

Information on this Website is Subject to Change due to the nature of federal, state, and institutional guidelines affecting financial aid programs.

Consumer Information

This document provides a summary of Coast Community College District's (CCCD) consumer information as required under regulations in the Higher Education Act of 1965, as amended. If you need assistance or would like a paper copy, please contact the District Financial Aid Office, 1370 Adams Avenue, Costa Mesa, CA 92626; or print the PDF version at this link: <http://www.cccd.edu/students/financial-aid/Pages/Consumer-Information.aspx> or email Melissa Moser at mmoser@ccd.edu

For a comprehensive list of Consumer Information for each campus, please visit: –

Coastline Community College: <http://www.coastline.edu/about/consumer-information/>

Golden West College:

Orange Coast College: http://www.orangecoastcollege.edu/about_occ/Pages/Consumer-Information.aspx

District Board Policies: <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/default.aspx>

This guide has been prepared with the following main topics:

1. Information About the Institution and Campuses
2. Information About Student Financial Aid
3. Student Outcomes
4. Health and Safety
5. Contact Information for Campus Enrollment Centers
6. Compliance and Coast Community College District Policies

1. Information About the District and Campuses

Family Educational Rights and Privacy Act (FERPA)
Facilities and Services for Disabled Students
Student Body Diversity
Cost of Attending Colleges within the District
Refund Policy
Attendance Policy
Withdrawal Procedures
Course Repetition Guidelines
Repayment Policy (Return of Title IV Financial Aid)
Descriptions of Academic Programs
Transfer of Credit Policies

Instructional Facilities and Labs
Faculty
Accreditation Information
Copyright Infringement Policies

Family Educational Rights and Privacy Act (FERPA)

Federal Cite: 34 CFR 668.41 (a)-(d), 34 CFR 668.42, 34 CFR 668.43 and Family Educational Rights and Privacy Act of 1974 (FERPA) and under Section 485(a)(1), Section 485(f), Section 485(g), Section 485(h) and Section 485(j)

Many offices within the Coast Community College District (CCCD or District) collect and maintain information about students. Although these records belong to the District, both District policy and federal law accord students a number of rights concerning these records. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) establishes rules and regulations for access to and disclosure of student records.

BP 5040 Student Records, Directory Information and Privacy References: Education Code Sections 76210, 76221, 76230, 76232 and Title 5 Sections 54610, 54616, 54626, 54630. Please view at this

link: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5040_Student_Records_Directory_Information_and_Privacy.pdf

To fulfill FERPA requirements, the District has established policies regarding student records. These policies outline a student's rights regarding his/her records, where records may be kept and maintained, what kinds of information are in those records, the conditions under which the student or others may have access and what action a student can take regarding perceived inaccuracies or if a student's rights have been compromised. The policies on student records are published by the District and -the Enrollment Center at each respective Campus. For more information, or to print a copy, please follow the links below.

Coastline Community College - <http://www.coastline.edu/admissions/ferpa/>

Golden West College - <http://www.goldenwestcollege.edu/admissions/ferpa.html>

Orange Coast College - [http://www.orangecoastcollege.edu/enrollment/Pages/FERPA-\(Family-Educational-Right-to-Privacy-Act.aspx](http://www.orangecoastcollege.edu/enrollment/Pages/FERPA-(Family-Educational-Right-to-Privacy-Act.aspx)

Because the District does not maintain all student records in one location, policy statements are available for students to examine in each respective office. In addition, copies of the District's policies on student records and the pertinent federal law, FERPA, are posted on the District web site (www.cccd.edu), on each college web site, all college catalogs as well as the class schedules for each enrollment period. All enrolled students receive an email informing them of FERPA requirements annually.

Review of Student Records

Federal Cite: 34 CFR 668.41(c); 34 CFR Part 99

Students are provided information regarding the reviewing of student records in the annual college catalog and in the schedule of classes produced each term. Records that are not identified as directory will be released in accordance to BP 5040.

http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5040_Student_Records_Directory_Information_and_Privacy.pdf

Facilities and Services for Disabled Students

Federal Cite: 34 CFR 668.41 (a)-(d); 34 CFR 668.43; 34 CFR 668.231

BP 5140 Disabled Student Programs and Services References: Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 53203; Americans with Disabilities Act (PL 101-336); Rehabilitation Act of 1973, Section 504 [34 C.F. R s 104.3 (j)(1) and (k)(3) and s 104.44 (a) and (b)]; Family Educational Rights and Privacy Act of 1974 –

link: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5140_Disabled_Students_Programs_and_Services.pdf

AP 5140 Disabled Student Programs and Services References: Title 5 Sections 56000 et seq. and 56027 –

link: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5140_Disabled_Students_Programs_and_Services.pdf

The District maintains a plan for the provision of programs and services to students with disabilities designed to assure that they have equal access to District classes and programs. In compliance with federal and state laws and in order to create an educational environment where students with disabilities have equal access to instruction without compromising any course, educational program or degree, the following procedures have been established.

For information on facilities and services for disabled students at the campuses, contact:

Coastline Community College

Programs for Disabled Students: <http://www.coastline.edu/students/students-with-disabilities/>

Intellectual Disabilities Program: <http://www.coastline.edu/students/students-with-disabilities/intellectual-disabilities/>

Acquired Brain Injury Program: <http://www.coastline.edu/students/students-with-disabilities/acquired-brain-injury/>

Golden West College

Disabled Student Programs & Services
<http://www.goldenwestcollege.edu/ace/>

Orange Coast College

Disabled Students Programs and
Services: http://www.orangecoastcollege.edu/student_services/special_services/Pages/DisabledStudentsProgramsServices.aspx

Student Body Diversity

Federal Cite: HEOA Section 488(a)(1)(E) amended HEA Section 485(a)(1)(20 U.S.C.1092(a)(1): added HEA section 485(a)(1)(Q); HEA amendment effective August 14, 2008; DCL GEN 08-12, page 95

For information about the diversity of the District's student body, contact the Office of Institutional Research, 1370 Adams Ave., Costa Mesa, CA 92626
Mr. Dwayne Thompson, District Director 714 438-4877

District fact sheet: <http://www.cccd.edu/aboutus/districtfactsheet/Pages/studentinformation.aspx>

College Specific Information:

Coastline Community College

Scorecard: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=831>

Institutional Research Reports: <http://www.coastline.edu/about/institutional-effectiveness/#analysis-reports>

Golden West College

Scorecard: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=832>

Institutional Research Reports: <http://goldenwestcollege.edu/wpmu/oir/>

Orange Coast College

Scorecard: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=833>

Institutional Research

Reports: http://www.orangecoastcollege.edu/about_occ/Institutional_Effectiveness/Pages/default.aspx

OCC Snapshot: http://www.orangecoastcollege.edu/about_occ/Pages/College-Facts.aspx

OCC Atlas: http://www.orangecoastcollege.edu/about_occ/Pages/College-Facts.aspx

Cost of Attending the College(s)

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

The cost of attendance (student budget) is based upon the California Student Aid Commission 2006-2007 Student Expense and Resources Survey (SEARS), adjusted for nine years of inflation or deflation. The current reference can be found at this link:

http://www.csac.ca.gov/pubs/forms/grnt_frm/studentexpensebudget.pdf

The annual budgets for the District colleges take into consideration a student's room and board for the high cost of living in the Orange County area. The District also will adjust a student's budget based upon indirect costs – dependent care expenses, medical and dental expenses.

