

POLICIES & REGULATIONS

MORE THINGS YOU NEED TO KNOW

Academic Honesty Policy

Coastline has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility and weaken our society. Administrators, faculty, and classified staff at Coastline all support this policy. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and by notifying instructors and/or appropriate administrators about observed incidents of academic dishonesty. The CCCD Student Code of Conduct and Disciplinary Procedures shall be applied to any violation of academic honesty.

Examples of Violations of Academic Honesty:

Academic dishonesty includes, but is not limited to, the following:

CHEATING

- Obtaining answers to specific examination questions from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Taking or giving information during an examination by any means, including foreign languages, sign languages, hand signals, secret codes, or electronic transmission.
- Taking an examination for another student or having someone take an examination for oneself.
- Using unauthorized material during an examination, including calculators, dictionaries, or any electronic devices.
- Sharing answers for a take-home examination unless otherwise authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit unless otherwise authorized by the instructor.
- Receiving help in creating a speech, essay, report, project, or paper unless otherwise authorized by the instructor.
- Turning in a speech, essay, report, project, or paper done for one class to another class unless specifically authorized by the instructor of the second class.
- Misreporting or altering the data in laboratory or research projects.

PLAGIARIZING

- Offering all or a portion of another person's work as one's own: copying all or a portion of a speech, essay, report, project, or paper from another person or from books or other sources.
- Using the content of thought in outside sources (books, periodicals, the Internet or other electronic sources, or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words used in quotation marks).
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project, or paper for oneself.
- Writing or creating a speech, essay, report, project, or paper for another student.
- Doing research for another student's project or report.

COMMITTING OTHER ACTS OF DISHONEST CONDUCT

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grade change cards.
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment, or by creating a distraction meant to impair performance.
- Forging or altering attendance records.

ENGAGING IN COLLUSION

- Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

PROCEDURES FOR DEALING WITH VIOLATIONS OF ACADEMIC DISHONESTY

Action by the Instructor: An instructor who has evidence that an act of academic dishonesty has occurred shall, after speaking with the student, take one or more of the following actions:

- Issue a reprimand.
- Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination.*
- Assign an "F" grade for the course. NOTE: A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" grade will not replace an "F" assigned for academic dishonesty.*

*For any incident of academic dishonesty that is sufficiently serious for the instructor to take disciplinary action that can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the vice president of student services on an "Academic Dishonesty Report" form.

Action by the Administration: Upon receipt of the first "Academic Dishonesty Report" form concerning a student, or upon satisfactory investigation of allegations brought by other staff or students, the vice president of student services shall send a letter of reprimand to the student, which will inform the student that he/she will be on disciplinary probation for the remainder of his/her career at Coastline.

Upon receipt of a second reported incident of cheating by the student, the vice president of student services shall suspend the student for one calendar year. If, after the student returns from a suspension for Academic Dishonesty, the vice president of student services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the College president and the CCCD Board of Trustees that the student be expelled from the District.

For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense and could be recommended for expulsion by the CCCD Board of Trustees. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

Academic Renewal

The academic renewal policy for CCCD is issued pursuant to Sections 55764 and 55765 of the California Administrative Code (Title 5) regulations. The purpose of this policy is to disregard past substandard academic performance of students when such work is not reflective of their current demonstrated ability. It is based on the recognition that due to unusual 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.

If specific conditions are met, CCCD Colleges may disregard from all consideration associated with the computation of a student's cumulative grade point average (GPA) up to a maximum of 30 units of coursework from a maximum two semesters or three quarters taken at any college for graduation or GPA purposes only.

The conditions are:

1. The coursework to be disregarded is substandard. The average points of the semester are less than 2.0.
2. A minimum of 12 semester units have been completed at any regional accredited college or university with a cumulative GPA of at least 2.0 in all course work subsequent to the coursework to be disregarded.
3. At least 12 months have elapsed since the most recent coursework to be disregarded.
4. All substandard coursework shall be disregarded except those courses required as a prerequisite or to satisfy a requirement in the students' redirected educational objective.
5. Credit for courses from other colleges or universities can be disregarded in order to meet the GPA requirements for an A.A. degree or certificate of achievement toward graduation.

