

**SOLANO COMMUNITY COLLEGE DISTRICT**

**STUDENT ATHLETIC ACCIDENT INSURANCE**

**5420**

**POLICY:** *The Solano Community College District shall assure that students are covered by accident insurance in those instances required by law or contract.*

The Governing Board shall provide that appropriate accident insurance is carried at District expense, for all students who participate on intercollegiate athletic teams. The insurance shall cover on-campus and off-campus events.

**REFERENCES/**

**AUTHORITY:** *Education Code Section 72506*  
Solano Community College District Governing Board

**ADOPTED:** January 3, 1972

**REVISED:** December 3, 1986; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STANDARDS OF STUDENT CONDUCT

5300

**POLICY:** A student attending Solano Community College may rightfully expect that the faculty and ~~administration~~ *staff* will provide and maintain an environment ~~in which there is freedom to learn~~ *that supports learning*.

Students shall respect and obey the civil and criminal laws ~~and shall be subject to~~ *and the College's standards for student conduct. Students who fail to comply with the law may be subject to student discipline and civil or criminal penalties.* ~~punishment for violation of the law in the same manner as other persons.~~ Additionally, Students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

*The Superintendent-President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.*

*The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.*

*The Governing Board shall consider any recommendation from the Superintendent-President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting and may not be appealed.*

*The procedures shall be made widely available to students through the college catalog and other means.*

*The following conduct and or violations shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:*

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### Section 1 General Provisions

#### 1. Academic Violations

- a) Violation of the Academic Honesty Policy: Dishonesty, including but not limited to, cheating, or plagiarism. Plagiarism—~~from the Latin word for “kidnap”~~— involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism **includes using** ~~is plagiarism whether the material is~~ from published or unpublished sources **without proper citation or giving credit**. ~~It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else—it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. (move examples to Procedures)~~ Students are always responsible for **their work and to learn and abide by standards for proper citation** ~~any plagiarism in their work.~~
- b) An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. “F”) grade, or numerical equivalent, for the assignment or examination.

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- c) Solano Community College reserves the right to utilize electronic means to investigate possible academic violations. Enrollment in any class implies student agreement and consent that all assignments are subject to being submitted for textual similarity review to an electronic database.
- d) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
- e) 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 computer generated class notes, except as permitted by any college policy or administrative procedure.

#### 2. General College Violations

- a) Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
- c) Engaging in an expression which is obscene, libelous, or slanderous, or 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 college administrative procedures, or the substantial disruption of the orderly operation of the college.

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- d) Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
  - e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
  - f) Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
  - g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.
  - h) Causing or attempting to cause damage to district property or to private property on campus.
  - i) Littering on campus property, including grounds, facilities, and parking lots.
3. Computer Usage Violations

Students are to conduct themselves in accordance with Governing Board Policy 2067 and Human Resources Procedures 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:

- a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
- b) Unauthorized transfer of a file.
- c) Unauthorized use of another person's identification and password.

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- d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
- e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
- f) Use of computing facilities to interfere with normal operation of the college computing system.
- g) Use of computing facilities for student's personal financial gain or for solicitation of any kind.

#### 4. Behavior Violations

- a) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
- b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
- c) ***Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing, name calling, social isolation or manipulation, cyberbullying or hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.***
- d) Gambling on District property.
- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.

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- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel, or persistent, serious misconduct where other means of correction have failed to bring about proper conduct
  - h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
  - i) Committing or attempting to commit robbery or extortion.
  - j) Committing sexual harassment as defined by law or by college policies and procedures.
  - k) ***Sexual assault or sexual exploitation regardless of the victim's affiliation with the District or College.***
  - l) Engaging in harassing or discriminatory behavior based on race ***or ethnicity***, ~~sex, (i.e.),~~ gender, ***gender identity, gender expression***, sexual orientation, religion, age, national origin, disability, or any other status protected by law.
  - m) ***Lewd, indecent, or obscene conduct on District-owned or controlled property or at District/College sponsored or supervised functions.***
5. Substance Violations
- a) Unlawful possession, use, sale, offer to sell, 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, on college property, or at any college sponsored event.
  - b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the

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Governing Board.

**5300**

6. Weapons Violations
  - a) 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 writing by the college Superintendent/President.
  - b) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.
7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 66017,  
66300-01,  
76030-31, 76033, 76034-35, 76037

California Code of Regulations, Title 5,  
Section 41301

California Penal Code, Section 626.2

Business and Professional Code, Section  
4240

California Health and Safety Code, Sections  
11014.5; Chapter 2, Section 11053

Accreditation Standard *I.C.8 and 10*

**ADOPTED:** October 5, 1970

**REVISED:** March 1, 1971, December 3, 1986, October  
18, 1995, February 7, 2001, November 1,  
2006; January 18, 2012



**SOLANO COMMUNITY COLLEGE DISTRICT**

*(There is no similar League Board policy or Admin Procedure template for this Solano BP. Consider deleting BP 5310 and moving any desired/required language in this BP to BP 3310 District Property – Security for District Property and BP/AP 5085 – Withholding of Student Records.)*

**LOST OR DAMAGED PROPERTY** \_\_\_\_\_ **5310**

**POLICY:** \_\_\_\_\_ The District shall require financial reimbursement or equivalent replacement for damage to or loss of District-owned or leased property (equipment, supplies, books, vehicles, etc.).