Students who are requesting budget adjustments, will need to make an appointment at their respective campus.

The budget information for the current year is located at this link: <http://www.cccd.edu/students/financial-aid/Pages/Cost-of-Attendance.aspx>

Students may also view the cost of attendance (student budget) through the financial aid portal. The financial aid portal will have the Financial Aid Disclosure (shopping sheet) and the award tab will display the complete budget and awards. This information is also sent to the student in the first email – Welcome Email and in subsequent Award Emails.

A net price calculator is available for all colleges:
Federal Cite: U.S.C. 1015a(a); 20 U.S.C. 1015a(h); DCL GEN 08-12, page 33

Coastline Community College: <https://webprod.cccco.edu/npc/831/npcalc.htm>

Golden West College: <https://webprod.cccco.edu/npc/832/npcalc.htm>

Orange Coast College: <https://webprod.cccco.edu/npc/833/npcalc.htm>

College Navigator: <http://www.cccd.edu/students/financial-aid/Pages/College-Navigator.aspx>
Federal Cite: HEOA Section 111 amended HEA Title I, Part C: added HEA 132 (i)(1)(V) (20 U.S.C. 1015a(i)(1)(V)); DCL GEN 08-12, pages 31 through 34

In an effort to assist all students, the College Navigator is one tool that can be used to choose a college or university that is a fit for you.

Refund Policy

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

Board Policy 5903 Refund Policy Refunds defines fees and voluntary payments shall be made in accordance with the policies stated below. In addition, refunds shall be made when fees or payments have been collected in error, when college cancellations warrant refunds, or when in the judgment of the president of the college or his/her designee extenuating circumstances make such action appropriate.

One hundred percent of all fees collected from students who have been called to active military service shall be refunded. [Title 5, 58508] Fees Collected at Time of Enrollment Note: Term as used is defined as the period of time a class is held beginning with the first meeting date of the class.

Enrollment, Differential Enrollment, and Non-Resident Tuition Fees - For full-term semester courses (18 weeks), one hundred percent of the fees collected at registration for the affected classes will be refunded if a student totally or partially withdraws through Friday of the second week of the term. For classes shorter than full-term semester (less than 18 weeks), one hundred

percent of the fees collected at registration for the affected class will be refunded if a student withdraws within 10 (ten) percent of the length of the class.

Instructional Materials Fee - One hundred percent of fees collected will be refunded only as described under Enrollment,

Differential Enrollment, and Non-Resident Tuition Fees except where the materials have been used/consumed by the student. In such cases refunds will be prorated based on the unused portion of the materials.

Parking Fee - One hundred percent of the fee collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees provided the student totally withdraws from all classes. To be eligible for a refund, parking stickers must be returned to the college.

Auditing Fee - One hundred percent of the fees collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees.

Health Services Fee - One hundred percent of the fee collected at registration will be refunded only as described under Enrollment, Differential Enrollment, and Non-Resident Tuition Fees provided the student totally withdraws from all classes.

Other Fees Transcript and Verification Fee - No refund except in case of errors, cancellations, or extenuating circumstances as noted in the first paragraph. Community Services Charges - Full refunds minus a processing fee not to exceed \$10 will be provided when the request for refund is made at least five working days prior to the date of the event except that no refunds will be given for the amount of costs encumbered by the community services programs.

Exception: In the Sailing Program a full refund minus a processing fee not to exceed \$10.00 will be provided when the requested refund is made at least 1- working days prior to the start of the class. Requests for transfers will be granted only if requested within 10 working days prior to the start of the class. A processing fee of \$10.00 will be charged for each transfer.

Complete Board Policy may be viewed

here: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/BP_5903_Refund_Policy.pdf

Specific refund policies by campus:

Coastline Community College: <http://www.coastline.edu/admissions/costs-fees/>

Golden West College: <http://www.goldenwestcollege.edu/admissions/refund.html>

Orange Coast

College: <http://www.orangecoastcollege.edu/enrollment/Registration/Pages/Refunds.aspx>

Attendance Policy

Participation and attendance is expected of all students. Students must adhere to the attendance policy of each respective course in which they are enrolled.

Orange Coast

College: <http://www.orangecoastcollege.edu/enrollment/Registration/Pages/Attendance.aspx>

Withdrawal Procedures

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

Students who are officially withdrawing from all District classes must notify the campus Enrollment Center and complete the Official Withdrawal Form by following specific procedures. It is the student's responsibility to withdraw from classes prior to established deadlines, should a student decide to stop attending the course. For financial aid students, please see a financial aid specialist at your campus as you may be liable for repayment of financial aid funds before you withdraw.

Coastline Community College:

Website: <http://www.coastline.edu/admissions/withdrawal/>

Withdrawal Form: Form is on the bottom of the website listed above.