NOTE: It is important to understand that ALL COURSEWORK WILL REMAIN LEGIBLE on student's permanent records (transcripts), ensuring a true and complete academic history. However the student's permanent record will be annotated, that it is readily evident to all users of the records that the units, even if satisfactory, are to be disregarded. This notation will be made at the time that the academic renewal has been approved by the appropriate college office.

Academic Standards

Coastline recognizes academic honor in four ways:

1. **PRESIDENT'S LIST:** A student is eligible to be included on the President's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 4.0 is earned.
2. **DEAN'S LIST:** A student is eligible to be included on the Dean's List after completing a semester of at least 12 units in courses awarding letter grades during which a GPA of 3.50 to 3.99 is earned.
3. **HONOR'S LIST:** A student is eligible to be included on the Honor's List after completing a semester of 6.0 to 11.9 units in courses awarding letter grades during which a GPA of 3.75 to 4.0 is earned.
4. **GRADUATION WITH HONORS:** A student is eligible for Graduation with Honors if he or she achieves a 3.50 or higher GPA in all college units attempted and a 3.50 or higher GPA in all courses completed at Coastline.

Probation Status: The CCCD's policy on probation states that a student shall be placed on probation if he or she meets one of two conditions:

1. **ACADEMIC PROBATION**—A student is on academic probation if he or she has attempted at least 12 semester units at a district college and
 - a. has a grade point average of less than 2.0 in the most recent semester completed, or
 - b. has a cumulative grade point average of less than 2.0 in all units attempted.
2. **PROGRESS PROBATION**—A student is on progress probation if he or she has attempted at least 12 semester units at a district college and the percentage of units with "W, I and NC" grades reaches or exceeds 50 percent.

Students on probation at one CCCD college shall be on probation at all colleges within the CCCD. All probationary students shall be notified of their status and counseling services shall be made available.

Disqualification Status: The approved disqualification policy states that a student in the CCCD who is on academic or progress probation shall be disqualified whenever he or she meets one of two conditions:

1. **ACADEMIC DISQUALIFICATION**—Any student on academic probation for two consecutive semesters shall be academically disqualified.
2. **PROGRESS DISQUALIFICATION**—Any student on progress probation for two consecutive semesters shall be disqualified for lack of satisfactory progress.

Students on disqualification at one CCCD college shall be on disqualification at all colleges within the CCCD. Students shall be notified of dismissal status near the beginning of the semester that it takes effect, but in any case, no later than the start of the fall semester. If circumstances warrant, exceptions may be made and reinstatement granted by the Probation and Disqualification Review Committee.

Accreditation

Coastline is accredited by the Western Association of Schools and Colleges (WASC). Documentation supporting Coastline's accreditation is on file and available for review in the President's office.

Admissions Requirements and Registration Procedures

Application and Registration: Students wishing to enter Coastline should complete the "Application to Register" form contained in the class schedule or "apply online" by going to our Web site at www.coastline.edu. Individuals planning to obtain an associate in arts degree, a certificate of achievement or participate in a four-year college transfer program should send their high school and college transcripts to the Admissions office.

Eligibility: Individuals 18 years of age or older who can profit from instruction qualify for admission. If under 18, you will qualify for admission if one of the following has been satisfied:

- graduated from high school.
- passed the California High School Certificate of Proficiency Test or equivalent.

NOTE FOR K-12 Grade Students: In accordance with California Education Code, Section 48800, K-12 grade students may be eligible to enroll for advanced-level study in instructional areas not available at their school. The school and the college will determine who may enroll based on their judgment of the applicant's ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, space availability, college policy and state law. The student must be in good academic standing (2.0 or above) and must produce a current transcript along with the signed approval of their high school principal and parent on the "High School Release" form available in the Coastline Admissions office or at www.coastline.edu. K-10 students must have the approval of the principal, their parent, and the Dean of Counseling.

K-12 students attending Coastline are awarded college credit for their coursework unless the school specifies, in writing to the college, that the course(s) are to be used for high school credit only.