If it is necessary to cancel the registration of students for failure to reimburse the District for lost or damaged property, the students may be reinstated immediately upon clearing their financial obligations. The District Administration may authorize the Director of Admissions and Records to withhold grades, transcripts, registration privileges and degrees of students who have financial obligations to the College.

**REFERENCES/**

**AUTHORITY:** \_\_\_\_\_ California Education Code, Section 19500

Solano Community College District Governing Board

**ADOPTED:** \_\_\_\_\_ January 3, 1972

**REVISED:** \_\_\_\_\_ December 3, 1986; February 7, 2001; January 18, 2012

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*Consider deleting BP 5320. Hazing is included as behavioral violation in BP 5300 Standards of Student Conduct.*

**HAZING** \_\_\_\_\_ **5320**

**POLICY:** \_\_\_\_\_ As defined by law, hazing shall be strictly prohibited at Solano Community College.

**REFERENCES/**

**AUTHORITY:** \_\_\_\_\_ California Education Code, Sections 32050-51

**ADOPTED:** \_\_\_\_\_ January 3, 1973

**REVISED:** \_\_\_\_\_ December 3, 1986; February 7, 2001; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### TRANSFER CENTER

5340

**POLICY:** Solano Community College District incorporates as part of its mission the transfer of its students to existing baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

*The Superintendent-President shall assure that a transfer center plan is implemented* ~~The Executive Vice President of Academic and Student Affairs and Dean of Counseling and Special Services will work together to implement a transfer center plan~~ that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with laws and regulations.

### REFERENCES/

### AUTHORITY:

~~California Administrative Code, Title 5, Section 51027;~~  
Education Code Section **66720-66722.5**  
**Education Code Section 66725-66725.3**  
**Education Code Section 66730-66744**

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

**COUNSELING**

**5345**

**POLICY:** Counseling services are an essential part of the educational mission of *the* Solano Community College *District*.

*The Superintendent-President shall assure the provision of counseling services including, ~~Counseling services shall include,~~ but not be limited to, academic counseling, career counseling, and personal counseling that is related to the student's education.*

*Counseling shall be required for all first time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.*

**REFERENCES/  
AUTHORITY:**

California Education Code, Section 72620

~~California Administrative Code, Title 5, Section 51018~~

**ACCJC Accreditation Standard II.C.5**

**ADOPTED:** November 1, 2006; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT RIGHTS AND GRIEVANCE (NON-CIVIL RIGHTS)

5350

#### POLICY:

*Students are encouraged to pursue their academic studies and become involved in other college-sponsored activities that promote their intellectual growth and personal development, free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to an unjust action or decision redress may be sought as prescribed in Administrative Procedure 5350, Student Rights and Grievances.*

*Students at Solano Community College are afforded the following rights:*

- *The right of free expression protected by state and federal constitutions and Education Code Section 76120.*
- *The right to have academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only with the written consent of the students or as provided by law.*
- *The right to take reasonable exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion.*
- *The right to be free from unfair or improper action.*
- *The right to participate in the formation of policy affecting students in accordance with established procedures for shared governance.*
- *The right to petition to form an organization around any particular interest, including the freedom to organize and to join student organizations, subject to published campus and District regulations.*

*Students may seek redress through the formal grievance procedure when they believe that their individual rights or rights to due process, as provided for by college policies, state laws, and/or federal laws, have been denied them. Specific guidelines and forms for filing grievances may be obtained from the Office of the Executive Vice President of Academic and Student Affairs and are described in*

*Administrative Procedure 5350, Student Rights and Grievances.*

**REFERENCES/  
AUTHORITY:**

*Education Code Section 76120*  
Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** December 2, 1992; February 7, 2001; January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### STUDENT EQUITY

5355

**POLICY:** The Solano Community College Governing Board is committed to assuring student equity in educational programs and college services. The Superintendent-President or designee shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

### REFERENCES/

**AUTHORITY:** California Code of Regulations, Title 5,  
Section 54220

California Education Code, Sections 66030;  
66250, et seq; 72010 et seq.

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

*Given other legally required BPs that address student equity, underrepresented student populations and equal employment opportunity, this BP may be duplicative and could be considered for deletion.*

**EQUAL OPPORTUNITY FOR STUDENTS**

**5360**

**POLICY:** Solano Community College is an equal opportunity educational institution. The College shall make every attempt to eliminate artificial barriers that cause underrepresentation of minority, disabled, economically, educationally and/or socially disadvantaged students.