College Catalog (Page 166): <http://www.coastline.edu/admissions/schedule-classes/>

Golden West College:

Website: <http://www.goldenwestcollege.edu/admissions/withdrawals.html>

Withdrawal

Form: http://www.goldenwestcollege.edu/admissions/forms_pdf/dropform_030608.pdf

College Catalog: http://catalog.goldenwestcollege.edu/wp-content/uploads/2015/02/2015-2016_gwc_catalog.pdf

Orange Coast College:

Website: <http://www.orangecoastcollege.edu/enrollment/Registration/Pages/Dropping-Classes.aspx>

Withdrawal

Form: <http://www.orangecoastcollege.edu/enrollment/Registration/Documents/STUDENT%20COURSE%20WITHDRAWAL%20FORM%20WEB-BANNER.pdf>

Official Withdrawal Procedures:

<http://www.orangecoastcollege.edu/enrollment/Registration/Pages/Official-Withdrawal-and-Leave-of-Absence.aspx>

Course Repetition Guidelines

BP & AP 4225

Orange Coast College: <http://orangecoastcollege.edu/enrollment/Registration/Pages/Course-Repetition.aspx>

Repayment Policy for the Return to Title IV Funds (R2T4)

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

The federal government mandates that students withdrawing from all classes may keep only the financial aid (federal "Title IV" grant and loan assistance) they have "earned" up to the time of withdrawal. Funds paid in excess of the earned amount must be returned by the college and/or the student. The guidelines for the withdrawal policy regarding financial aid funds can be found at this link: <http://www.cccd.edu/students/financial-aid/Pages/return-to-title-iv.aspx>

Contact information regarding R2T4:

District Financial Aid	714 438-4885
Coastline Community College	714 241-6239
Golden West College	714 895-8394
Orange Coast College	714 432-5509

Description of Academic Programs

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

Information on the District's academic programs, degree offerings, and plans for future programs is available from the colleges in the Office of Instructional Services and in the respective college catalogue.

Coastline Community College: <http://www.coastline.edu/admissions/schedule-classes/>
Program Information: <http://www.coastline.edu/academics/>
Office of Instruction: 714 – 241-6196

Golden West College: <http://www.goldenwestcollege.edu/catalog/>
Program Information:
<http://www.goldenwestcollege.edu/admissions/graduation/majors.html>
<http://www.goldenwestcollege.edu/cte/>
Office of Instruction: 714-895-8155

Orange Coast College: <http://www.orangecoastcollege.edu/academics/CourseCatalog/Pages/default.aspx>
Program Information: <http://www.orangecoastcollege.edu/academics/Pages/Our-Programs.aspx>
http://www.orangecoastcollege.edu/academics/certificate_programs/Pages/programs.aspx
<http://www.orangecoastcollege.edu/academics/Pages/STEM.aspx>
Office of Instruction: 714-432-5015

Information regarding the planning for new or modification of current academic programs can be found in the District's Vision 2020 – Educational Master Plan -

<http://www.cccd.edu/newsandinformation/publications/vision2020/Pages/default.aspx>

Transfer of Credit Policies

The Colleges within Coast Community College District prepare students to transfer to four-year universities. In addition, the Colleges consider credit for approval of incoming coursework.

Orange Coast College:

Transfer

Center: http://www.orangecoastcollege.edu/student_services/counseling/transfer_center/Pages/default.aspx

Evaluating Incoming Transcripts:

<http://www.orangecoastcollege.edu/enrollment/records/Pages/default.aspx>

Instructional Facilities and Labs

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

Information regarding instructional facilities and labs is located at the campuses and in the class schedules.

Coastline Community College: Office of Instruction 714-241-6196

Website: <http://www.coastline.edu/admissions/schedule-classes/>

Golden West College: Office of Instruction 714-895-8155

Website: <http://www.goldenwestcollege.edu/schedule.html>

Orange Coast College: Office of Instruction 714-432-5015

http://www.orangecoastcollege.edu/academics/class_schedule/Pages/default.aspx

Information and expectations of on-line classes:

Orange Coast College:

http://www.orangecoastcollege.edu/academics/online_classes/Pages/default.aspx

Faculty

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.43

Information on the college's faculty and instructional personnel is available from the Office of Instructional Services at each campus. The college catalog and college websites also offer information regarding faculty.

Coastline Community College: Office of Instruction 714-241-6196
Website: <http://www.coastline.edu/about/campus-directory/>
Catalog: <http://www.coastline.edu/admissions/schedule-classes/>

Golden West College: Office of Instruction 714-895-8155
Website: <http://www.goldenwestcollege.edu/contact.html>
Catalog: <http://catalog.goldenwestcollege.edu/>

Orange Coast College: Office of Instruction 714-432-5015
Website: http://www.orangecoastcollege.edu/about_occ/Pages/Directory.aspx
Catalog:
<http://www.orangecoastcollege.edu/academics/CourseCatalog/Catalog%20Archive/Course%20Catalog%202015-2016.pdf>

Accreditation Information

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.43

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs in the college specific catalogues, online, or in the College President’s Office.

Coastline Community College:
Website: <http://www.coastline.edu/about/accreditation/>

Golden West College:
Website: <http://www.goldenwestcollege.edu/accreditation/>

Orange Coast College:
College: http://www.orangecoastcollege.edu/about_occ/Accreditation/Pages/Accreditation.aspx

Copyright Infringement Policy

Federal Cite: CFR 668.43(a)(10)

Board Policy: BP 3750; AP: 3750

BP

3750: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/General_Institution/BP_3750_Use_of_Copyrighted_Material.pdf

AP

3750: http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/General_Institution/AP_3750_Use_of_Copyrighted_Material.pdf

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright holder, except as allowed after assessment of right to use under the “fair use” doctrine.

Fair Use

The District has posted detailed information describing "fair use", including examples and an assessment tool, to assist District personnel in determining whether the use of certain materials are excepted as "fair use." **Reference:** Copyright Act, Section 107

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

Definitions:

Brevity:

- i. **Poetry:** (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. **Prose:** (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. **Illustration:** One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. **"Special" works:** Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:

i. substitute for the purchase of books, publisher's reprints or periodicals

ii. be directed by higher authority

iii. be repeated with respect to the same item by the same teacher from term to term.

D. No charge shall be made to the student beyond the actual cost of the photocopying.

References:

Basic Books, Inc. v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "course packs," even if the excerpts fall under the definitions in the "fair use" doctrine.

Online Courses

References: The TEACH (Technology, Education and Copyright Harmonization) Act; U.S. Code 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors somewhat greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

The online instruction is mediated by an instructor. The transmission of the material is limited to receipt by students enrolled in the course. Technical safeguards are used to prevent retention of the transmission for longer than the class session. The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session.

The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.

The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.

The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Additional Resources for Guidance

1. *The Association of American Publishers, www.publishers.org, click on "conferences and publications."*

2. *National Association of College Stores*, www.nacs.org, click on “industry information”
- Software and Information Industry Association*, www.siiia.net, click on “bookstore.”
3. *Copyright Clearance Center*, www.copyright.com
4. *American Libraries Association*, www.ala.org, click on “Washington Office” or “issues and advocacy.”