Late Registration: Students who fail to register by **August 22** for Distance Learning courses may continue to enroll by phone by appointment only through **August 31, 2007**. The touch-tone registration phone number is (714) 438-8250. Students who fail to register by **August 22** for site-based courses may register late, on a space available basis by attending the first class meeting. The Instructor may give you an **ADD PERMIT** with an Instructor Permission Code (IPC) label attached. Enroll in the course by phone following the instructions on the add permit. Students enrolling in late-start courses may register by appointment via the touch-tone registration system up until the Wednesday before the week the class begins.

NOTE: Students are cautioned that late enrollment into a class may severely affect successful completion and does not excuse students from making up missed work. Late enrollment does not waive or extend refund or other deadlines.

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.

Auditing

Students may request the instructor to audit courses under the following conditions:

1. The student is ineligible to enroll for credit because he/she has taken it the maximum number of times.
2. Admission priority is given to credit-seeking students.

Students who audit will be expected to participate in class activities with the exception of examinations. The cost to audit a course is \$15 per unit, in addition to other required college fees, and refunds follow the same dates as the credit calendar. The audit fee is subject to change.

Changes

Coastline makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur. Courses described in this publication are subject to change without notice. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be canceled as a result of low enrollment, state legislation and/or financial consideration. When classes are canceled due to low enrollment, every attempt will be made to help students adjust their academic schedules. In addition, students are advised that all information set out in this publication is subject to change without notice, and the Board of Trustees of the CCCD, the chancellor of the CCCD and the president of Coastline reserve the right to add, amend or repeal regulations, rules, resolutions or policies within the administrative area of responsibility of such officers.

Class Attendance

Registered students who miss the first class meeting may be dropped. Students who must miss the first class should notify their instructors through the appropriate learning center prior to the first meeting to avoid being dropped from the class. Students are expected to attend class on a regular basis. Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.

Class Withdrawal Procedures

A student who has officially registered assumes the responsibility for completing each course in which she/he has registered. It is the **STUDENT'S** responsibility to officially withdraw from their course(s). To officially withdraw from a course, the student must call the touch-tone telephone system, at (714) 438-8250, beginning **July 23, 2007**; Monday-Thursday, 7:30 a.m.-7:30 p.m.; and Friday, 8 a.m.-5 p.m. Although instructors may request the withdrawal of a student from a course for absences, **IT IS NOT** the instructor's responsibility. Students who never attend a class or stop attending a class at any time, **MUST** officially withdraw, according to stated deadlines, by using the touch-tone telephone system. Failure to officially withdraw may result in either an "NC" or "F" grade on the official college transcript. Please refer to the Catalog for a complete description of class withdrawal procedures.

Continuous Attendance

Continuous attendance at Coastline is defined as the completion of at least one course during a regular semester (fall and/or spring) of each academic year.

Course Repetition

Course repetition is prohibited by state law as described in California Administrative Code, Title V. However, exceptions are allowed as follows:

1. Students who wish to repeat a course in which a substandard grade of "D, F, or NC" was earned may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline provided the repeated course is equivalent to the one taken at CCC.
2. If the grade earned was "A, B, C or CR", a college committee will review the repeat petition for appropriate action based on unusual circumstances.
3. Classes which carry the designation AB may be taken two times, and AD may be taken four times. However, students cannot be concurrently registered in more than one section of the same course.

Upon completion of the repeated course, the student must file the "Petition to Remove D or F" in the Admissions and Records office. The student's academic transcript shall then be annotated reflecting their recomputed GPA and omitting the prior unsatisfactory grade(s) of "D and/or F." However, previously recorded coursework will not be removed or otherwise changed on the student's permanent record.

A course in which the student received a grade of "D, F, and NC" may be repeated only once. Students wishing to repeat a course more than one time may appeal for extenuating circumstances by filing a "Petition to Repeat a College Credit Class" prior to registration. Petition forms are available in the Coastline Admissions and Records Office.

