woman individual may establish his/her residence. A woman's residence shall not be derivative from that of her husband.</del> A man or woman may establish his/her residence. A person's residence shall not be derived from that of his or her spouse</p> <p>Line 204: <del><a href="#">[designate, such as Admission Office]</a></del> <a href="#">Office of Admissions and Records</a></p> <p>Line 205: <del><a href="#">[designate, such as Chief Student Services Officer]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p> <p>Line 210: <del><a href="#">[designate, such as Admission Office]</a></del> <a href="#">Office of Admissions and Records</a></p> <p>Line 211: <del><a href="#">[designate, such as Chief Student Services Officer]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p> <p>Line 218: <del><a href="#">[designate]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p> <p>Line 222: <del><a href="#">[designate]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p> <p>Line 270: <del><a href="#">[designate]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p> <p>Line 305: <del><a href="#">[designate]</a></del> <a href="#">Director of Admissions and Records or Designee</a></p>	
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AP 5015	CHC Ed Policy	No comments, other than designates need to be identified as seen in above comments...	
BP5035	Denise Allen-Hoyt	Fine as is	
AP and BP 5035	CHC Ed Policy	Line 19-Should a length of time should be assigned to the withholding of records?	
AP5035	Denise Allen-Hoyt <b>Revisions as recommended by CHC A&amp;R.</b>	Delete lines 13-15 Line 17: <b>[designated position]</b> <a href="#">Director of Admissions and Records or designee</a> Delete Lines 31-50	
BP 5052	CHC Ed Policy	“Alternative Language” of lines 25-29 reads better than the paragraph above. However, lines 20-22 would need to be added to that statement if 25-29 is used.	
BP5052	Denise Allen-Hoyt	Strike lines 12-14 and line 24-29 – not the requirement of a the board needing to adopt a resolution.	
AP 5052	CHC Ed Policy	No changes other than to identify designates in lines 15-16, 19, 23-24, 29-30.	

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AP5052	Denise Allen-Hoyt <b>And Revisions as recommended by CHC A&amp;R.</b>	Strike lines: 12-13 Lines 15-16: <del>insert reference to specific board policy or resolution</del> <a href="#">BP 5052</a> Line 19: <del>designate</del> college Line 24: <del>list District programs that permit restricted enrollment, e.g. vocational or allied health programs.</del> designated college programs as delineated in the respective college catalog Line 30: <del>list District programs that permit restricted enrollment, e.g. vocational or allied health programs.</del> designated college programs as delineated in the respective college catalog Line 40: <del>NOTE: Insert local procedures on how students may challenge an enrollment limitation.</del> Students may challenge an enrollment limitation by following the adopted petition process at the local college.	
<b>MARCH</b>			
BP5140	Denise Allen-Hoyt	Fine as is	
AP5140	<b>Have DSPS review this</b>		
BP5205	Denise Allen-Hoyt	Fine as is	



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