Student Code of Conduct addresses the consequences of violation:

Coastline Community

College: http://documents.coastline.edu/About%20CCC/Policies%20and%20Regulations/CCC_PaR_CodeofConduct.pdf

Golden West College: <http://www.goldenwestcollege.edu/admissions/codeofconduct.html>

Orange Coast

College: http://www.orangecoastcollege.edu/student_life/deanofstudents/Pages/CCCD-Student-Code-of-Conduct.aspx

2. Information About Student Financial Aid

Financial Aid Programs Offered – Federal and State
Terms and Conditions of the Title IV, HEA Loans
Criteria for Selecting Recipients and for Determining an Award Amount
Eligibility Requirements and Procedures for Applying for Financial Aid
Methods and Frequency of Disbursements of Aid
Rights and Responsibilities of Aid
Scholarship Fraud
District Code of Conduct for Student Loans

Financial Aid Programs Offered – Federal and State Aid

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

Web site: <http://www.cccd.edu/students/financial-aid/Pages/default.aspx>

The District is comprised of three institutions: Coastline Community College, Golden West College, and Orange Coast College. All three institutions offer a full array of student financial aid programs, grants, work study, and loans to full-time and part-time students. Student financial aid resources are intended to supplement, not replace, the financial resources of the student and/or the family. Student financial aid is available to assist you with the cost of education; this includes enrollment and tuition fees, books, supplies, food, housing, transportation, computer, and personal expenses. In some instances, indirect costs (medical, dental, day care expenses) may be considered in a student's cost of attendance. For information regarding indirect costs, please contact your campus financial aid office.

The Financial Aid Office on each campus is committed to helping students who might not otherwise be able to attend college. Although the primary responsibility for meeting college costs rests with the student and his/her family, we recognize that many families have limited resources

and are unable to meet the cost of a college education. Our programs are designed to meet these needs and each campus will assist each student based upon that student's need.

Please review the information presented on this web site and if you have questions, please visit the financial aid office at your campus. Various workshops and financial aid orientations are offered throughout the year.

The student financial aid programs that are available to eligible students are:

Federal	State of California
Federal Pell Grant	Board of Governors Fee Waiver
Federal Supplemental Education Opportunity Grant	Cal Grant Program - B
Federal Afghanistan and Iraq Grant	Cal Grant Program - C
Federal Work Study	Chafee Grant
Federal Direct Loan Program	California National Guard Grant
Federal Perkins Loan Program	Full Time Student Success Grant

Terms and Conditions of the Title IV, HEA Loans

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

Website: <http://www.cccd.edu/students/financial-aid/Pages/Federal-Direct-Loan-Program.aspx>

The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans, Direct Unsubsidized Loans and PLUS loans. These loans are federal student loans for eligible students and/or parent to assist with the cost of higher education at a four-year college or university, community college, trade, career, or technical school.

Please note that information disclosed to students and or their parents regarding the HEA Loan is submitted to the National Student Loan Data System (NSLDS) and to the Department of Education. This information may be accessible by authorized agencies, vendors, lenders, and institutions.

Basic eligibility requirements for students requesting a Direct Loan:

- Students must be enrolled in at least 6 units at the Coast Community College District.
- Students must have met satisfactory academic requirements.
- Students must be enrolled in an eligible program of study.
- First-time borrowers may not receive subsidized loans for more than 150% of the length of program of study. For example, if you are enrolled in a 2-year associate degree program, the maximum period for which you can receive a Direct Subsidized Loan is 3 years (150% of 2

years = 3 years). If you are enrolled in a certificate program that is 32 weeks, the maximum period for which you can receive a Direct Subsidized Loan is 48 weeks (150% of 32 = 48 weeks). The Department of Education may stop paying your interest subsidy if you exceed that limit. Please check with your financial aid specialist at your campus for additional information.

Before any loan funds will be disbursed: Students must accept, cancel/decline, or change a loan either through the financial aid online portal or at the campus financial aid office once the loan request has been placed on your financial aid account.

Criteria for Selecting Recipients and for Determining an Award Amount

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

The Federal Methodology (FM) is the formula used by the federal government to determine your Expected Family Contribution (EFC) for a Federal Pell Grant, campus-based programs, and Federal Subsidized Direct Loan Programs. For non-need-based Federal Unsubsidized Direct Unsubsidized Loans, your EFC is not a factor; however, loan amounts cannot exceed the cost of attendance.

Depending on your financial circumstances (student for those that are independent and student and parent for those that are dependent), the FM uses one of three models to determine your EFC: the regular, the simplified, and the automatically-assessed formulas. Which one is applied depends on your financial situation.

I. The regular formula for federal student aid

For a majority of students and/or parents, this is the formula that will be applied. It evaluates assets and income and determines how much your family can contribute to your cost of education. That amount is then used to determine the amount and type of aid - such as grants, self-help, or loans - that you are eligible to receive.

Basically, for the regular formula, what the family owns that has monetary value (checking accounts, savings accounts, etc) is combined with what you earn. Here's how it works:

Asset assessment

The assets you report on your FAFSA are added to determine your family's financial strength. (If it's less than zero, then it's calculated as zero). If you own a farm or business, your net worth is adjusted to help protect the farm assets. The FM then waives a portion of your net worth for education savings and asset protection and what's left over is your discretionary net worth - basically this is cash and what can be converted to cash. (It's possible that your discretionary net worth could be less than zero.) This amount is multiplied by an asset-conversion rate - the portion of your assets the federal government thinks you will be able to contribute to your cost of education. If the amount comes out as less than zero, then your asset contribution is set at zero.

Income assessment

Your asset contribution is added to your available income to establish your "adjusted available income." This total is multiplied by a rate that varies depending on your adjusted available income - the more you have, the higher the percentage. Finally, the FM arrives at your EFC for that year. If more than one child in a family attends college at least halftime, the EFC is divided equally among them. So, if two children are in college and the EFC is \$5,000, then \$2,500 is allotted to the EFC for each child.

II. The simplified formula for federal financial aid

Sometimes, the FM ignores your family's assets altogether and uses your income only to calculate your EFC. Once again, as with the regular formula, the amount that you can contribute is used to determine what kind of student aid, such as federal work study or the FSEOG, you are eligible to receive.

You might qualify for this simple formula if you meet these criteria:

You or your parents filed or can file a 1040A or 1040EZ, or don't have to file any tax returns at all

Your parents' (if you're a dependent) adjusted gross income on their return (or on their W-2s if they aren't required to file) is \$49,999 or below

What matters here is whether or not you (or your parents) are eligible to file a 1040A or 1040EZ - not if you actually filed them. A family may have filed a 1040, but if their combined income was less than \$50,000 and they were eligible to file a 1040A or 1040EZ, the qualifications for the simplified formula have been met.