Grading

Student performance in courses is indicated by one of several grades. Grades which carry grade point value, and which are used in determining the grade point average (GPA), are as follows:

Symbol	Definition	Grade Points/Units
A	Excellent.....	4
B	Good.....	3
C	Satisfactory.....	2
D	Passing, less than satisfactory.....	1
F	Failing.....	0

The following grades are not part of the GPA computations:

Symbol	Definition	Grade Points/Units
CR	Credit, at least satisfactory progress, equivalent to a C or higher grade.....	Unit credit granted
NC	No credit, less than satisfactory progress, equivalent to a D or lower grade.....	No units granted
I	Incomplete.....	No units granted
IP	Course still in progress.....	No units granted
RD	Delay in reporting grade.....	No units granted
NG	Zero unit class.....	No units granted
W	Withdrawal.....	No units granted

Credit/No Credit: When you select the credit (CR)/no credit (NC) option, you will receive a CR or NC on your report card instead of a letter (A-F) grade. CR means you have satisfactorily completed (passed) the course. NC means you have unsatisfactorily completed (failed) the course. The CR/NC option does not affect overall grade point average. Select the CR/NC option in classes offering a choice by returning your CR/NC postcard to the Admissions office by the appropriate deadline. Postcards are distributed with your registration confirmation packet. You may also obtain them at Coastline area offices. For more complete details, refer to the Catalog.

Examinations: Final examinations are required in all graded courses. Exceptions may occur in certain physical education activity courses. Students must attend Coastline for the entire length of the course and take the final examination to receive credit.

Incomplete Grades: Incomplete academic work for justifiable reasons at the end of the term may result in a "I" symbol being entered in the student's permanent record. The "I" may be made up no later than one year following the end of the term in which it was assigned. Students are notified by the college regarding the conditions necessary to receive a grade. An "I" not made up within the one-year limit shall be changed to the alternate grade assigned by the instructor at the time the "I" was issued.

NOTE: Students are not permitted to enroll in a course in which they were assigned an "I" grade. Incompletes must be agreed upon by both the student and the instructor.

Grades

Grade reports are not mailed. Students may access their grades by calling the touch-tone registration system at (714) 438-8250, or the grade system at (714) 438-8249. The grades will be available approximately 10 working days after the end of the semester. Grades are available on either system until the posting of grades for the following semester or session. Students who need a printed grade can request a transcript or obtain a print-out of their last semester grades in the Admission office.

Grievance Procedures

Coastline extends to all students the right to petition for redress of grievances. The right to petition may be initiated at any time when a student has a grievance against any employee, policy or procedure of Coastline. Grievance petitions are available in the vice president of student services' office (714) 241-6160.

Hope Scholarship Credit

Several new tax benefits are now available to help families meet the cost of postsecondary education. These tax benefits are intended to help students and their parents as well as all working Americans to fulfill a variety of education objectives.

Taxpayers can claim one or, in some cases, two new tax credits for expenses they pay for postsecondary education for themselves and their dependent children. This tax credit can directly reduce the amount of federal income tax for returns filed in 1999 or later. The Hope Scholarship Credit is available on a per-student basis for the first two years of postsecondary education, while the Lifetime Learning Credit applies on a tax-return basis and covers a broader time frame and range of educational courses.

Additional information may be obtained in the Admissions and Records office, from your tax advisor, or by going to the National Association of College and Business Officers Web site: <http://www.nacubo.org> and click on the TRA97 Resource Page icon.

Housing

Coastline maintains no dormitories. Housing transactions must be made individually.

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 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, nor 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 Costa Mesa and Garden Grove Centers. Any motorized vehicle requiring registration with the California Department of Motor Vehicles (DMV) must have a current parking permit affixed to the left rear (driver's side) bumper or hung, in clear view, from the interior rear view mirror. Motorcycles (mopeds) will 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.

NEW THIS FALL! Purchase parking permits online: Current semester permits are now available online at www.coastline.edu. Parking permits will no longer be available for purchase on the Touch-tone registration system. Daily parking permits can also be obtained from the office at each area site. Coastline parking permits are not valid at Golden West or 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) Handicap permit must be displayed
- Unmarked white stalls—open for permit parking

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 Admissions office.