**REFERENCES/**

**AUTHORITY:** Solano Community College District Governing Board

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; November 1, 2006; Reviewed January 18, 2012



## SOLANO COMMUNITY COLLEGE DISTRICT

### DISABLED STUDENTS PROGRAMS AND SERVICES

5365

#### **POLICY:**

~~It is the policy of Solano Community College District to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including Title 2 of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Code of Regulations. Pursuant to Title 5, Sections 56000-56076, the District has developed the Disabled Students Programs and Services (DSP&S) to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability, which adversely affect equal educational opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from Solano Community College, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution or waiver of the course requirement shall be considered.~~

~~The District will maintain specific criteria and procedures to implement this policy.~~

*Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.*

*The Disabled Student Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.*

*DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible*

*facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.*

*No student with disabilities is required to participate in the DSPS program.*

*The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent-President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.*

*The Superintendent-President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.*

**REFERENCES/  
AUTHORITY:**

*Education Code Sections 67310 and 84850;*

*Title 5 Sections 56000 et seq.*

~~Title 2 of the Americans with Disabilities Act of 1990~~

~~Federal Rehabilitation Act of 1973, Section 504~~

~~California Education Code, Section 56000, 67310, 84850~~

~~California Code of Regulations, Title 5, Section 56000-  
56076~~

~~Solano Community College District Governing Board~~

**ADOPTED:** December 20, 1995

**REVISED:** February 7, 2001; November 1, 2006; January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

**COMMUNICABLE DISEASE CONTROL**

**5370**

**POLICY:** The Governing Board and College Administration shall cooperate with the local *public* health ~~officer~~ *officials* in any measures which are necessary for the prevention and control of communicable diseases ~~on-campus~~. *The Superintendent-President shall establish procedures to assure cooperation of the District and College.*

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 76403

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

*Since BP/AP 5300 Standards of Student Conduct identify violations including improper use of facilities, this BP appears duplicative and consideration should be given to deleting this BP.*

**LABORATORY USE REGULATIONS** \_\_\_\_\_ **5380**

**POLICY:** \_\_\_\_\_ Regulations have been established for the proper use of campus laboratories. Students who violate laboratory regulations shall be subject to disciplinary action.

**REFERENCES/**

**AUTHORITY:** \_\_\_\_\_ Solano Community College District Governing Board

**ADOPTED:** \_\_\_\_\_ December 3, 1986

**REVISED:** \_\_\_\_\_ February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

*This language may be more appropriately included in BP 5300 Standards of Student Conduct. It appears procedural not policy.*

**PROHIBITED USE OF ELECTRONIC LISTENING OR RECORDING DEVICES 5390**

**POLICY:** Students may not use any type of electronic listening or recording device in a classroom without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this policy shall be guilty of a misdemeanor.

**REFERENCES/**

**AUTHORITY:** California Education Code, Section 78907

**ADOPTED:** December 3, 1986

**REVISED:** February 7, 2001; Reviewed January 18, 2012

**SOLANO COMMUNITY COLLEGE DISTRICT**

**STUDENT HEALTH FEE SERVICES**

**5415**

**POLICY:** *The Solano Community College District shall provide student health services in order to promote physical and emotional well-being through health oriented programs and services.*

Students shall be required to pay a Student Health Fee in accordance with California Education Code, Section 76355 in order for the ~~College~~ *District* to provide student health services.

**REFERENCES/  
AUTHORITY:**

California Education Code, Sections 76355 and 76401

**ADOPTED:** March 20, 1991

**REVISED:** February 7, 2001; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

5430

**POLICY:** Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent-President, or designee, shall ensure that the Extended Opportunity Programs and Services conforms to all requirements established by relevant law and regulations.

#### REFERENCES/

#### AUTHORITY:

California Education Code, Sections 69640-69656

California Code of Regulations, Title 5, Sections 56200, et seq.

#### ADOPTED:

November 1, 2006; Reviewed January 18, 2012

## SOLANO COMMUNITY COLLEGE DISTRICT

### FINANCIAL AID

5440

*The Solano Community College **District** participates in the Federal Student Financial Aid programs under Title IV Higher Education Amendments, CFR Section 668. On behalf of the District, the Superintendent-President or designee shall ensure that the Student Financial Aid Programs conform to all requirements established by the relevant laws and regulations.*

#### *Financial Aid Program*

*A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.*

*All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.*

*The Superintendent-President] shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.*

#### *Misrepresentation*

*Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in “substantial misrepresentation” of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.*

*The Superintendent-President shall establish procedures for regularly reviewing the District’s website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.*



*The Superintendent-President shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.*

*This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.*

**REFERENCES/  
AUTHORITY:**

~~20 U.S. Code Sections 1070, et seq.~~

~~Title 5, Higher Education Amendments, 34 Code of Federal Regulations (CFR) Section 668~~

~~California Education Code Section 76300~~

*Education Code Sections 66021.6 and 76300;*

*20 U.S. Code Sections 1070 et seq.;*

*34 Code of Federal Regulations Section 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);*

*ACCJC Accreditation Standard III.D.15*

**ADOPTED:** November 1, 2006

**REVISED:** January 18, 2012