III. The automatically Assessed Formula

For the last FM model, there isn't much to evaluate. If you or your family qualifies, the EFC assessed is automatically \$0! If you're an undergraduate student, that makes you eligible for the maximum Federal Pell Grant. You may also be eligible for a Federal Supplemental Educational Opportunity Grant (FSEOG).

The criteria are simple:

- You or your parents filed or can file a 1040A or 1040 EZ, or you and your parents are not required to file any tax returns at all; and
- You or your parents' adjusted gross income on their return (or on their W-2s if they aren't required to file) is \$20,000 or less.

Eligibility Requirements and Procedures for Applying for Financial Aid

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

Eligibility Requirements:

Website: <https://studentaid.ed.gov/sa/eligibility/basic-criteria>

General eligibility requirements for federal student aid are that you must:

- demonstrate *financial need* (for most programs);
- be a U.S. citizen or an *eligible noncitizen*;
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);

- be registered with [Selective Service](#), if you're a male (you must register between the ages of 18 and 25);
- be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for *Direct Loan* Program funds;
- maintain *satisfactory academic progress* in college or career school;
- sign the certification statement on the *Free Application for Federal Student Aid (FAFSA®)* stating that
 - you are not in *default* on a *federal student loan* and do not owe money on a federal student *grant* and
 - you will use federal student aid only for educational purposes; and
- show you're qualified to obtain a college or career school education by
 - having a high school diploma or a recognized equivalent such as a *General Educational Development (GED) certificate*;
 - completing a high school education in a *homeschool* setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
 - enrolling in an eligible career pathway program and meeting one of the "[ability-to-benefit](#)" alternatives.

Application:

Website: <http://www.cccd.edu/students/financial-aid/Pages/FAFSA.aspx>

The [FAFSA](#) is the application form used to apply for all federal student financial aid and some forms of state and institutional aid across the nation. This form is an online application.

The [FAFSA](#) form becomes available to the public January 1 for the following academic year. In other words, a student who wants to apply for student financial assistance for the 2015-2016 school year, can submit a FAFSA on January 1 of the year 2015. **The earlier that the FAFSA is submitted the better for the student.** The Financial Aid Office cannot begin to assess a student's financial eligibility for student financial aid until the Department of Education processes their FAFSA.

The IRS Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA), and transfer the data directly into their FAFSA from the IRS web site.

If you are eligible to use the IRS Data Retrieval Tool, we highly recommend using the tool for several reasons:

- It's the easiest way to provide your tax data.
- It's the best way of ensuring that your FAFSA has accurate tax information.
- You won't need to provide a copy of your or your parents' tax return transcripts to your college.
- Students or parents who are married and filed as married filing separately, are married and filed as head of household, filed an amended tax return, or filed a Puerto Rican or

foreign tax return are not eligible to use the IRS Data Retrieval Tool, and will need to enter their tax return information manually.

Additionally, students or parents who filed their tax returns electronically within the last three weeks, or through the mail within the last eight weeks, might need to either enter their tax return information manually or return at a later date to transfer their tax return information into the FAFSA, as their tax return information might not be available for transfer from the IRS.

If you are eligible to use the IRS Data Retrieval Tool, then click **Link To IRS** to transfer your tax return information from the IRS Web site into your FAFSA. (**Note:** If you previously transferred your tax return information from the IRS, or you indicate that you filed your tax return electronically within the last three weeks or through the mail within the last eight weeks, then the **Link To IRS** button displays once you click the “View option to link to the IRS” hyperlink.)

If you are ineligible or otherwise choose not to use the IRS Data Retrieval Tool to retrieve tax information, your college may require a copy of your IRS Tax Return Transcript (or your parents’ IRS Tax Return Transcript, if you are a dependent student).

Cal Grant deadline is March 2 and the priority processing deadline is May 16.

Once processed, the student will receive an Electronic Student Aid Report (eSAR) from the United States Department of Education, which must be reviewed for accuracy. If the student has indicated that they are planning to or thinking about attending one of the colleges in our district, the Financial Aid Office will also receive an electronic copy of the student’s record called an ISIR. Once the Financial Aid Office receives an ISIR for a student from the United States Department of Education, we will send a notification to the student’s college email address. This email will indicate which steps must be taken by the student to move their application through the review process and to receive student financial aid if qualified. Students who follow these steps and complete their financial aid files before May 16, are given priority for review and processing.

Students must complete a FAFSA for each year.

Methods and Frequency of Disbursements of Aid

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

All student aid and registration refunds are disbursed through a third party agency, Higher One. Students may chose check, direct deposit to an existing account, or open an account through Higher One at no cost to the student. Fees may be charged using a Higher One debit card.

Disbursements are made on a regular basis and are noted on the student’s financial aid online account and on the web site.

Website for Higher One: http://www.cccd.edu/students/financial-aid/Documents/Coast_FAQ_2013_lowres_custom.pdf

Website for Disbursement information: <http://www.cccd.edu/students/financial-aid/Pages/Disbursement-Dates.aspx>

Rights and Responsibilities of Aid

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

Website: <http://www.cccd.edu/students/financial-aid/Pages/students-rights-responsibilities.aspx>

The District will provide information to students regarding their rights and responsibilities as they relate to applying for and receiving student financial aid from the Coast Community College District. It is the intent of the District to provide consistent information regarding a student's rights and responsibilities as it relates to student financial aid.

Please note: Your student financial aid award is determined in accordance with the laws, regulations, and appropriations of the U.S. Congress, State of California, and the Coast Community College District, and is subject to adjustment or cancellation in the event of changes to these laws or your eligibility.

Your Rights

- You have the right to privacy. All records and information submitted with your application for student financial aid are confidential, and subject to legal requirements concerning disclosure of such information. If you wish to disclose this information to a third party, please contact your campus office for the appropriate Information Release Request. You have the right to request a reduction or cancellation of your student loan. Remember that a student loan is a debt that must be repaid; borrow only what you need.
- You have the right to know the interest rate of your loan, the total amount to be repaid (or not to be repaid), repayment procedures, when repayment begins, and the length of the repayment period.
- You have the right to know specific consumer information such as campus crime statistics and athletic information. This information can be found on the institution's web site.
- You have the right to know what student financial aid programs are available to you, including information on all federal, state and institution student financial aid programs.
- You have the right to know the application procedures and deadlines for each of the available programs.
- You have the right to know how student financial aid is distributed and the basis for these decisions.
- You have the right to know how and when student financial aid is disbursed.
- You have the right to know how your student financial aid eligibility was determined. This includes how costs for tuition and fees, room and board, books and supplies, travel, and personal and miscellaneous expenses were determined in your estimated cost of attendance. It also includes what resources were considered in the calculation of your financial aid eligibility (such as parental contribution and other student financial aid or personal assets).
- You have the right to know how the Coast Community College District determines whether you are making satisfactory academic progress, and the consequences of falling below the minimum standards..