Parking, Traffic Rules and Regulations:

ARTICLE 1—ENFORCEMENT

Authorization is granted to Coastline Community College Campus Safety Department from the West Orange County Municipal Court to issue parking citations within the confines of any Coastline Community College site. PARKING AND TRAFFIC RULES AND REGULATIONS WILL BE IN EFFECT 24 HOURS A DAY.

Parking Regulation/Citation Penalties:

SECTION NO.	REGULATION
401	No parking is allowed in any area that is not designated for student parking. BAIL: \$17
402	Vehicles parking within a stall shall not overlap the lines that designate the stall. BAIL: \$17
403	No person shall park or leave standing a vehicle on any roadway, landscaped area, driveway, road or field without prior approval of the Public Safety Department. BAIL: \$17
404	Motorized cycles and bicycles must be parked in designated motorcycle and bicycle parking areas. BAIL: \$17
405	No vehicle shall be backed into diagonal parking stalls. BAIL: \$17
406	No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot. BAIL: \$27
407A	No person shall park or leave standing any vehicle in any area where the curb is painted RED and/or is marked "NO PARKING." BAIL: \$27
408	When signs or markings 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. BAIL: \$27
409	No person shall park in any area marked in blue and identified as "Handicapped Parking" unless a valid handicapped placard/license plate/permit is properly displayed on or within the vehicle. BAIL: \$42
410	Except as otherwise noted in these regulations, no person shall park in an area posted or marked "STAFF" unless a valid annual, semester or temporary STAFF parking permit is properly displayed on or within the vehicle. BAIL: \$17

- 411 No person shall park any vehicle in any manner or fashion so as to create a traffic hazard. BAIL: \$17
- 412AD No person shall park on campus in designated permit areas, without a current, valid parking permit, properly displayed either on the left rear bumper or suspended from the rear view mirror. Motorcycles/mopeds shall have the permit affixed to the right front fork. BAIL: \$17
- 413 Vehicles parking in metered stalls MUST PAY for use of the stall as indicated on the meter. Display of any Coastline parking permit does not preclude payment of meter fees. BAIL: \$17
- 414 No vehicle will remain parked overnight without approval from the Office of Public Safety, and no person will sleep in or remain overnight in any vehicle parked on campus. BAIL: \$17

Complete copies of the parking regulations can be obtained from the Public Safety office or call (714) 546-7600, ext. 16497 for more information.

Personal Security Code

To insure the security of your records, it is STRONGLY recommended that you select and enter a four-digit personal security code on the touch-tone registration and grade system. Once you have entered your code, it will be REQUIRED for access at Coastline, Golden West and Orange Coast colleges. You can enter or change your personal security code by calling (714) 438-8250. If you forget your personal security code, you will be required to present picture identification at the Admissions office to remove the code. The code is yours and yours alone, and is not available to the staff at the college for reference.

Prerequisites, Corequisites and Other Enrollment Limitations

All prerequisites or corequisites identified in Coastline's catalog and class schedule were established according to state laws as outlined in the CCCD's Model Plan. Except for CCCD priority registration procedures for continuing students, and courses or programs with prerequisites or corequisites, all Coastline classes are open to enrollment on a "first come, first-served" basis until they are filled to maximum capacity. Refer to the Catalog for detailed information or contact the Matriculation Office at (714) 241-6166.

Residence Requirements

California Residence: Generally, California residence is established by one of the following:

1. If the applicant is under the age of 18, his or her parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
2. If the applicant is 18, but not yet 19 years of age, the applicant and the applicant's parents must have had legal residence within California for 12 consecutive months preceding the first day of the semester.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence within the State of California for 12 consecutive months preceding the first day of the semester.

CCCD Residence: In order to attend Coastline, an applicant must meet the California residence requirements listed above. This notice has been prepared in accordance with Education Code Section 25505.5 and shall remain in effect until further written notice.