Your Responsibilities

- You must regularly check your student email account for information from the Coast Community College District. If you are a dependent student, you must keep your parents or guardians informed of all student financial aid requirements and deadlines.
- You must complete all application forms accurately and submit them on time to the correct location.
- You must read and understand all forms you are asked to sign and keep a copy of each.
- You are also responsible for knowing the student financial aid reapplication deadlines.
- You must provide correct information at all times. Reporting false information is a violation of the law and may be considered a criminal offense. You must submit, by the deadline indicated, all additional documentation, verification, corrections and/or new information requested by either the Financial Aid Office or the agencies to which you submitted applications. Some examples include: federal tax returns, verification forms, loan entrance counseling, loan promissory notes, and loan exit counseling prior to leaving school.
- You must notify us in writing if the information reported on your student financial aid applications has changed.
- You must notify the following offices of address and name changes, enrollment status, and anticipated graduation date: Admissions Office, Financial Aid Office, Department of Education through the FAFSA application form or the servicing agency for your loans.
- You must notify us in writing if you receive any scholarships or other financial awards that do not appear on your award tab and/or award email. Some examples include scholarships, and veterans or rehabilitation benefits. You must accept responsibility for all agreements that you sign. After completing a Direct Loan Master Promissory Note, the Financial Aid Office will award the maximum loan for which you are eligible.
- You must contact the financial aid office at your campus if you do not want the full amount awarded.. You must perform the work agreed upon if you accept a Federal Work Study position and notify your employer if the amount of your award changes.
- You must know and comply with the refund procedures of the Coast Community College District. You must maintain Satisfactory Academic Progress according to established policies and standards of the Coast Community College District. You must notify the Financial Aid Office in writing if you are receiving student financial aid for attendance at another institution while attending a college that is a part of the Coast Community College District.
- If you are a recipient of a loan through the Federal Direct Loan Program, you must notify the servicer should any of the following occur before the loan is repaid:
 - You change your address and/or phone number
 - You graduate
 - You withdraw from school or are enrolled less than half time
 - You change your name (e.g., maiden to married name)
 - You transfer to another college.
- You must maintain satisfactory status on student loans. You may be required by your servicer to complete deferment forms for loans that were previously in repayment. Students who default on their student loans or owe refunds on federal grants are not eligible for any student financial aid until they have been completed a successful repayment plan with the Department of Education.

Scholarship Fraud

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43; College Scholarship Fraud Prevention Act of 2000

The College Scholarship Fraud Prevention Act of 2000 was passed to protect against fraud in student financial aid by establishing stricter sentencing guidelines for criminal financial aid fraud. According to the Federal Trade Commission, perpetrators of financial aid fraud often use the following lines to sell their scholarship services; students should avoid any scholarship service or website that requires a fee or has contacted you regarding a contest you've won in which you never entered; or "This scholarship is guaranteed or your money back."; or "You can't get this information anywhere else." Or "I just need your credit card or bank account number." If it sounds too good to be true, it normally is – take caution.

The U.S. Department of Education notes that there is no need to any student to pay for college preparation or financial aid advice. High school counselors, college financial aid administrators and the Federal Student Aid Information Center all provide help for free. Visit www.federalstudentaid.ed.gov/LSA for lists of fraud warning signs and free sources of aid information.

If you believe you've been the victim of scholarship fraud, wish to file a complaint, or want more information, call 1 (877) FTC-HELP or visit the [Federal Trade Commission website](#). Also, visit the [U.S. Department of Education Office of the Inspector General](#).

District Code of Conduct for Student Loans

Federal Cite: 34 CFR 668.41 (a) – (d); 34 CFR 668.42; 34 CFR 668.43

The District adheres to a code of conduct regarding relationships with providers of educational loans. The District does not participate or certify private loans but fully participates in the Federal Direct Loan Program.

3. Student Outcomes

Graduation and Retention Rates
Graduation and Retention Rates for Student Athletes
Employment for Graduates
Graduate and Professional Education for Graduates
Athletic Program and Financial Support Data

Graduation and Retention Rates

Federal Cite: 34 CFR 668.41(a) – (d); 34 CFR 668.45; 34 CFR 668.8 (b)(1)(ii)

The District Office of Institutional Research maintains up-to-date data on degrees conferred, enrollment reports, freshmen retention rates and race and ethnicity reports for annual degrees. Information is also included in the California Community College Chancellor's Office Data Mart – www.cccco.edu and on the Chancellor's website – scorecard. Data is updated annually.
Coastline Community College: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=831>

Golden West College: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=832>

Orange Coast College: <http://scorecard.cccco.edu/scorecardrates.aspx?CollegeID=833>
OCC

Atlas: http://orangeoastcollege.edu/about_occ/Institutional_Effectiveness/Pages/Reports.aspx

Students Right to Know:

Orange Coast

College: [http://www.orangeoastcollege.edu/about_occ/Institutional_Effectiveness/Pages/Student-Right-To-Know-\(Completion-Rates\).aspx](http://www.orangeoastcollege.edu/about_occ/Institutional_Effectiveness/Pages/Student-Right-To-Know-(Completion-Rates).aspx)

Equity in Athletics Disclosure Act and Academic Performance for Athletes

Federal Cite: 34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48; 34 CFR 668.41(g); 34 CFR 668.47

This information is provided to student-athletes, their parents, high school coaches, and guidance counselors when an athletically related student aid offer is made. The NCAA provides this information directly to high schools. For information, contact the Athletic Department at Golden West College and Orange Coast College. Coastline Community College does not have collegiate athletic teams.

Coastline Community College: Does not have athletic teams.

Golden West College: <http://www.gwathletics.com/landing/index>

Orange Coast College: Equity in Athletics Disclosure Act:

http://www.occpirateathletics.com/athletics/EADA_Report Student Athletes Academic Performance: http://www.occpirateathletics.com/athletics/GPA_Report

Employment for Graduates

Federal Cite: 34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48; 34 CFR 668.41(g); 34 CFR 668.47

Available information about job placement rates and the types of employment obtained by District graduates may be obtained from the District Office of Research, Planning & Institutional Effectiveness, 1370 Adams Ave., Costa Mesa, CA 92626. 714 438-4877.

Graduate and Professional Education for Graduates

Federal Cite: 34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48; 34 CFR 668.41(g); 34 CFR 668.47

The District colleges are two year public institutions and do not offer graduate and professional programs.

Gainful Employment:

Orange Coast College: In addition to the following link, Gainful Employment is listed separately under each program. <http://www.orangecoastcollege.edu/Gedt/Pages/default.aspx>

Athletic program Participation and Financial Support Data

Federal Cite: 34 CFR 668.41(a); 34 CFR 668.41(f); 34 CFR 668.45; 34 CFR 668.48; 34 CFR 668.41(g); 34 CFR 668.47; 34 CFR 41 (g)

As part of The Equity in Athletics Disclosure Act, information on annual participation rates and financing of men's and women's sports in intercollegiate athletic programs is available by request to students and the general public. For more information or to receive a copy of the report, contact the Athletic Department at Golden West College or Orange Coast College; Coastline Community College does not have collegiate athletics.

Reports may be found at this link for Golden West College and Orange Coast College; Coastline Community College does not have athletic teams.
<http://www.cccd.edu/students/financial-aid/Pages/Consumer-Information.aspx>

4. Health and Safety

Campus Safety and Security
Vaccination Policy
Drug and Alcohol Abuse

Campus Safety and Security

Federal Cite: 34CFR 668.41(a); 34 CFR 668.41(e); 34 CFR 668.46; 34 CFR Part 668 Subpart D, Appendix A

Each campus within the District prepares and publishes an Annual Security Report each year on Oct. 1. The report contains detailed information about campus safety including emergency services, safety tips, campus policies, state laws, and additional support services. Additionally, it contains information about confidential crime reporting, missing student notification protocol, and a summary of the Statement of Student Rights and Responsibilities. The report also includes three-year statistics of reported crime, including bias-motivated crimes, on all three campuses and adjoining properties in compliance with the Cleary Act. To receive a complete copy, visit the respective campus Security and Safety department. Additional safety and security information,

including crime alerts and daily crime incident logs, can be viewed at the respective campus safety office.

Coastline Community

College: <http://documents.coastline.edu/About%20CCC/Security/Coastline%20CC-2015%20Annual%20Security%20Report.pdf>

Golden West College: <http://www.goldenwestcollege.edu/publicsafety/>

Orange Coast College:

http://www.orangecoastcollege.edu/about_occ/parking_public_safety/Documents/Annual%20Security%20Report%2013-14.pdf

Reporting of Crimes and Crime Statistics:

<http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/General-Institution.aspx>

http://www.orangecoastcollege.edu/about_occ/parking_public_safety/Pages/Statistics.aspx

Vaccination Policy

Federal Cite: HEOA Section 488(a)(1)(E); amended HEA Section 485(a)(1) (20 U.S.C. 1092(a)(1); added HEA Section 485 (a)(1)(V)

The District has no vaccination policy. While the College, in general, does not require vaccination, some of the specific programs might require immunization and/or other medical examination and background checks.

Orange Coast

College: http://www.orangecoastcollege.edu/student_services/student_health/Pages/Medical-Care.aspx

Program Specific Information:

http://www.orangecoastcollege.edu/academics/divisions/consumer_health/allied_health/general_information/Pages/SAHP%20Student%20Manual.aspx

Drug and Alcohol Abuse Prevention

Federal Cite: 34 CFR 668 40; DCL GEN 08-12, pages 101-102; 34 CFR 86

Under the Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Act of 1989, the District is required to have an alcohol and other drug policy outlining prevention, education and intervention efforts and consequences for policy violations. The District is committed to providing a safe, healthy learning community for all its members. Visit the Student Health Center, Student Life Centers at your respective campus for more information. The District notifies all students and employees of Drug and Alcohol Abuse Prevention and services available. In addition, The District and respective colleges review the effectiveness of such services at least on a bi-annual basis.

Board Policy (BP) 3550: <http://www.cccd.edu/boardoftrustees/BoardPolicies/Pages/General-Institution.aspx>

District Website: <http://www.cccd.edu/students/financial-aid/Pages/Financial-Aid-and-Drug-Conviction-Information.aspx>

Employee Assistance Program

(EAP) <http://www.cccd.edu/employees/benefitsinformation/Pages/Employee%20Assistance%20Program.pdf>

Coastline Community College: Student Code of Conduct - Catalog (Pages 155-157) <http://www.coastline.edu/admissions/schedule-classes/>

Golden West College: <http://www.goldenwestcollege.edu/admissions/codeofconduct.html>

Orange Coast

College: http://www.orangecoastcollege.edu/student_life/deanofstudents/Pages/CCCD-Student-Code-of-Conduct.aspx

Resources for students:

http://www.orangecoastcollege.edu/student_services/student_health/Pages/Helpful-Hotlines.aspx

5. Compliance and Coast Community College District Policies

The District's Nondiscrimination Policy Statement
Resolving Complaints at the District
Compliance at the District

The District's Nondiscrimination Policy Statement

BP 3410 Nondiscrimination References: Education Code Sections 200, 210.2, 220, 66260.6, 66260.7, 66270, 66250 et seq., 72010 et seq., and 87100 et seq.; Government Code Sections 11135 et seq.; 12920, 12926, 12926.1, 12940 et seq.; Penal Code Sections 422.55 and 422.57; Military & Veterans Code Sections 389, and 395; Title 5 Sections 53000 et seq. and 59300 et seq.; Title IX of the Education Amendments of 1972 (20 U.S. Code. Sections 1681 et seq.; 29 Code. of Federal. Regulations. Part 1691); Title VI of the Civil Rights Act of 1964 (42 U.S. Code. Sections 2000d-1 et seq.; 34 Code. of Federal. Regulations. Part 100; 29 Code. of Federal. Regulations. Part 1691); Title VII of the Civil Rights Act of 1974 (42 U.S. Code. Sections 2000e et seq.); Genetic Information Nondiscrimination Act of 2008 (42 U.S. Code. Sections 2000ff et seq.; 29 Code. of Federal. Regulations. Part 1635); Section 504 of the Rehabilitation Act of 1973 (29 U.S. Code. Sections 794; §§ 34 Code. of Federal. Regulations. Part 104); Americans with Disabilities Act (42 U.S. Code. Sections 12101 et seq. and 12132 et seq.; 29 Code. of Federal. Regulations. Part 1630); Age Discrimination in Employment Act (42 U.S. Code. Sections 6101 et. seq.; 29 Code. of Federal. Regulations. Part 1625); Uniformed Services Employment and Reemployment Act (38 U.S. Code. §§ Sections 4303, 4311; 20 Code. of Federal. Regulations. Part 1002, Subpart B); California Code of Regulations: Title 2 Sections 7286 et seq.; and Accreditation Standard II.B.2.c