Non-California Residents: An individual who does not meet the California residency requirements may be admitted to Coastline under the following conditions:

1. Students who are not residents of California as of the day immediately preceding the first day of classes, in any given semester or summer session, will be required to pay an out-of-state tuition fee.
2. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state-supported institution of higher education.
3. Dependents (natural or adopted child, stepchild, or spouse) of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification only for the purpose of determining the amount of tuition and fees. If that member of the armed forces on active duty is thereafter transferred to a location outside the state, or retires from active duty, the student dependent shall not lose his or her resident classification until he or she has resided in the state the minimum time necessary to become a resident. (Title V, Section 68074)
4. Minors (under 18 years of age and not married) will be required to pay the out-of-state tuition fee if their parents or legal guardians reside outside the state, even though such minors may have lived in California for one year or more.
5. Students who are financially dependent on their parents or legal guardians will be required to pay out-of-state tuition if their parents or legal guardians reside outside the state, even though such students may have lived in California for one year or more.
6. Students who have paid the out-of-state tuition fee and find it necessary to withdraw from college will be given refunds according to the refund policy. See "Refund Policy" listed on "Costs" page.

Non-Resident Tuition Exemptions:

1. Non-resident active duty military personnel stationed in California for a purpose other than that of attending a state-supported institution of higher learning.
2. Dependents of active military personnel stationed in California.

3. In accordance with AB540, students other than a nonimmigrant alien who attended a California high school for a minimum of three years, graduated from a California high school, or attained the equivalent, may be eligible for an exemption from the non-resident tuition fee. Persons without lawful immigration status are required to file an affidavit to verify that they have filed an application to legalize his or her immigration status, or will file an application as soon as they are eligible to do so. See AB540 Exemption Request form on page 69.

International Students:

The following are entrance procedures for international students requesting F-1 status:

- Our rolling admissions process allows for acceptance to Coastline during the Fall and Spring semesters. Applicants outside the U.S. should apply at least two months prior to the start of the term. Approximate start dates: fall, in late August; spring, in late January; and summer, in mid-June. We recommend early application for the best selection of classes.
- International applicants must complete an international student admission packet including:
 1. International student application
 2. A \$30 non-refundable application fee, in U.S. dollars (check, money order, cash, or credit card) must be submitted with the application.
 3. International Student Financial Support Information Form
 4. Bank Certification Form
 5. All evidence of high school graduation or higher must be submitted. The "official" transcripts of the original records must be accompanied by a notarized English translation.
 6. TOEFL score: A minimum score of 450 (paper based) or 133 (computer-based) in order to be accepted into the regular college program. Students who plan to enroll in the English as a Second Language Institute (ESL) are not required to take the TOEFL test. To make arrangements to take the TOEFL, write to: TOEFL, Educational Testing Service, P.O. Box 592, Princeton, New Jersey, 08540. International students must designate Coastline (Institution Code 004086) as the recipient of the test results.
 7. Notice of Intent to Transfer if transferring from a college in the U.S.
 8. International students must provide proof of private health insurance during their entire course of studies at Coastline, meeting the minimum requirement of \$30,000 of health insurance.
 9. International students must complete 12.0 or more units each semester with at least a 2.0 GPA while pursuing their selected academic goal.
 10. The Bureau of Citizenship and Immigration Services (BCIS) restricts international students from off-campus employment for the first year of study. After the first year of study, International students are allowed to work part-time. International students must get approval from the BCIS and the vice president of student services before they can be legally employed off-campus.
 11. International students pay nonresident tuition during their attendance at Coastline.

Interested International students should request applications for admissions from: Linda Maynard, Le-Jao Center, 14120 All American Way, Westminster, CA 92683.

Safety

Your safety continues to be our highest priority. The following policies and procedures were created with this goal in mind:

Procedures: To report a crime in progress, or other emergency requiring police or fire response, call 9-1-1. For non-emergency or routine calls, contact the Campus Safety Department or the business number of the local police department. The Campus Safety Department may be contacted directly at 241-6360 or through any of the area offices.

Coastline has an incident report form available which allows for a complete description of any incident. If students, staff or faculty are parties or witnesses to an incident that requires further review or investigation by the college, they should contact the College Center or one of the area offices to file a report.