The Coast Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District does not discriminate unlawfully in providing educational or employment opportunities to any person

on the basis of race or ethnicity, gender, gender identity, gender expression, religion, age, national origin, sexual orientation, marital status, medical condition, pregnancy, physical or mental disability, military or veteran status, or genetic information or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The foregoing statement is to be incorporated into applicable District and College publications. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are unlawfully discriminatory on the basis of the protected status categories as cited above. When an employee has disclosed a disability as defined by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA), the District shall explore possibilities of reasonable accommodation prior to making any employment related decision, in accordance with applicable State and Federal laws. An accommodation is reasonable if it does not impose an undue hardship on the District. Undue hardship is defined as actions that are excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business. At the District's request, the employee will be responsible for providing medical documentation which describes the employee's physical limitations in order to assist managers in understanding the nature of the employee's functional limitations which require accommodation. The medical information that is provided by the employee will be used by the District for the sole purpose of evaluating the employee's reasonable accommodations. The District will protect the medical information that is provided by the employee in accordance with applicable State and Federal laws. The employee and manager/supervisor with the assistance of the college personnel office or the District's Human Resources Office will participate in a timely, good faith interactive discussion concerning the functional limitations, the ability to perform the essential functions of the job with or without accommodation, and to determine the possibility of an effective accommodation. Employees will be afforded the opportunity to have a representative present during the interactive discussion. Reasonable accommodation can include, but is not limited to, modifying job duties, changing the work shift, providing paid or unpaid leaves for medical care, accommodating schedules, modifying the work area, and providing mechanical or electronic aids, possibly subject to negotiation with the union if applicable. The Chancellor or designee is authorized to establish guidelines to ensure consistent application of the Board's Policy.

Renumbered from CCCD Policies 1201, 7813 (050-1-14, Spring 2011), and 7817 (050- 1-14, Spring 2011 Adopted: December 2, 2013

Resolving Complaints at the District

Service Complaint

The Coast Community College District (Coastline Community College, Golden West College, Orange Coast College) and its employees make every effort to serve students and non-students courteously and efficiently, including acting in accordance with district and college policies; and, state and federal laws. Individuals dissatisfied with a campus policy or the conduct of a college

employee can bring a complaint, a written or verbal notice of dissatisfaction, to the attention of the appropriate faculty, staff, or administrator at any time. If a problem is identified, applicable remedies will be put in place as soon as possible. Before filing a complaint, individuals should make every effort to resolve their dissatisfaction informally with the college personnel immediately involved. If addressing an issue informally does not lead to satisfactory resolution, the individual may register a complaint with the appropriate supervisor or administrator. If, after contacting the appropriate supervisor or administrator, you are not satisfied with the outcome you may contact that person's supervisor/administrator. Service complaints escalating to this level should be submitted in writing so that the appropriate administrator can investigate your complaint and respond.

CCCD SERVICE COMPLAINT FORM

Grade Grievance

Recognizing that trusting, positive relationships between students and instructors is vital to successful learning and teaching, the Grade Grievance procedure at the colleges is intended to provide all parties with due process in the event of a disagreement or misunderstanding regarding classroom policies or grades. The Grade Grievance process does not address personality, character, or styles of teaching; this process takes into account only the grading concern of the student to determine if the California Code of Education was violated. The final grade that is assigned to a student is the purview of the course instructor who teaches the course.

The California Code of Regulations (Title 5, Section 55025) states, “In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.” If you feel you have evidence that would support a grade grievance, please visit the following links for information:

Coastline Community

College: http://documents.coastline.edu/About%20CCC/Course%20Catalogs/Catalog_2015-2016.pdf

Golden West College: <http://www.goldenwestcollege.edu/catalog/>

Orange Coast College: http://www.orangecoastcollege.edu/student_services/Pages/Complaint-Process.aspx

Discrimination Complaints

The Coast Community College District does not discriminate unlawfully in providing educational or employment opportunities to any person on the basis of race, color, sex, gender

identity, gender expression, religion, age, national origin, ancestry, sexual orientation, marital status, medical condition, physical or mental disability, military or veteran status, or genetic information.

Since failure to report harassment and discrimination impedes the Coast Community College District's ability to stop the behavior, the District encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District encourages the filing of such complaints within 30 days of the alleged incident. The complaint shall be filed by one who alleges that he/she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his/her official capacity as a faculty member or administrator.

In any complaint not involving employment, the complaint shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period should be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

To file a complaint of unlawful discrimination, please submit an Unlawful Discrimination Complaint Form to the Coast Community College District at 1370 Adams Ave., Costa Mesa, CA 92626, Attn: Office of Human Resources.

Section 504/ADA Coordinator
Olivia Martinez
Supervisor, Disabled Students Programs and Services
Special Services Building
Phone: (714) 432-5042

Sexual Misconduct

Members of the Coast Community College community, guests and visitors have the right to be free from sexual harassment or sexual violence. All members of the District community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The District has zero tolerance for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated any sexual misconduct district policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. Sexual harassment is offensive, unwelcome sexual attention. It may be pressure for dates or sexual favors, suggestive gestures or remarks, touching, or even actual or attempted rape or assault. Sexual harassment is a form of sex discrimination which violates Title VII of the Federal Civil Rights Act of 1964 as amended; Title 9 of the Education Amendments of 1972; California state law; and the Coast Community College District Board policies.

If you are an Orange Coast College student and you feel you are being sexually harassed or that you have been a victim of sexual misconduct, you may submit a complaint online. You can also visit the Title IX-Sexual Misconduct page for more information. If you are a Coastline Community College student, guidance for reporting is at: <http://coastline.edu/sexual-misconduct-information-title-ix/#anchor>

If you are a District employee and you feel that you are being sexually harassed, please contact the Vice Chancellor of Human Resources at (714) 438-4707.

Veterans--GI Bill Feedback System

You may submit a complaint to the Veterans Administration (VA) if you believe that OCC is failing to follow the VA Principles of Excellence. Visit the VA Website for more information or to submit a complaint.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing a web form if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- If your complaint involves unlawful discrimination, to the Chancellor's Office website at <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>

For more information, please visit the California Community College State Chancellor's Office Complaint Form site at: <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

Online Students Living Outside California

If you are a student taking an online class and you live in a state other than California, you may file a complaint with your local state regulator. Visit the State Regulator Complaint Contact Info for a list of state regulators and their contact information.

Information on this Website is Subject to Change due to the nature of federal, state, and institutional guidelines affecting financial aid programs.