A college safety suggestion/hazard report is also available to all students, faculty and staff who wish to report a safety or hazard concern of any nature. Forms are available at various locations throughout District facilities and work locations. All reports are kept on file and reviewed on a regular basis.

Facilities: In general, all facilities remain open during business hours, 8 a.m. – 9:30 p.m. at instructional sites, and 8 a.m. – 6:30 p.m. at the College Center.

Law Enforcement: The Campus Safety Department maintains a close working relationship with the local police departments for each area containing a Coastline facility. Coastline security officers and key staff will report incidents or summon the assistance of local agencies on an as-needed basis.

Communication: When a particular incident occurs that is of interest to students, faculty and staff, a collegewide flier/bulletin may be distributed which describes the incident, the actions taken, and safety suggestions.

Crime Statistics (Jeanne Clery Act): Crime statistics for Coastline can be found on the college Web site at coastline.edu or the Department of Education Web site at <http://ope.ed.gov/security/>. A complete copy of the report can be obtained from the Campus Safety

Student Code of Conduct

Students enrolled at Coastline assume an obligation to conduct themselves in accordance with the laws of the state of California, the California Education Code, and the policies and procedures of the CCCD. The Student Code of Conduct has been established by the CCCD Board of Trustees to provide notice to students of the type of conduct that is expected of each student. Being under the influence of drugs and/or alcohol, or the existence of other mental impairment, does not diminish or excuse a violation of the Student Code of Conduct.

A Coastline student found in violation of any of the following District or campus-related regulations will be subject to the maximum sanction of expulsion:

- aiding, abetting or inciting (3.1)
- false report of emergency (3.2)
- any action resulting in serious injury or death (3.3, 3.10)
- infliction of mental harm upon any District community member (3.4)
- possession of weapons (3.5)
- rape/sexual assault (3.6)
- sale of alcohol or narcotics (3.7, 3.8)
- repeat suspension (3.9)

A Coastline student found in violation of the following District or campus-related regulations may be expelled, or suspended depending on the severity of the student's conduct:

- abusive behavior (4.1)
- assault/battery (4.3)
- cheating/plagiarism (4.4)
- continued misconduct (4.6)
- damaging or stealing library materials (4.22)
- destroying property (4.7)
- discrimination (4.8)
- disrupting the educational process (4.9)
- disruptive behavior (4.10)
- disturbing the peace (4.11)
- failure to appear before a District official when directed to do so (4.12)
- failure to comply or identify (4.13)
- failure to obtain permits before participation in an organized protest (4.14)
- failure to repay debt or return District property (4.15)
- fighting (4.16)
- forgery (4.17)
- gambling (4.18)
- harassment (4.19)
- hateful behavior (4.20)
- lewd conduct (4.21)
- defacing of library materials (4.22)
- misrepresentation (4.23)
- misuse of college identification (4.24)
- possession of alcohol, narcotics or prohibited substances (4.25, 4.26)
- sexual harassment or the threat of sexual assault (4.27, 4.30)
- smoking where prohibited (4.28)
- theft (4.29)
- unauthorized entry or trespass (4.31)
- unauthorized possession of property (4.32)
- unauthorized tape recording or use of electronic devices (4.33, 4.36)
- unauthorized use of alcoholic beverages (4.34)
- unauthorized use of District keys (4.35)
- unauthorized use of property or services (4.37)
- unreasonable demands (4.38)
- violation of District computer usage policy, computer theft or other computer crime (4.5)
- violation of driving regulations (4.39)
- violation of health and safety regulations (4.40)
- violation of local, state or federal law, or violation of posted District rules (4.41, 4.42)

Copies of the CCCD Student Code of Conduct and Disciplinary Procedures, including complete definitions of the above violations, are available from the vice president of student services' office at College Center.

Student Records

The Admissions office is responsible for registering students and maintaining active and permanent records. Coastline complies with the provisions of the Family Rights and Privacy Act of 1974 (Buckley Amendment) which gives the student the right to see the official school record and restricts distribution of those records. A detailed description of this act is in the Catalog.

Active Records: All requests for changes to a student's current class program or information on file should be made through the Admissions office, (i.e., adds to program, withdrawal from class, name and address changes, etc.).

Additional Fees: Verification of enrollment costs \$3, and early grade letter costs \$2.

Cumulative Folders: The Admissions office maintains a cumulative folder on each student who has requested transcripts from institutions of prior attendance. The folder, containing copies of high school and college transcripts, is available to the student for review and/or for counseling appointments.

Distribution of Student Records to High Schools: Coastline may send to District feeder high schools academic reports reflecting students who have graduated from high schools within the last five years. These reports include the student's name, address, identification number, classes, grades, grade point average and major. This data assists high schools in evaluating their academic program in relation to student activity in college. Students who prefer their academic record not be included in the documents, which are submitted to the high schools, should contact the Admissions office to have their names deleted from the report.

Transcripts: Transcripts of academic work taken at Coastline will be sent to any college or university upon the student's written request. Transcript requests may be submitted in person in the Admissions and Records office, by mail or via Internet at: coastline.edu. Allow at least five working days for processing. End of semester transcripts may be requested beginning two weeks prior to the end of the semester, and are processed approximately 10-15 working days after the semester ends. There is a \$3 charge for each official transcript or verification, however the first two copies are free unless ordering via the Internet.

Students' Rights

The CCCD 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, sex, color, gender, sexual orientation, religion, age, national origin, disability, marital status. This commitment applies to every aspect of education and personnel policies and practices in the treatment of employees, students and the general public.

The right to nondiscrimination in education and employment is guaranteed to persons with disabilities under a number of federal and state laws (including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act). Students have the right to be free from discriminatory actions, including sexual harassment.

Contact one of the following college personnel: Pat Arlington, Americans with Disabilities Act (ADA) officer, (714) 241-6173; Vangie Meneses, Vice President, Student Services, (714) 241-6160; Carolyn Loy, Equal Employment officer, (714) 241-6146; or Cynthia Pienkowski, Sexual Harassment Prevention coordinator, (714) 241-6239 for further information.

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 at the following Web site: <http://srk.ccco.edu/index.asp>. A copy of this information may be obtained by calling the Public Relations office at (714) 241-6186.

Portions of this policy are adapted from the academic honesty policies of the University of California Irvine, Cypress College, California State University Long Beach and Golden West College as published in their catalogs.

COAST COMMUNITY COLLEGE DISTRICT—Board of Trustees: Mary L. Hornbuckle, Walter G. Howald, Jim Moreno, Jerry Patterson, Armando R. Ruiz, and Student Trustee

CHANCELLOR: Kenneth D. Yglesias, Ed.D.

COASTLINE COMMUNITY COLLEGE—President: Ding-Jo H. Currie, Ph.D.

NON-DISCRIMINATION STATEMENT: It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, sex, national origin, religion, age, handicap, marital or Vietnam-era status.

Declaración Anti-Discriminatoria: Es la política del Distrito de Coast Community College el de proveer a todas las personas con oportunidades equitativas de empleo y educación sin importar raza, color, sexo, orientación sexual, religión, origen nacional, edad, impedimento físico, ó condición marital.

Chính Sách Bất Kỳ Thi: Chính sách của Coast Community College District là cung cấp cơ hội đồng đều cho tất cả mọi người trong các lãnh vực giáo dục và công ăn việc làm, bất kể các khác biệt về chủng tộc, màu da, giới tính, khuynh hướng tình dục, nguồn gốc quốc gia, tôn giáo, tuổi tác, sự tật nguyên hay tình trạng gia cảnh.

Limited English-speaking students who are otherwise eligible, will not be excluded from any vocational education program.

Los estudiantes que están calificados para entrar en el programa de educación vocacional no pueden ser excluidos debido a su inglés limitado.

Sinh-viên nào vừi trình-nộ Anh-viên kềm, nếu hoai nưc cùc nêi-u-kien phua hoi vaoò những chửng-trình huocn-ngheò, vừn nửic ghi danh hoai nhử thừoàng.

CHANGES: Coastline Community College makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur.