



## Academic Senate Agenda

**President:** Amber Gillis

**Secretary:** Nikki Williams

**Date:** November 1, 2018

**Time:** 1:00-2:30pm

**Location:** Boardroom

### Vision

Compton College will be the leading institution of student learning and success in higher education.

### Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

### Accreditation Standards

This division meeting aligns to the following:

1.B.1. The institution demonstrates a sustained, substantive and collegial dialog about student outcomes, student equity, academic quality, institutional effectiveness, and continuous improvement of student learning and achievement.

2.A.16. The institution regularly evaluates and improves the quality and currency of all instructional programs offered in the name of the institution, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, regardless of delivery mode or location. The institution systematically strives to improve programs and courses to enhance learning outcomes and achievement for students.

### Attendees

\_\_\_ E. French Preston

\_\_\_ H. Estrada

\_\_\_ S. Thomas

\_\_\_ J. Evans

\_\_\_ H. Pham

\_\_\_ D. McPatchell

\_\_\_ A. Gillis

\_\_\_ J. Villalobos

\_\_\_ R. Ekimyan

\_\_\_ J. Mills

\_\_\_ K. Schwitkis

\_\_\_ A. Cortez-Perez

\_\_\_ M. Khan

\_\_\_ R. Sidhu

\_\_\_ M. Moldoveanu

\_\_\_ B. Kooiman

\_\_\_ A. Valdry

\_\_\_ S. Atkinson-Alston

\_\_\_ V. Haynes

\_\_\_ M. Roemun

\_\_\_ P. Richardson

\_\_\_ H. Schumacher

\_\_\_ N. Williams

\_\_\_ P. Flor

## **Agenda Items**

- I. CALL TO ORDER (1:00)**
- II. APPROVAL OF AGENDA (1:00)**
- III. APPROVAL OF MINUTES (1:00-1:05)**  
October 18, 2018 Minutes
- IV. SPECIAL GUEST VISIT - Q&A Session (1:05-1:35)**  
**California Community Colleges Chancellor Eloy Ortiz Oakley**
- V. ACTION ITEMS-UNFINISHED BUSINESS (1:35-1:45)**
  - 1. 2018-2019 Academic Senate Goals – Final Reading and Vote
  - 2. BP5010 – Admissions and Concurrent Enrollment – Third Reading and Vote
  - 3. BP5052 – Open Enrollment – Second Reading and Vote
  - 4. BP5055 – Enrollment Priorities – Second Reading and Vote
  - 5. BP5410 – Associated Student Body Elections – Second Reading and Vote
  - 6. BP5420 – Associated Student Body Finance – Second Reading and Vote
  - 7. BP5500 – Standards of Student Conduct – Second Reading and Possible Vote
  - 8. Faculty Event Planning Checklist
- VI. NEW BUSINESS (1:45-2:00)**
  - 1. Revised Curriculum Handbook – Roza Ekyiman
- VII. INFORMATION-DISCUSSION ITEMS (2:00-2:15)**
  - 1. AR5011 – Admission and Concurrent Enrollment of HS and Other Young Students
  - 2. AR5070 – Attendance
  - 3. AR5075 – Course Adds and Drops
  - 4. AR5520 – Student Discipline Procedures
  - 5. AR5530 – Student Rights and Grievances
  - 6. AR5610 – Voter Registration
  - 7. Honors Contracts and Program Status Inquiry
- VIII. Reports/Events/Meetings/Announcements (2:15-2:30)**
  - 1. Academic Senate President – Amber Gillis
  - 2. Academic Senate Vice President – Jesse Mills
  - 3. Vice President Academic Affairs – Stephanie Atkinson-Alston
  - 4. Academic Senate Fall Plenary – November 1-3, 2018 (Irvine)
  - 5. Compton College Planning Summit – November 2, 2018 9am-1pm
  - 6. FACCC Part-Time Symposium – November 3, 2018 10am-2pm (Student Lounge)
  - 7. Curriculum Daze – November 9, 2018 9-12pm (Staff Lounge)
  - 8. Taste of Thanksgiving – Thursday, November 13, 2018 12-2pm
  - 9. Holiday Celebration – Christine Aldrich still looking for faculty volunteers
- IX. FUTURE AGENDA ITEMS**
  - 1. Academic Senate Mace
  - 2. Diversifying Faculty Representation on Campus-Wide Committees
  - 3. Revisions to BPs and ARs for both Advanced Placement and Credit by Examination
- X. ADJOURNMENT**

**The Next Scheduled Meeting: November 15, 2018  
1:00pm / Boardroom**



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 2520 Academic Senate**

**Issued: May 19, 2015**

Reference:

Education Code Section 70902(b)(7);  
Title 5, Sections 53200 et seq  
Accreditation Standard IV.A  
Board Policy 2510 Participation in Local Decision Making

The Academic Senate is organized under the provisions of the California Code of Regulations, Title 5, shall represent the faculty and make recommendations to the administration and to the Board with respect to academic and professional matters, so long as the exercise of such functions does not conflict with the lawful collective bargaining agreement.

The Board or its designee will consult collegially with the Academic Senate when adopting policies and procedures. The Board will rely primarily on faculty expertise on academic and professional matters as defined by Sub-Chapter 2, Section 53200, et seq., California Administrative Code, Title 5, and as listed below:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards and policies regarding student preparation and success;
6. District and College governance structures as related to faculty roles;
7. Faculty roles and involvement in accreditation process, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

The Academic Senates' organization, membership functions and committee structure shall be developed by the Academic Senate.

**CCC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Thursday)

**FALL 2018**

<del>August 30</del>	Board Room
<del>September 6</del>	Board Room
<del>September 20</del>	Board Room
<del>October 4</del>	Board Room
<del>October 18</del>	Board Room
November 1	Board Room
November 15*	Board Room
December 6	Board Room

**SPRING 2019**

February 21	Board Room
March 7	Board Room
March 21	Board Room
April 4	Board Room
April 18	Board Room
May 2	Board Room
May 16	Board Room
June 6	Board Room

\*Adjusted for the holiday

**ECC ACADEMIC SENATE MEETING DATES AND LOCATIONS** (1<sup>st</sup> & 3<sup>rd</sup> Tuesdays)

**FALL 2018**

<del>September 4</del>	Dist. Ed. room 166
<del>September 18</del>	Dist. Ed. room 166
<del>October 2</del>	Dist. Ed. room 166
<del>October 16</del>	Dist. Ed. room 166
November 6	Dist. Ed. room 166
November 20	Dist. Ed. room 166
December 4	Dist. Ed. Room 166
December 11 (Tentative)	Dist. Ed. room 166

**SPRING 2019**

February 19	Dist. Ed. room 166
March 5	Dist. Ed. room 166
March 19	Dist. Ed. room 166
April 2	Dist. Ed. room 166
April 16	Dist. Ed. room 166
May 7	Dist. Ed. room 166
May 21	Dist. Ed. Room 166
June 4 (Tentative)	Dist. Ed. room 166

Compton Faculty are encouraged to attend the ECC Academic Senate meetings when possible.

**Per the Brown Act all votes must be recorded by name. Only No's and Abstentions will be recorded by name in the minutes. If you were signed in to the meeting and did not vote No/Abstain, your vote will be assumed to be a Yes.**



## CCCD Academic Senate Roster

2018-2019 (19 members)

### Officers:

President/ <i>Chairperson</i>	Amber Gillis (18-21)
Past President/ <i>Past Chairperson</i>	Paul M. Flor (18-19)
President-Elect/ <i>Chairperson-Elect</i>	
Vice President/ <i>Vice Chairperson</i>	Jesse Mills (18-19)
Secretary/ <i>Secretary</i>	Nikki Williams (18-19)
Curriculum/ <i>Curriculum Representative</i>	Roza Ekyiman (18-19)
<i>Adjunct Representative</i>	Mahbub Khan (18-19)
Board Representative	Jerome Evans (18-19)

### Members:

#### **Career and Technical Education (2)**

Brent Kooiman (19-20)  
Pamela Richardson (20-21)

#### **Health and Human Services (2)**

Shirley Thomas (18-19)  
Hoa Pham (19-20)

#### **Humanities (2)**

Minodora Moldoveanu (20-21)  
Nikki Williams (19-20) *Secretary/Secretary*

#### **Social Sciences and Fine Arts (2)**

Jesse Mills (20-21)  
Harvey Estrada (19-20)

#### **Mathematics (2)**

Malinni Roeun (19-20)  
Jose Villalobos (18-19)

#### **Science (2)**

Kent Schwitkis (18-19)  
Rajinder Sidhu (19-20)

#### **Library and Learning Resource Unit (1)**

Andree Valdry (20-21)

#### **Counseling (2)**

Holly Schumacher (20-21)  
Vanessa Haynes (18-19)  
Paul M. Flor, *Past President/Past Chairperson*

#### **At-Large (2)**

Jerome Evans (20-21)  
Amber Gillis (18-19)

#### **Adjunct Representatives (2)**

Mahbub Khan (18-19), *Adjunct Representative*  
(20-21)



## ACADEMIC SENATE MINUTES

Thursday, October 18<sup>th</sup>, 2018 1:00 p.m. Board Room

### Attendance

#### Senators

Harvey Estrada  
Jerome Evans  
Paul Flor  
Amber Gillis  
Hoa Pham  
Vanessa Haynes  
Mahbub Khan  
Roza Ekimyan  
Minodora Moldoveanu  
Kent Schwitkis  
Holly Schumacher  
Rajinder Sidhu  
Pamela Richardson  
Andree Valdry  
Nikki Williams  
Abiodun Osanyinpeju  
Jose Villalobos

#### Visitors

Essie French Preston  
Judy Crozier

- I. **CALL TO ORDER** – Amber Gillis 1:10 p.m.
- II. **APPROVAL OF AGENDA** – Evans/Schwitkis - Approved
- III. **APPROVAL OF MINUTES** – Schwitkis/Evans- Approved

#### IV. **REPORTS**

**President's Report**- Amber Gillis reporting.

- Academic Senate Area C Meeting was pretty well attended. There were about 50 people in attendance and they were happy to be here. There were several resolutions, one in particular about a vote of no confidence on Chancellor Oakley was of importance. This resolution looks like it will be pulled until they have greater support and they are working on revising it. R. Ekimyan stated that there are already some campuses that have done a vote of no confidence and she wondered if this is the same one that is coming down the pipeline. Chancellor Oakley will be at our next Academic Senate meeting on November 1<sup>st</sup>. He will get a 30 minute window for Q and A. We should identify a set of questions that we would like to ask him. Take this back to your

constituents and ask if there are any questions that want to ask. N. Williams asked if there are any questions that are off limits. Oakley is the one that asked for the open forum to ask questions, so it seems that he is willing to answer all types of questions. There is an open forum in the Little Theater at 3:45pm that everyone is encouraged to attend. Let's try to keep the questions in Senate to 10+1 questions. There were some food snafus at the Area C Meeting. There have been some complaints about the food service area and this is a common occurrence across campus and we will begin compiling complaints to bring to K. Curry. J. Crozier stated that this is also a concern for students through Tartar Support with the high price of food and it being out of student's grasp.

- A. Gillis serves on the Core Planning Workgroup- Lauren Sosenco is looking for 20-25 faculty members to give feedback on Friday, November 2 and Gillis will send this invitation out to the faculty body.
- Saturday November 3<sup>rd</sup>, FACCC is meeting here at Compton. C. Halligan will be here at the next meeting to give us more information on this.
- Author Jimmy Santiago Baca was very upset at Compton College for the amount of paperwork he had to complete to be able to present. He almost didn't come because of this. Administrative Procedure 6341-C is convoluted so we should set up a more clear process so that we do not have frustration from visitors that are getting honorariums. J. Villalobos stated that this is something that has been happening for years and asked when it is actually going to change. A. Gillis stated that changes are happening and referred to the new Compton College Event Planning Checklist. J. Crozier stated Baca was not paid immediately and this is especially concerning since he lowered his rate from \$20,000 to \$2,000.
- A. Gillis stated that she has tenure reception concerns. Academic Senate hosts the event. This is something that was the brainchild of P. Flor. Just to make it clear, this is not something that is put on by the administration. We need to make it clear that that this is hosted by academic senate when we are RSVPing. R. Ekimyan stated that she was in attendance and there was literally only 10 people. Faculty need to support each other. There was an idea of surveying the faculty receiving tenure to see when would be the most convenient date to host the event next year. We need to make sure that we are planning in advance. N. Williams brought up the idea that D. Juarez had about having a tenure day with several small events taking place throughout the day, culminating in the dinner.
- LGBTQ Workgroup is in need of one faculty co-chair with Connie Morales. We are looking at planning and making sure that we are serving all students on campus.
- We may need to make some changes to the AP Credit and Credit by Examination. There are some changes that need to be made to the language. We need to make these changes sooner rather than later since this goes into the college catalog.

**Vice President- Jesse Mills**

- No report

## **Board Representative – Jerome Evans reporting**

- Consultative Council- J. Evans distributed the agenda so that we know what is going on at the meeting and who is in attendance. This helps give us a breakdown of how the campus is represented. Also attached was the report given by Linda Owens which was a project update.
- Latino Book Fair was a success and he thanked everyone for their support.

## **Academic Affairs- Dr. Peju reporting for Dr. A**

- Curriculum Daze will be happening on November 9, 2018.
- Faculty Hiring Prioritization Committee- We need members. There are two or three members needed for November 9<sup>th</sup> – J. Philips asked about the new hire needs for Distance Education and discussion followed about where that hiring comes from which is not faculty related.
- AP/Credit by Exam- We need this as soon as possible.

## **Honors Program- Essie French-Preston reporting.**

- Congratulated and applauded faculty for the work that they have done with the honors program. In the spring 2019 we want to offer honors designated classes. She is meeting with the Division Deans to discuss which classes will be offered. The division will determine which classes will have honors designation. This decision to have a full honors program was made in response to looking at data of students who graduate with a GPA of 3.0 or more on 12 units and there are more than 1,700 students. The purpose of having entire classes with honors designation is to make sure that students get certified as part of the honors program and TAP transfer which offers some perks for students transferring into the UC system. Discussion and questions followed about how to do this and how the

## **Accreditation: Amber Gillis reporting.**

- No report

## **V. ACTION ITEMS-UNFINISHED BUSINESS**

- Academic Senate Goals- A. Gillis went through the goals and issues were discussed. Brought up changing the time of Senate from 12:30-2:00pm.
- Senate is supposed to be responsible for Flex day. Senate wants to help professional development and we need to know how we can help you. We will be voting on the goals next time. If you have any changes please let A. Gillis know by the next meeting.
- BP 5010- We have not taken a vote on this. The question that has come from administration is about letter A. Limitation of K-12 Concurrent Enrollment by Grade Level- change grades 11 or 12 to 9 to 12. The process for those students is something that will come up in the Administrative Procedure.

## **VI. NEW BUSINESS**

## **VII. Information- Discussion Items**

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## **VIII. Events/Meetings**

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**MOTION TO ADJOURN** – Approved – 2:27 p.m.

Compton College Academic Senate  
Tentative Goals 2018-2019  
Revised October 18, 2018

1. Establish a diverse representation on all campus committees.
2. Support the implementation of *AB705: Seymour-Campbell Student Success Act of 2012* for math and English.
3. Establish an orientation for Academic Senate senators.
4. Increase communication between Senators and their constituents.
5. Increase faculty attendance and involvement at Academic Senate and committee meetings.
6. Assist in and support the growth of faculty professional development activities on campus.
7. Support and assist in the structure and implementation of *AB288: Public schools: College and Career Access Pathways* Partnership Agreements with local high schools.
8. Increase transparency and communication between faculty and administration.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**BP 5010 Admissions and Concurrent Enrollment**

**Issued: September 11, 2018**  
**Revised:**

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**Reference:**

**Education Code Section 76000, 76001, 76002, 48800, 48800.5, Labor Code Section 3077**

It is the policy of the El Camino Community College District that the College shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

**I. General Admission**

Any person over the age of 18 or possessing a high school diploma, or who has passed the California High School Proficiency Test, or has a GED, or has a Certificate of Completion from a High School or other nation shall be admitted.

**II. K-12 Concurrent Enrollment (Also refer to AR 5011)**

**A. Limitation of K-12 Concurrent Enrollment by Grade Level**

- a. Any student whose class level is equal to grades 11 or 12 is eligible to attend as a special part-time or full-time student for advanced scholastic or vocational courses provided they are not prohibited to attend by federal or state law.

**B. Admission of K-10 Students**

- a. A student in K-10 may be admitted for attendance under very limited circumstances as identified by the District.

**C. Admissions Procedures**

- a. The President/Chief Executive Officer shall establish procedures regarding ability to benefit and admission of high school and younger students.

**D. Denial of Special Full-time or Part-time Enrollment**

- a. The denial of special full-time or part-time enrollment and the appeal process shall be identified in the District's procedures.

**III. Claims for State Apportionment for Enrollment of Special Admission Students**

- A. Claims for state apportionment submitted by the District based on enrollment of high school students, shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5052 Open Enrollment**

**Issued: September 11, 2018  
Revised:**

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**Reference:**

**Title 5 Section 51006**

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in the statute or regulation.

The President/Chief Executive Officer shall assure that this policy is published in the catalogs and schedules of classes.





**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5055 Enrollment Priorities**

**Issued: September 11, 2018  
Revised:**

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**Reference:**

**Title 5 Sections 51006, 58106, 58108**

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

The President/Chief Executive Officer is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5410 Associated Student Elections**

**Issued: September 11, 2018  
Revised:**

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**Reference:**

**Education Code Section 76061; Compton College Associated Student Body Constitution**

The Associated Student Body (ASB) shall conduct annual elections to elect officers. The President shall assure that the elections are conducted in accordance with procedures established by the Associated Student Body and Student Development Office.

Any student elected as an officer in the Associated Student Body shall meet all of the following requirements:

1. The student shall be enrolled in a minimum of six (6) semester units at the College at the time of election and throughout his/her term of office with the exception of winter/summer sessions.
2. The student shall maintain a minimum cumulative and minimum semester grade point average (GPA) of 2.0 each term at the College at the time of election and throughout his/her term of office.
3. Any other requirements established by the Associated Student Body Constitution.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5420 Associated Student Body Finance**

**Issued: September 11, 2018**

**Revised:**

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**Reference:**

**Education Code Section 76063-76065; Compton College Associated Student Body Constitution**

The Associated Student Body (ASB) funds shall be deposited and disbursed by the President or designee.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

The funds shall be expended according to procedures established by the Associated Student Body, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

1. The President or designee;
2. The officer or employee of the College who is designated adviser of the Associated Student Body; and
3. A representative of the Associated Student Body.

The funds of the Associated Student Body shall be subject to an annual audit.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5500 Standards of Student Conduct**

**Issued: September 11, 2018  
Revised:**

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**Reference:**

**Education Code Sections 66300 and 66301; Accreditation Standards I.C.8 and 10**

The President/Chief Executive Officer shall establish procedures for disciplining students in accordance with the requirements for due process of the federal and state laws and regulations.

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

The Board shall consider any recommendation from the President/Chief Executive Officer for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

Compton College is dedicated to maintaining an optimal learning environment and insists upon academic honesty and adherence to standards of student conduct. To uphold the academic integrity, all members of the academic community shall assume responsibility for providing an educational environment of the highest standard characterized by academic honesty. It is the responsibility of all members of the academic community to encourage learning, promote honesty, and act with fairness. Student conduct at Compton College must conform to federal and state laws and District policies and procedures. Compton College personnel are dedicated to maintaining a positive learning environment. Optimal standards of conduct are essential to the maintenance of a quality college environment.

Compton College will develop and maintain Standards of Student Conduct. The procedures shall be made widely available to student through the College catalog, and other means including electronic communications.

See Administrative Procedure 5500 Standards of Student Conduct.

# Compton College Event Planning Checklist

- Create Planning Committee**
- Decide event purpose/theme**
- Select date and time (submit request to Stella Luna to reserve space)**
- Submit Event Participation Request if President/CEO Curry is invited:**  
[http://www.compton.edu/adminandoperations/presidentceo/docs/event-participation-request-form\\_Compton-College.pdf](http://www.compton.edu/adminandoperations/presidentceo/docs/event-participation-request-form_Compton-College.pdf)
- Create budget**
  - Get cost estimates from vendors
  - Enter requisition and gain approval from your budget manager
  - Request a copy of Purchase Order (PO #) from Business Office to give vendor **BEFORE** placing order
  - If your event requires vendor pre-payment, complete the Request for Pre-payment form
  - Submit final invoice of received goods to Purchasing in the Business Office after event
- Complete Application/Permit for Use of Facility Agreement**
  - You must include event layout/diagram with facility agreement for set-up
  - 3-4 days before event contact Reuben James & Stella Luna ([sluna@compton.edu](mailto:sluna@compton.edu)) to complete a walk-thru
- Advertise event**
  - Create or update flyer and include event location and link to campus map
    - Is the event open to the public? Compton College students only? Or by invitation only?
    - Do guests need to RSVP? If so, how? Online, in-person...
    - Is parking free or do guests need to purchase \$3 parking permit?
  - Submit flyer for approval from Heather Parnock [hparnock@compton.edu](mailto:hparnock@compton.edu) x2968 at least TWO weeks in advance
  - Only advertise flyer once it has been approved
  - Submit event to Online Calendar of Events: <http://www.compton.edu/events/>
  - For signage throughout campus contact Reuben James, [rjames@compton.edu](mailto:rjames@compton.edu), x2110
  - Email Lt. Box, [rbox@compton.edu](mailto:rbox@compton.edu) for parking passes and lot reservation for larger events
- Complete Food Concession approval form**
- To hire speakers, presenters or entertainers:**
  - Notify your manager or VP to gain approval

- Once approved, have presenter complete the Personal Service Agreement (for non-employees, shall not exceed \$15,000); otherwise complete a Consulting Service Agreement (above \$15,000)
- Create Requisition
- Complete Board Agenda Request/Information Sheet with PSA/Consultant Contract (3 copies)
- Have Non-Employee Vendor complete the following documents (return to Budget Manager)
  - 590 Form
  - Independent Contractor or Employee District Checklist and Guidelines form
  - W-9 form
  - Affirmative Action Form
  - Sign PSA or Consulting Service Agreement

**Request A/V Support if needed**

**Day of event**

- Check Venue Set-up
- Have your sign-in sheets ready
- Provide vendor with payment if pre-payment form was submitted
- Evaluation Form



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**AR 5011 Admission and Concurrent Enrollment of High School and Other Young Students**

**Issued: September 11, 2018**

**Revised:**

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**References:** Education Code Sections 11300, 48800, 48800.5, 48802, 49011, 66010.4, 76001, 76002, 76004, 76060.5, 76140, 76223, 76300, 76350, 78401, 87010, 87011, and 79121

**Eligibility for Admissions**

The District authorizes the admission of K-12 students who can benefit from advanced scholastic or vocational work to take credit courses as special part-time students or special full-time students. The District may also admit K-12 students to take noncredit and community education classes. The limitations described in this policy only apply to the admission of K-12 students to take credit courses. The Vice President of Academic Affairs in consultation with the appropriate dean shall establish procedures for concurrent enrollment in noncredit and continuing education courses.

All courses will be taken for college credit. The student's K-12 school of attendance maintains the right to grant course credit for courses taken at Compton College.

Courses in which high school and other young students are permitted to enroll will be open to the entire college population, unless a legal exemption applies, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

**Admission of 11<sup>th</sup> and 12<sup>th</sup> Grade Students**

To be considered for admission as a special part-time student, the student must meet the eligibility standards set forth in Education Code Sections 48800 and 76001. To be considered for admission as a special full-time student, the student must meet the eligibility standards set forth in Education Code Section 48800.05. The Vice President of Academic Affairs shall establish procedures for the admission of special part-time and special full-time students. Special part-time students may be enrolled in up to 11 units per semester or 5 units per session. Special full-time students may be enrolled in 12 units or more per session.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction. The student's parent/guardian must grant permission for the student to enroll at Compton College. The parent/guardian must also acknowledge that the student will be expected to comply with all District policies and procedures.

**Limitations on Enrollment of 11<sup>th</sup> and 12<sup>th</sup> Graders**

- Students may not enroll full-time unless given special permission by the Vice President of Academic Affairs or designee.
- Students who withdraw from a course and/or have not made satisfactory progress in a course must meet with a counselor to enroll in subsequent terms.

- Students will not receive priority registration status.
- Students will be charged applicable fees in accordance with BP 5030 Fees.
- Students who are given permission to enroll full-time (12 units or more in a session) will be assessed the enrollment fee.

### **Admission of K-10 Grade Students**

To be considered for admission as a special part-time student, the student must meet the eligibility standards set forth in Education Code Sections 48800 and 76001. The District may admit highly gifted elementary and secondary students as a special part-time student based on the criteria established herein. Admission is subject to seat availability.

The student must be recommended by his/her school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

The student's parent/guardian must grant permission for the student to enroll at Compton College. The parent/guardian must also acknowledge that the student will be expected to comply with all District policies and procedures.

The Vice President of Academic Affairs shall establish procedures to determine whether a student is academically prepared to benefit from advanced scholastic or vocational work.

### **Limitations on Enrollment of K-10 Grade Students**

- Students will be allowed to enroll in a single course each semester or session unless given special permission by the Vice President of Academic Affairs or designee.
- Students who withdraw from a course and/or have not made satisfactory progress in a course must receive approval from a counselor to be allowed to enroll in subsequent terms.
- Students will not receive priority registration.
- Students will be charged applicable fees in accordance with BP 5030 Fees.

**Admission of Students into College and Career Access Pathways (CCAP)** Notwithstanding the process for admission of K-12 students by grade level described above, the District shall admit students into established CCAP programs who are recommended by the CCAP School District partner in accordance with the laws and regulations governing CCAP partnerships.

### **Procedures for Reviewing K-12 Student Admission**

The Vice President of Academic Affairs or designee will determine if a student has the ability and sufficient preparation to benefit from instruction and whether the student's safety and that of other students will not be affected by their enrollment. The decision of the Vice President of Academic

Affairs or designee shall be final. Once a decision has been made, the student and his/her parent or guardian shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consideration of the welfare and safety of the student and other students;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the student;
- requirements for supervision of the student; and/or
- location and/or meeting times of the class(es).



### **Denial of Requests for Admission**

If the District denies a request for special part-time or special full-time enrollment for a student who is identified as highly gifted, the District shall record and issue to the student its findings and the reason for denying the request in writing within 60 days.

### **Apportionment**

The attendance of a student at a community college as a special part-time or special full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Claims for state apportionment for K-12 students must meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  - The college catalog
  - The regular schedule of classes
  - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the District's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or special full-time students.

### **College and Career Access Pathways (CCAP)**

The governing board had adopted all the legal requirements of Education Code Section 76004 in order to participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal of CCAP partnerships is to develop seamless pathways from high school to community college career technical education or preparation for transfer, improve high school graduation rates, and/or help high school pupils achieve college and career readiness.

The District may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership, and shall:

- outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses.

- establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.
- identify a point of contact for the participating community college district and school district partner.
- certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Education Code Section 87010, or any controlled substance offense as defined in Education Code Section 87011.
- certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- include a certification by the participating community college district of all of the following:
  - A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus;
  - A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership; and
  - Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.
- certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.
- specify both of the following:
  - Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education; and
  - Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college- level work upon graduation.

A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils or any other course opportunities that do not assist in the attainment of at least one of the following goals:

- developing seamless pathways from high school to community college for career technical education or preparation for transfer;
- improving high school graduation rates; or
- helping high school pupils achieve college and career readiness.

The District will not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established,

between those community college districts authorizing that CCAP partnership.

A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code Section 49011.

The District may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Education Code Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

The District may limit enrollment in a community college course to eligible high school students solely, if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

The District may allow a special part-time student participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- The units constitute no more than four community college courses per term;
- The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article; and
- The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

The governing board of the District exempts special part-time students from the following fee requirements:

- Student representation fee (Education Code Section 76060.5)
- Nonresident tuition fee and corresponding permissible capital outlay fee and/or processing fee (Education Code Section 76140)
- Transcript fees (Education Code Section 76223)
- Course enrollment fees (Education Code Section 76300)
- Apprenticeship course fees (Education Code Section 76350)
- Child development center fees (Education Code Section 79121)

The District shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

For each CCAP partnership agreement entered into pursuant to this section, the District shall report annually to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance following information:

- The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- The total number of full-time equivalent students generated by CCAP partnership community college district participants.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**AR 5070 Attendance Accounting**

**Issued: September 11, 2018**  
**Revised:**

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**References: Title 5 Sections 55000 et seq; 5800 et seq.; 59112; 59118; and 59020 et seq.**  
**Education Code section 84040**  
**State Chancellor's Office Student Attendance Accounting Manual**

Pursuant to California Education Code section 84040, Title 5 section 58000 et seq., the Department of Finance, the Auditor General, and the California Community College Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the District.

Attendance accounting requirements include the following:

1. Computation of units of full time equivalent student (FTES) based on the type of course, the way the course is scheduled, and the length of the course
2. Selection of a single primary term length for credit courses.
3. Reporting of FTES during the "first period" (between July 1 and December 31), "second period" (between July 1 and April 15), and an "annual" report (between July 1 and June 30).
4. Compliance with census procedures prescribed by the California Community College Chancellor's Office for all courses, including work experience, independent study, and credit courses being reported on an actual attendance basis.
5. Preparation of census day procedure tabulations.
6. Preparation of actual student contact hours of attendance (commonly referred to as positive attendance) procedure tabulations.
7. Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations.
8. Preparation of support documentation regarding all course enrollment, attendance, and disenrollment information.
9. Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he or she served.
10. Maintenance of the college and center in the District for at least 175 days during the fiscal year.

**Student Enrollment, Attendance, Withdrawal, and Drop**

To document and verify information submitted to the State Chancellor's Office, the Admissions and Records Office shall process and maintain records of student registration, class enrollment, attendance, withdrawals, drops, and grades. Documents and records that support apportionment claims shall be maintained by the Office of the Vice President/Chief Executive Officer, Academic Affairs, the Admissions and Records Office and the Office of Information Technology. At the end of each semester instructors shall submit attendance rosters to the Admissions and Records Office.

1. *Attendance Roster* - Instructors shall maintain accurate attendance rosters and it is the responsibility of the instructor to verify their roster online to ensure accuracy in enrollment. After census day, only students who are enrolled in the course or have completed the proper auditing procedure may attend. The Admissions and Records Office shall distribute, collect, and input attendance rosters for courses coded as positive attendance.
2. *Waiting List* – If instructors choose to add students on the first day of class, instructors must add students in the order in which they appear on the waiting list before they add any students who do not appear on the waiting list. After the first day, instructors may add students at their discretion.
3. *Student Adds* – If space is available, students who have completed the college application may add a class by securing permission of the instructor and an add code. It is the responsibility of the student to fulfill all requirements to add a course and to add the course online by the add deadline in accordance with college procedures. Adds will not be processed beyond the add deadline, except for documented extenuating and mitigating circumstances.
4. *Reinstatements* - Instructors may reinstate students who were previously enrolled and dropped, but continue to attend.
5. *No Show Reports* - Students who enroll in a class but do not attend the first scheduled class meeting may be dropped from the roster and their places given to waiting list students. If illness or emergency prevents a student from attending the first class session, the student must contact the instructor. Instructors must submit the No Show Report online by the deadline. The No Show Report may not be processed prior to the start of the class section and it may be filed only once. If an instructor failed to drop a student who did not show in the No Show Report, the instructor must drop the student on the Active Enrollment report.
6. *Active Enrollment Report* - The Active Enrollment Report is an audit document that is used for determining federal and state funding. It must reflect the enrollment of the class as of census. In preparation for submitting the report, Instructors must review their rosters to verify that students who were given permission to add appear on the roster. Students who failed to officially enroll are asked to leave the class. In the Active Enrollment Report, Instructors drop students who are no longer participating in the course as of the last date of attendance.

*Withdrawal by Instructor* - After the Active Enrollment Report deadline, Instructors may use the active enrollment link online to drop a student anytime during the term up until the deadline to drop with a W. Instructors may withdraw students whose absences exceed 10% of the scheduled class meeting. A student may also be withdrawn as a result of disciplinary action taken pursuant to law or to the student code of conduct.

7. *Withdrawal by Student* - The Admissions and Records Office and the Office of Information Technology shall provide students with the ability to withdraw prior to the deadline to withdraw with a W and the Admissions and Records Office shall have a process for students to petition to withdraw after the deadline for documented extenuating circumstances. It is the responsibility of the student to officially drop a class by the deadline date. If a student fails to drop by the deadline, the student may be subject to a substandard grade or a withdrawal “W” and incur all relevant fees.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**AR 5075 Course Adds and Drops**

**Issued: September 11, 2018**  
**Revised:**

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**Reference:**

**Title 5 Sections 55024 and 58004**

**Deadline Dates**

The Admissions and Records Office will publish on the Compton College website the deadline dates to add, drop without record, receive a refund, withdraw with a “W”, and census date for each class.

**Adding Courses**

Students may add classes until the last day to add for each class. If the class is closed because the enrollment maximum is reached, the instructor or another college official may give students add codes to register for the class. Add codes issued by the instructor of record or another college official, may only be used by the student to whom they were given. Students may not sell or give add codes to other students.

**A student is not registered for a class if their name does not appear on the official class roster. Student on a waiting list are not officially registered in the class.**

After the last day to add a class, the class may only be added by formal petition from the student to Admissions and Records Office.

**Withdrawals**

- No notation shall appear on the student’s record for drops during the first 20% of the class.
- Students will receive a “W” withdrawal for drops between the 20% and 60% of the class.
- Drops after 60% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F, FW, P, NP) must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping courses. Before the day each class, the instructor of record shall clear the class roster of inactive students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

See Administrative Regulations 4223 Withdrawal from Courses, and Administrative Regulations 4225 Course Repetition.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**AR 5520 Student Discipline Procedures**

**Issued: September 11, 2018  
Revised:**

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**References: Education Code Sections 66300, 72122, and 76030**

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

The Administrative Procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

**DEFINITIONS**

1. College District – Compton Community College District. Student discipline sanctions imposed to students at Compton College will also apply to all instructional sites in the Compton Community College District.
2. Student - Any person who has applied for admission or currently enrolled as a student in any program offered by the College District.
3. Instructor - Any academic employee of the College District in whose class a student subject to sanction is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
4. Complainant - A person who submits a charge alleging that a student has violated the College District's Student Code of Conduct.
5. Accused Student - A student who has been accused of violating the Student Code of Conduct by a College District employee, student, or visitor.
6. Advisor – An advisor is anyone other than the complainant or accused student. An advisor may include, but is not limited to, another student, family member, attorney, College personnel, or community member. The advisor's role is to observe, provide counsel, or support the complainant or accused student.
7. Business Day - Unless otherwise provided, a business day shall mean a day during which the College District is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.
8. College District Property - Property under the control of the Compton Community College District or any place that is the site of a College District approved activity or function.



### **JURISDICTION OF THE COLLEGE**

Sanctions for violations of the Student Conduct Code may be imposed for conduct which occurs on the College premises, in or out of the classroom setting, while using College technology, at off-campus instructional sites, during off-campus College-sponsored events and for off-campus conduct which materially and substantially interferes with the College's operational and educational programs.

### **FILING A COMPLAINT**

Any person may allege a violation of the Student Conduct Code by completing a Student Conduct Incident Report and Referral Form and submitting it to the Student Development Office. The College reserves the right to initiate a student conduct process based on available information, even if a formal complaint has not been received. The complaint shall describe the conduct in question and, if known, the name of the person or persons alleged to have engaged in that conduct. The filing of a complaint assumes that the complainant desires to initiate the inquiry that may result in official disciplinary action against the alleged violator. The complainant should file a complaint within a reasonable amount of time not to exceed thirty (30) business days from the date of the incident.

### **OVERVIEW OF DISCIPLINE PROCESS**

1. Each student is responsible for reading and complying with the Standards of Student Conduct which is made available on the Compton College website on the Student Development Office page or from the Student Development Office located in R-61 and the College Catalog.
2. Any member of the College community can initiate an accusation of an alleged violation.
3. If a student is accused of an alleged violation, he or she will receive written notice of the conduct warranting discipline via Compton College issued e-mail account with delivery notification. The notice may include a request for a review meeting and will include:
  - a. The specific code violations
  - b. A short statement of the facts supporting the accusation
  - c. The right of the student to meet with the Director of Student Development or designee
  - d. Reference to the Standards of Student Conduct outlining the process and rights of students
  - e. The nature of the sanctions being considered.
4. **Time Limits** - The notice must be provided to the student within forty (40) business days of the date on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within ten (10) business days of the date on which conduct occurred which led to the decision to take disciplinary action.
5. **Meeting** - If the student chooses to meet with the Director of Student Development or designee, the meeting must occur no sooner than five (5) business days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

- a. Both the complainant and the accused student may be accompanied by an advisor to any meetings, interviews, or hearings. The advisor's role is to observe, provide counsel, or support the complainant or accused student. An advisor may not speak on behalf of the complainant or accused student or speak to the Director of Student Development or designee. Advisors who do not comply with their role may be removed from the meeting, interview, or hearing.
6. Upon completion of the review meeting, the student shall have the right to the following:
  - a. Be provided a written list of findings by the Director of Student Development or designee
  - b. Accept or deny responsibility
  - c. Have sanctions imposed, if found in violation of the Standards of Student Conduct
  - d. Request a hearing of the Disciplinary Hearing Panel should the student disagree with the finding(s) and sanction(s) of the Director of Student Development or designee
  - e. Be informed of the appropriate policy and procedure
  - f. Be informed of his/her right to request a copy of their student conduct file.
7. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. The standard used to determine whether a violation of the Standards of Student Conduct has occurred will be a preponderance of evidence (more likely than not). Due process within these procedures, assures timely written notice, a hearing before an objective decision-maker or panel (should one be requested) and a process for appeal.
8. Students continue to be subject to city, state, and federal laws while at Compton College and allegations, charges, or violations of those laws may also constitute violations of the Standards of Student Conduct. In such instances, Compton College may proceed with disciplinary action under the Standards of Student Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Standards of Student Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.
9. No student will be found in violation of Compton College Standards of Student Conduct without information showing by preponderance of the evidence that a policy violation has occurred. At Compton College's sole discretion, sanctions will be proportionate to the severity of the violation(s).
10. If a student is found responsible for one or more violations of the Standards of Student Conduct, the student's prior conduct record will be taken into consideration and may result in progressive sanctions because of a pattern of behavior.

### **DETERMINATION OF SANCTIONS**

The following factors may be considered in determining what sanctions are appropriate in a particular case. While sanctions are applied equitably and fairly, it is done so with consideration

for the uniqueness of each individual case.

1. The nature and/or severity of the violation(s)
2. Prior violations and disciplinary history
3. Mitigating circumstances surrounding the violation
4. The student's motive or purpose for engaging in the behavior
5. Sanctions which have been imposed in similar cases in the past
6. The developmental and educational impact on the student

### **POSSIBLE SANCTIONS**

Multiple sanctions may be imposed including, but not limited to:

#### 1. Sanctions for Academic Dishonesty

Students found to be responsible for academic dishonesty may incur any of the below sanctions:

- a) The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred
- b) The instructor may dismiss the student from the class or activity for the present and/or following class session(s)
- c) The instructor or the Division administrator may require a meeting with the instructor and/or the Administrator; and/or
- d) The instructor shall complete a Student Conduct Incident Report and Referral which a copy will be forwarded to the Division administrator and the Director of Student Development or designee

### **OTHER SANCTIONS**

1. Written or Verbal Reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the College District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the College District.
2. Educational Sanctions - An educational sanction may include additional work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignment.
3. Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any Standards of Student Code during the probationary period. It may include restriction from contact with specified individuals, College activities,

services, offices, or designated areas. Probation shall not be imposed for a period longer than one (1) academic year.

4. Restitution - A payment to compensate an injured party for financial harm in cases involving misconduct including, but not limited to, theft, destruction of property, or deception.
5. Removal from Class/Facility/College District Entity - Any instructor or Division administrator or designee may remove a student from the class, activity, office, department, or other educational forum for the day of the incident and one additional instructional day. The instructor or Division administrator or designee shall immediately report the removal to the Director of Student Development or designee and his or her Division Dean. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor.
6. Withdrawal of Consent to Remain On-Campus - The College District's Campus Police Department, may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on-campus has been withdrawn. If the person is on-campus at the time, he or she must promptly leave or be escorted off-campus. If consent is withdrawn a written report must be promptly made to the President/Chief Executive Officer or designee.
7. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of the receipt of the request. The hearing will be conducted in accordance with the provisions of this administrative procedure relating to interim suspensions.
8. Any person as to whom consent to remain on-campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)
9. No Contact Order - An issuance that there should be no personal or interpersonal contact or communication between involved parties. This includes verbal and non- verbal communication.
10. Short-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes and/or from all activities of the College District for a period of up to ten (10) consecutive days of instruction.
11. Within five (5) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to impose a short-term suspension, whether to impose some lesser sanction, or whether to end the matter. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser sanction. The Director of Student Development or designee's decision on a short-term suspension shall be final.
12. Long-Term Suspension - Exclusion of the student by the Director of Student Development or designee for good cause from one or more classes for the remainder of the school term and/or from all classes and activities of the College District for the remainder of the current term with a maximum of two (2) academic years.
13. Within five (5) business days after the student meets with the President/Chief Executive Officer or designee, the Director of Student Development or designee shall, pursuant to a

recommendation from the Director of Student Development or designee, decide whether to impose a long-term suspension. Written notice of the President/Chief Executive Officer or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.

14. Students who receive long-term suspensions are permitted on-campus to conduct student business, but must receive permission from the Director of Student Development or designee prior to coming to campus and must check-in with the College District's Campus Police Department to obtain a police escort while on-campus.

### **IMMEDIATE INTERIM SUSPENSION (Education Code Section 66017)**

The Director of Student Development or designee may order immediate interim suspension of a student where he or she concludes the following:

1. To ensure the safety and well-being of members of the College District community or preservation of College District property
2. To ensure the student's own physical or emotional safety and well-being
3. That the student poses an immediate threat or disruption of or interference with the normal operations of the College District; and/or
4. That the student has been accused of a severe violation and cannot be located and/or does not participate in the conduct process

In cases where an interim suspension has been ordered, the time limits contained in this administrative procedure shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) business days of the decision to impose an interim suspension.

### **EXPULSION**

Expulsion is the permanent separation of a student from Compton College by action of the Board of Trustees for good cause when other means of correction fail to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the safety of others. The student is prohibited from College District property, functions, events, and activities. Permanent notification will appear on student's Compton College official transcript.

Within ten (10) business days after the student meets with the Director of Student Development or designee, the Director of Student Development or designee shall decide whether to recommend expulsion to the Board of Trustees. Written notice of the Director or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a disciplinary hearing.

## **DISCIPLINARY HEARING PROCEDURES**

### 1. Request for Disciplinary Hearing

Within five (5) business days after the receipt of the Director of Student Development or designee's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Director of Student Development or designee.

### 2. Schedule of Disciplinary Hearing

- a) The formal hearing shall be held no sooner than ten (10) to twenty (20) business days after a formal request for hearing is received by the Student Development Office.
- b) The Vice President of Student Services or designee will inform the student of the hearing date and time by certified mail, return receipt requested, e-mail to his or her Compton College issued e-mail account, with delivery notification and/or in person with signature verification of receipt at least five (5) business days prior to the hearing date. The notice will enclose a description of the procedures to be followed at the hearing.
- c) The student and the College have the right to receive copies of all documents that are to be presented to the Disciplinary Hearing Panel.
- d) The Disciplinary Hearing Chair shall provide the student copies of all documents to be presented to the panel. The Chair shall make such documents available to the student as soon as practical before the hearing but not less than two (2) business days before the hearing.
- e) If the student intends to present any documents to the Disciplinary Hearing Panel he or she shall provide copies of the same to the Disciplinary Hearing Chair no less than two (2) business days prior to the hearing.
- f) If a student who has been given notice does not appear for the hearing, the information in support of the alleged violation(s) will be presented and considered in the student's absence. A student will be considered absent fifteen (15) minutes after the time the hearing was scheduled to convene.

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### 3. Disciplinary Hearing Panel

- a) The Hearing Panel shall consist of the Vice President of Student Services or designee as the Disciplinary Hearing Chair and one representative from each of the following groups: (1) Academic Senate; (2) Classified Employees; (3) Associated Student Organization; and (4) College Management which may include College supervisors.
- b) An affirmative vote of three members of the Disciplinary Hearing Panel shall be required to determine responsibility and sanctions.

- c) The President/Chief Executive Officer or designee, the president of the Academic Senate or designee, the president of the Classified Employees bargaining unit or designee, and the president of the Associated Student Body (ASB) or designee shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on the Student Disciplinary Hearing panels. The President/Chief Executive Officer or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, classified staff member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a Disciplinary Hearing Panel.

4. Disciplinary Hearing Panel Chair

The decision of the Chair of the Disciplinary Hearing Panel shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

**CONDUCT OF THE DISCIPLINARY HEARING**

All hearings shall be held in closed session and are confidential - they are not open to the public.

1. The members of the disciplinary hearing panel shall be provided with a copy of the complaint(s) against the student and any written response provided by the student before the hearing begins.
2. The facts supporting the accusation shall be presented by a College representative who shall be the Director of Student Development or designee.
3. The College representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence shall not apply. The standard of proof for Student Disciplinary Hearings will be a preponderance of evidence.
5. Unless the disciplinary hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by preponderance of evidence that the facts alleged are true.
6. The student has the right to be assisted in the hearing by an advisor. The advisor may provide counsel or support to the student, but are not permitted to speak to the panel or participate directly in the hearing. Advisors who do not observe this restriction can be removed from the hearing by the Chair of the Disciplinary Hearing Panel.
7. If the student is a minor, the student's parent(s) or legal guardian must accompany him or her to the disciplinary hearing and may act on his or her behalf.
8. Witnesses shall not be present at the hearing when not testifying.

9. The student and the Vice President of Student Services or designee may arrange for witnesses to present pertinent information to the Disciplinary Hearing Panel. Witnesses will provide information to and answer questions from the Disciplinary Hearing Panelists. All questions and responses are to be directed to the Panel, preferably the Chair, not between witnesses, complainant, and accused student.
10. If the complainant is unable to attend the hearing, his or her written statement will stand as his or her testimony.
11. The student and his or her advisor, if any, will be allowed to attend the entire portion of the hearing at which information is received, excluding deliberations of responsibility or sanctioning.
12. Should a student have an attorney present to advise him or her, the student must notify the Vice President of Student Services or designee in writing at least five (5) business days prior to the Disciplinary Hearing of his or her intent to bring an attorney.
  - a) The student discipline process is an administrative process, not a court-like trial or proceeding. Attorneys are allowed to serve as advisors in meetings, interviews, or hearings but may not speak on behalf of the complainant or accused student or speak to the Vice President of Student Services or designee during the meeting, interview, or hearing. If complainants or accused students bring an attorney to a meeting, interview, or hearing, College personnel may request legal assistance.
13. In hearings involving more than one student in the same situation, the Vice President of Student Services or designee may permit the hearings concerning each student to be conducted jointly.
14. Supporting documentation, including pertinent records, exhibits and written statements may be accepted as information for consideration at the discretion of the Chair. Prior student conduct violations may be considered in a hearing and for determination of sanctions.
15. Questions of whether potential information will be received will be resolved at the discretion of the Chair. All procedural questions are subject to the final decision of the Chair.
16. The Panel will determine whether the student is responsible for violating each section of the Standards of Student Conduct which the student is accused of violating. The Panel's determination will be made on the basis of whether it is more likely than not (preponderance of evidence) that the student violated the Standards of Student Code. The Panel will then determine what sanctions they deem appropriate for such violations.
17. Hearings (excluding deliberations) will be audio-recorded and made a part of the student's conduct file.
18. The Chair will prepare a written report detailing the finding, the vote, the information cited by the Panel in support of its findings and any information the Panel excluded and why, concluding with any recommended sanctions. The Chair will forward this document to the Director of Student Development or designee within five (5) business days upon the conclusion of the hearing.

**Additionally:**

1. Complainants are to be notified when written notice of the allegation/hearing is delivered to the accused student.
2. All parties to an allegation have a right not to face questions or discussion of their history or character unless the Hearing Panel Chair determines that such information is highly relevant to determining whether the policy has been violated.



3. Each party has the right to be present for all testimony and questioning. However, if requested, the Hearing Panel must make arrangements so that the complainant and accused are not in the same room at the same time.
4. The College must not require a complainant to be present as a prerequisite for the hearing to proceed or sanctions imposed.
5. Neither party is allowed to cross-examine each other or witnesses. All questions must be submitted to the Hearing Panel Chair.
6. Both parties have the right to appeal the decision of the panel.
7. The hearing shall be recorded by the College District by tape recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Hearing Panel Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

### **SPECIAL PROVISIONS FOR SEXUAL AND GENDER-BASED MISCONDUCT**

Cases of alleged sexual and gender-based misconduct as defined in Board Policy 3540 and Administrative Procedure 3540 will be directed to the Title IX Coordinator for review and investigation. The Title IX Coordinator will work in coordination with the Director of Student Development or designee to address any violations to the Standards of Student Conduct that are in addition to the allegations of sexual and/or gender-based misconduct as outlined below.

Sexual and gender-based misconduct includes, but is not limited to:

1. Bullying
2. Dating Violence
3. Discrimination
4. Domestic Violence
5. Intimidation
6. Retaliation
7. Sexual Assault
  - a. Non-consensual sexual contact
  - b. Non-consensual sexual intercourse
8. Sexual Exploitation
9. Sexual Harassment
  - a. Hostile environment caused by sexual harassment
10. Stalking

11. Threatening or causing abuse including physical and verbal
12. Violence between those in intimate/dating relationships to each other

### **NOTICE OF THE DECISION**

The Vice President of Student Services or designee shall provide the student written notice of the final resolution of charged violation(s). The written notice shall be sent to the student by certified mail, return receipt requested, or receipted for personal delivery or via Compton College issued e-mail account with delivery notification, within five (5) business days of the written findings and decision of the Student Disciplinary Hearing Panel. In cases alleging gender-based or sexual misconduct, the complainant will receive comparable notice of the relevant findings and sanctions from the Title IX Coordinator or designee.

1. The written notice to the student shall include:
  - a) The specific provision of the Standards of Student Conduct that was violated
  - b) The sanction(s) imposed and the date(s) on or periods for which they are in effect
  - c) A statement of the student's right to appeal in writing to the Vice President of Academic Affairs
  - d) A statement that the failure to file a request for such an appeal within the time provided shall be deemed a waiver of the right to an appeal.

### **APPEALS TO THE VICE PRESIDENT OF ACADEMIC AFFAIRS**

An appeal to the Vice President of Academic Affairs or designee as a result of a Student Disciplinary Hearing Panel may be filed on the following grounds:

1. Proper procedures were not followed
2. There is new relevant evidence not reasonably available at the time of the hearing or the imposition of the sanction(s)
3. The evidence does not clearly support the finding(s)
4. The sanctions are inappropriate relative to the violation
5. Discrimination as defined in Board Policy 3410 and Administrative Procedure 3410

In cases alleging a violation of gender-based or sexual misconduct, both the accused student and the complainant have the right to appeal the findings of responsibility and/or sanctions based on the above criteria.

An appeal must be submitted in writing to the Vice President of Academic Affairs or designee within five (5) business days of receiving written notification of the hearing decision. The Vice President or designee will review the appeal and the hearing findings and may make a decision to uphold, reverse, revise, or modify the decision and sanctions imposed on the student.

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The Vice President or designee will notify the student in writing by certified mail, with registered receipt, or via Compton College issued e-mail account with delivery notification within ten (10) business days following receipt of the request for appeal of his or her decision.

The decision of the Vice President of Academic Affairs or designee shall be final, except in the case of expulsion.

### **PROCEDURES FOR EXPULSION**

The Board of Trustees is authorized to expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of others. The notice of expulsion will be sent to the student with copies to the student file, Director of Student Development or designee, Vice President of Student Services or designee, Director of Admissions & Records or designee, President/Chief Executive Officer or designee, and Compton College Campus Police Department. In the event the Vice President or designee has determined that he or she will seek a student's expulsion, the following procedures will be followed:

#### 1. Recommendation for Expulsion:

- a) If the Vice President of Student Services or designee determines that the student should be expelled, he or she shall deliver a written recommendation for the student's expulsion to the President/Chief Executive Officer. A copy of the Vice President of Student Services or designee's recommendation shall be provided to the student or, if the student is a minor, to his or her parent or guardian. The Vice President or designee's recommendation for expulsion shall contain a statement of the charges against the student that provide the basis for his or her request that the student be expelled, including a factual description of the conduct upon which the charges are based, the action(s) taken by the Student Conduct Administrator and the recommendation of the Student Disciplinary Hearing Panel.
- b) The Board of Trustees shall consider any recommendation from the President/Chief Executive Officer for expulsion at the next regularly scheduled meeting of the Board of Trustees after receipt of the recommended decision. The Board shall consider any expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).
- c) The student shall be notified in writing, by registered or certified mail, by personal service, or via Compton College issued e-mail account with delivery notification at least five (5) business days prior to the meeting, of the date, time, and place of the Board of Trustees' meeting. The student may, within forty-eight hours (48) after receipt of the notice, request that the hearing be held as a public meeting. Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in a closed session.
- d) The Board may accept, modify, or reject the findings, decisions, and recommendations of the President/Chief Executive Officer. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision

which contains specific factual findings and conclusions. The decision of the Board shall be final. The final action of the Board on the expulsion shall be taken at a public meeting and the result of the action shall be a public record of the College District.

- e) The Vice President of Student Services or designee shall notify the student in writing within five (5) business days of the decision made by the Board of Trustees. The decision of the Board of Trustees shall be final.
- f) The final action by the Board of Trustees on the expulsion shall be taken at the public meeting, and the result of the action shall be a public record of the College District.

### **GENERAL PROVISIONS**

#### **1. Failure of Student to Participate**

Student conduct procedures under this policy may proceed or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate after having been properly notified of the proceeding as provided herein.

#### **2. Technical Departures from this Policy**

Technical departures from this policy shall not be grounds to void the College District's right to take disciplinary action against a student; unless the technical departure or error prevented a fair determination of the issue.

#### **3. Time Limits**

Any times specified in this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.



COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES

**AR 5530 Student Rights and Grievances**

**Issued: September 11, 2018**  
**Revised:**

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**References: Education Code Section 76224(a);  
Title IX of the higher Education Amendments of 1972**

For the purpose of this procedure, a student grievance is defined as a claim by a student that his/her student status, rights, or privileges have been adversely affected by a college decision or action. This procedure is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal complaint meetings. District employees will be notified of student grievances received by the Grievance Officer or designee and are entitled to representation at all informal complaint meetings.

Note: The District is committed to resolving student grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office, the U. S Department of Education, or other federal, state or local applicable entity.

This procedure is not available for use by any student who believes he/she has been subjected to unlawful discrimination, including sexual and gender-based discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for alleging unlawful discrimination, including sexual and gender-based discrimination, and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430 – Prohibition of Harassment and Board Policy and Administrative Procedure 3540 – Sexual and Gender-Based Misconduct. The District's Title IX Coordinator will be notified immediately upon the receipt of such grievances by the Grievance Officer or designee.

Students who make a false or malicious charges against an employee of the District are subject to disciplinary action as outlined in Board Policy 5500 and Administrative Procedure 5500 – Standards of Student Conduct.

The procedures shall include, but not be limited to, grievances regarding:

1. Admissions
2. Financial Aid
3. Access to or receipt of aid from student service entities
4. Noncompliance with board policies and administrative procedures
5. The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to the following:

1. Student disciplinary actions, which are covered under Board Policy 5500 and Administrative Procedure 5520 – Student Discipline Procedures.
2. Complaints about police citations (e.g., "tickets"). Complaints about citations must be directed to the District's Campus Police Department.

3. Course grades to the extent permitted by Education Code Section 76224(a). Grade appeals, which are addressed in Board Policy 4231 and Administrative Procedure 4231 – Grade Change. Students may not grieve solely for receiving substandard grades.

### **Definitions:**

1. Party - The student or respondent(s) together with their representatives. “Party” shall not include the Grievance Hearing Committee or the Grievance Officer.
2. President/CEO – The President/Chief Executive Officer or a designated representative of the President.
3. Student – A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 762224(a).
4. Grievant – A student who has filed a grievance.
5. Respondent – Any person claimed by a grievant to be responsible for the alleged wrong doing.
6. Business Day – Unless otherwise provided, business day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays, Sundays and public holidays.
7. Grievance Officer – Appointed by the President or designated representative to assist students in seeking resolution.

### **Informal Resolution**

1. The President/CEO or designee shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students Body President or designee in attempting to resolve a grievance informally.
2. A Student who believes that he/she has been treated unfairly by a District employee must make a reasonable, good faith attempt to resolve the problem on an informal basis by first meeting individually with the employee. In the event that the student first contacts the employee’s supervisor (including the Dean of the faculty of the faculty or classified staff member), the supervisor shall first direct the student to meet with the employee. If the issue is not resolved in that meeting (or reasonable attempts to arrange the meeting fail), then the employee’s supervisor shall meet with both parties, in an earnest and good faith attempt to resolve the matter successfully. If, after this, the matter cannot be resolved informally, the student may file a formal grievance.
3. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.
4. Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within ten (10) business days of the incident on which the grievance is based, or ten (10) business days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within ten (10) business days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form. All parties to the grievance shall be given notice not less than seven (7) business days from the filing of the grievance form.

5. If, at the end of the ten (10) business days following the student's first meeting with the Grievance Officer there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The respondent(s) will be informed at this stage within two (2) business days.
6. This concludes the Informal Resolution Process.

### **Grievance Hearing Committee**

The President/CEO or designee shall at the beginning of each semester, including any intersession, establish a standing panel of members of the College community, including students, classified staff, faculty members and administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Student Body, Classified Employees and the Academic Senate, who shall each submit names to the President/CEO or designee for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:

1. It shall include one student, one faculty member of the classified service and one College administrator selected from the panel described above.
2. No person shall serve as a member of a Grievance Hearing committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the President or designee who shall determine whether cause for disqualification has been shown. If the President/CEO or designee feels that sufficient ground for removal of a member of the committee has been presented, the President/CEO or designee shall remove the challenged member or members from the panel described above. This determination is subject to appeal as defined below.
3. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

### **Request for Students Grievance Hearing**

1. Any request for a grievance hearing shall be filed with the Grievance Officer on a request for a Student Grievance Hearing Form within ten (10) business days after filing the statement of Grievance as described above.
2. Within fifteen (15) business days following receipt of the request for a grievance hearing, the President/CEO or designee shall appoint a Grievance Hearing Committee as described above. The Grievance Hearing Committee shall meet in private, without the parties present, to select a chair to determine the basis of Statement of Grievance.
3. If the hearing is warranted, the determination of whether the Statement of Grievance present sufficient grounds for a hearing shall be made by the Grievance Officer based on the following:
  - a. The statement contains facts which, if true, would constitute a grievance under these procedures;
  - b. The grievant is a student as defined in these procedures, which include applicants and former students;
  - c. The grievant is personally and directly affected by the alleged grievance;
  - d. The grievance was filed in a timely manner; and
  - e. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purpose of harassment.

4. If the grievance does not meet each of the requirements, the Grievance Officer shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reason(s) for the rejection and the procedures for appeal. This notice will be provided within ten (10) business days of the date the decision is made by the Grievance Officer.
5. Any appeal relating to a Grievance Officer decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the President/CEO or designee within five (5) business days of that decision. The President/CEO or designee shall review the Statement of Grievance and Request for a Student Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters.
6. If the Request for a Grievance Hearing satisfies each of the requirements, the Grievance Officer shall schedule a grievance hearing. The hearing will begin within fifteen (15) business days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than seven (7) business days' notice of the date, time and place of the hearing, a copy of the grievance, any supporting documentation, and the opportunity to provide a written response.

### **Hearing Procedure**

1. The decision of the Grievance Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
4. District employees will be notified of grievance hearings in advance by the Grievance Officer or designee at least seven (7) business days in advance and are entitled to representation at grievance hearings. District employees will be provided with a copy of all documentation collected related to a grievance at least two (2) business days prior to grievance hearings. Student grievants will also have the right to request all documentation collected related to a grievance at least two (2) business days prior to grievance hearings.
5. Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) and respondent(s) may present rebuttal evidence after the respondents(s) evidence is presented. The burden shall be on the grievant or grievant(s) to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgement of the Grievance Chair, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented no less than (5) business days prior to the date of the hearing. If one party is permitted to be represented to by an attorney, the other party shall have the right to be presented by an attorney. The hearing committee may also request legal assistance through the President/CEO or designee. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.



7. Hearing shall be closed and confidential unless all parties request that it be open to the public. Any such request that it be open to the public. Any such request must be no less than five (5) business days prior to the date of the hearing.
8. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
9. The hearing shall be recorded by the Grievance Officer by audio tape recording and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. The Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The audio recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. Any party may request a copy of the audio recording.
10. All testimony shall be taken under oath. The Grievance Hearing Committee Chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be audio recorded shall be considered to be unavailable.
11. Within five (5) business days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the President/CEO or designee a written decision. The decision shall include specific factual findings regarding the grievance, and shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record hearing, and not on matters outside of that record. The record consist of the original grievance, any written Response, and the oral and written evidence produced at the hearing.

### **The President/Chief Executive Officer's (CEO's) or Designee Decision**

Within five (5) business days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President/CEO or designee shall send to all parties his/her written decision, together with the Grievance Hearing Committee's decision and recommendations. The President/CEO or designee may accept or reject the findings, decisions and recommendations. The President/CEO or designee may accept or reject the findings, decisions and recommendations of the Grievance Hearing Committee. The factual findings of the Grievance Hearing Committee shall be accorded great weight; and if the President/CEO or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Committee, the President/CEO or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific, factual findings and conclusions. The decision of the President/CEO or designee shall be final, subject only to appeal as provided below.

### **Appeal**

Any party to the grievance may appeal the decision of the Grievance hearing Committee by writing to the President/CEO within seven (7) business days of the date on the written notification by the Grievance hearing Committee.

1. The President/CEO shall examine all documents received and shall grant review of the matter only if he or she determines from these documents that the decision of the Grievance hearing Committee was in error.
2. If the President/CEO determines that review is not appropriate, he or she shall, within ten (10) business days after receipt of the request for review, send written notice denying review and affirming the decision of the Grievance hearing Committee.

3. If the President/CEO determines that review is appropriate, he or she shall, within ten (10) business days after receipt of the request schedule a meeting with the grievant or respondent and the Grievance Hearing Committee chair, giving the grievant or respondent at least five (5) business days written notice. The grievant or respondent will be allowed to present his or her objections to the President/CEO decision, and the Grievance Hearing Committee chair will be allowed to respond thereto.
4. After such meeting, the President/CEO may reverse, revise or modify the decision or the President/CEO may let the decision stand.
5. The President/CEO's decision shall be in writing and shall include a statement of reasons for the decision. President/CEO's decision shall be final. The decision will be sent in writing to the grievant and respondent no more than five (5) business days following the appeal.

**Time Limits**

Any times specified in this administrative procedure may be shortened or lengthened if there is mutual concurrence by all parties.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 5610 Voter Registration**

**Issued: September 11, 2018  
Revised:**

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**References:**

**20 U.S. Code Section 1094(a)(23)(A); 34 Code of Federal Regulations Section 668.14(d)(1)**

The College carries out a good faith effort to distribute a mail voter registration form to each student enrolled in a degree or certificate program and physically in attendance at the College. Voter registration forms are available to students at the College's Financial Aid Office and the Student Development Office.

The College operates an automated class registration system which allows students to coordinate with the Secretary of State during the class registration process to receive voter information.

The designated person to be contacted by the Secretary of State for distribution of voter registration cards is the Vice President of Student Services.



**COMPTON COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES POLICIES**

**BP 4235 Credit by Examination**

**Issued: April 17, 2018**

Reference:

Title 5, Section 55050

Compton Community College District shall adopt and publish regulations allowing students to receive credit by examination. Credit by examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog for a specific course by demonstrating mastery of the course content, objectives, and outcomes.
- Achievement of a score of three (3) or higher on an Advance Placement Examination administered by the College Entrance Examination Board.

Credit may be earned by students who satisfactorily pass authorized examinations approved or conducted by proper authorities of the college, in accordance with Title 5 section 55050.

Administrative procedures for granting credit by examination will be developed in collegial consultation with the Academic Senate, as stated in Board Policy 2510.

Applicable Administrative Regulation:

AR 4235 Credit by Examination

[AR 4236 Advance Placement Credit](#)



**COMPTON COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE REGULATIONS**

**AR 4236 Advanced Placement Credit**

**Issued: July 17, 2018**

Reference:

Education Code Section 79500

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination [to meet Intersegmental General Education Transfer Curriculum, CSU General Education Breadth, Associate of Arts and Associate of Science General Education requirements. The maximum number of units granted toward the associate degree will be 15.](#)

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

[Faculty in the discipline, in consultation with the appropriate academic dean, shall determine the requirements to receive course credit for major requirements. Course Credit and units granted by Compton College may differ from course and unit credit granted by transfer institutions.](#)

The District shall post its Advanced Placement Credit procedure [and course equivalencies in the catalog and](#) on its Internet Web site.



## COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

### AR 4235 Credit by Examination

Issued: October 16, 2018

#### References:

Title 5 section 55050

The Academic Senate for California Community Colleges, "Awarding Credit Where Credit is Due," Spring 2014.

The purpose of credit by examination is to allow a student to gain credit for a specific course by demonstrating mastery of the course content, objectives, and outcomes as listed in the college catalog and on Course Outlines of Record.

Faculty who normally teach the course, in consultation with the appropriate academic dean, shall determine how courses are selected and those courses eligible for credit by examination. Courses eligible for credit by examination shall be listed in the college catalog.

Credit by examination may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- ~~Achievement of a score of three (3) or higher on an Advanced Placement Examination administered by the College Entrance Examination Board. Faculty in the discipline will determine the tests and scores applicable for local degree credit. The tests and scores will be published in the college catalog.~~
- Achievement of an examination administered by other agencies approved by the college.

#### Eligibility Requirements

1. A student must have completed 12 semester units at Compton College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at Compton College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.
2. Students shall only be allowed to petition to receive credit by examination one time per course. Students may not petition for credit examination for a course in which they have previously enrolled and received a grade, unless statutorily required to renew a license or certification required by State or Federal governments.
3. Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as

determined by the faculty who normally teach the course, in consultation with the academic dean.

4. Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by faculty who normally teach the course, in consultation with the academic dean.
5. Only those courses listed in the catalog and approved for credit by examination at the time of the petition shall be available to students for such credit.
6. Credit is not available for any course that is lower in a sequence than a course for which credit has already granted, except under special circumstances determined by the faculty who normally teach the course, in consultation with the academic dean.
7. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field.

#### Fee Requirements

A processing fee will be charged to petition for credit by examination. The amount of the fee will be established by the Admissions Office. The amount of the fee cannot exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Students involved in high school or occupational center articulated programs will be exempted from paying this fee.

#### Procedure for Earning Credit by Examination

Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge, skills or experience. Students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether or not to petition and attempt credit by examination.

The Admissions Office shall forward petitions, with supporting documentation, to the respective dean of the academic division concerned. The faculty who normally teach the course, in consultation with the academic dean, shall determine the eligibility of the student for such an examination. If a consensus cannot be reached between the faculty who normally teach the course and the academic dean in the respective area regarding the eligibility of the student for such an examination, an adhoc committee shall be formed to determine student eligibility. This adhoc committee shall be composed of the Vice President of Academic Affairs, one dean outside the area, and two full-time faculty members. These faculty members will be approved by the Compton College Academic Senate President and will include one full-time faculty member in the subject area and one full-time faculty member outside the subject area. In the event that there is only one full-time faculty member in the subject area, then either a) a full-time faculty member in a related subject area or b) another full-time faculty member in the subject area may be selected from another local, accredited college. This outside faculty member will be selected by

the Compton College Academic Senate President and approved by the Vice President of Academic Affairs. The findings of this committee are final and are not eligible for appeal.

Approved petitions must demonstrate that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course content, objectives, and outcomes for which credit is requested.

If the petition is approved, the nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content, objectives, and outcomes as set forth in the Course Outline of Record.

Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the Course Outline of Record, may be established by written examination, portfolio, skills demonstration or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at Compton College. The academic division chair or dean shall notify the student of the examination arrangements.

Grading shall be according to the regular grading system used by the college, including a “pass/no pass” option if that option is ordinarily available for the course.

If credit is granted and all eligibility requirements have been met, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination. The Admissions Office shall retain a copy of the petition and notify the student of the results.

#### Restrictions on Units Earned through Credit by Examination

Units earned by credit by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Units earned by examination are not to be considered part of the student’s unit load. Credits acquired by examination are not applicable to meeting of such unit and requirements as Selective Service deferment and Veteran’s or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government.



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# MEDALLION

*Art & Mint*

*Serving the Academic Community for over a Century*



*Handcrafted*  
IN THE USA SINCE 1903





# HISTORY OF MEDALLIC ART & MINT

The oldest and largest private mint in the country, Medallion Art & Mint produces some of the most prestigious medals in the world: the National Medal of Science, the Shaw Prize, Olympic medals, Presidential Inaugural Medals, the Pulitzer Prize and others.



We invite you to take a tour of our facility to see your mace or chain of office being manufactured. Call 866-891-9900 to schedule your tour.

Since 1903 we have taken special pride in creating unique handcrafted American-made medals, coins and other commemorative products. We combine traditional craftsmanship, the purest precious metals, and unparalleled quality with state of the art manufacturing and production to create truly timeless pieces that celebrate your important events and immortalize achievement.

This year we are celebrating our 115th anniversary. We are proud of our century long experience of serving over 5000 customers in the educational market alone, and look forward to continuing to meet your recognition needs for the next century.





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“I want to thank you for the medal and plaque that arrived today, looking spectacular and more beautiful than I could have ever imagined! The Board of Trustees and the College Vice President cannot believe how spectacular the medals are. We truly appreciate all of your efforts.”

— *Blake J. Tobias, Jr.*  
*Albright College*



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Contact us for Your Recognition Needs:  
2018Catalog@medallic.com or 866-891-9900

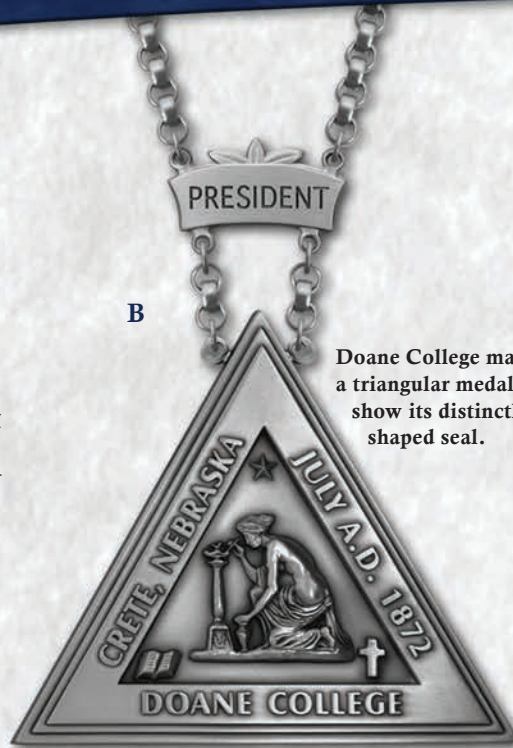




# CHAINS OF OFFICE

## Symbols of Leadership

Be recognized as your institution's highest authority at academic ceremonies, fraternal organization celebrations and other prestigious events by wearing your Medallion Art & Mint chain of office - handcrafted by our artisans to create a one-of-a-kind, unique product that shows your legacy to the world.

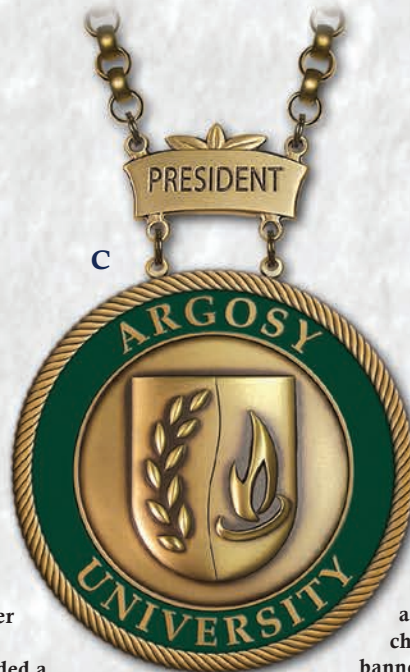


Doane College made a triangular medal to show its distinctly shaped seal.



Clearwater Christian College added a large oval chain and presidents banner to its seal medal to create this chain of office.

*You have the option of updating your chain of office at any time. For example, you can add new names, additional images, custom components or engrave special messages.*



Argosy University added a simple chain and leaf banner to its seal medal to create this antique bronze chain of office.



La Cité Collégiale chose laurels to surround its medallion, an engraved presidents banner with leaf cluster and fleur-de-lis ornamental components.





E

California State University Chico chose to double up our simple chain for a unique look.



Sam Houston State University placed their popular "SH" logo onto oval components and engraved the names of past presidents on curved banners to convey Sam Houston's rich traditions.

G



I

Bishop State Community College repeated the seal image on smaller rounds on this 24-karat gold-plated chain.



F

Columbus State University added selective gold-plating to the silver-plated medal to highlight the detail in its seal.



H



Westfield State University chose an antique silver plated medal with blue enamel, an engraved presidents banner, engraved curved banners and leaf clusters.





# CHAINS OF OFFICE



## Comfortably Wear Your Chain of Office

The most comfortable way to wear a chain of office is by balancing the length of the chain on the shoulders. Our optional stabilizing chain link attaches to the upper part of the inside of the chain and helps to position the chain properly.



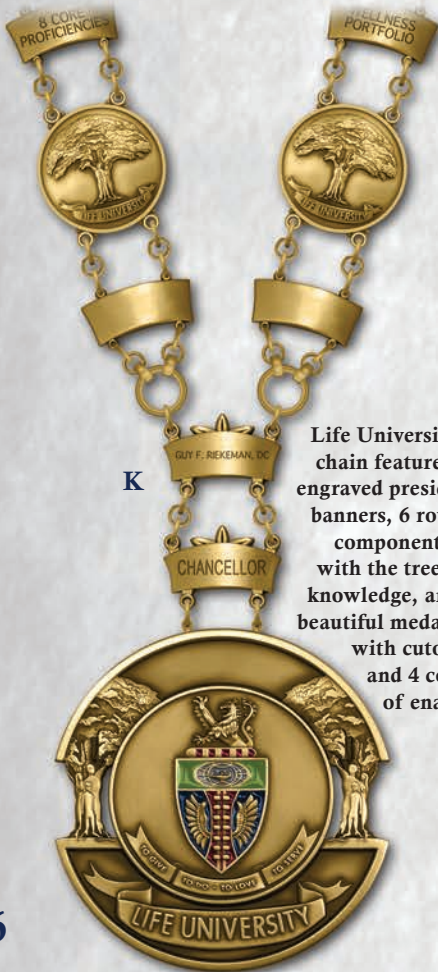
J

Aurora University customized ivy leaf components all around the chain, and chose a 24K gold-plated medallion with blue enamel as the centerpiece.



L

The Archdiocese of Philadelphia chose an antique double sided medal attached to its presidents banner, fleur-de-lis, leaf clusters, enameled cross components, round components and custom sewn red neck ribbon.



K

Life University's chain features 2 engraved presidents banners, 6 round components with the tree of knowledge, and a beautiful medallion with cutouts and 4 colors of enamel.



M

Northwestern State University of Louisiana took a unique minimalistic approach that recognizes all those who have served.





N

Springfield Technical Community College selected a 4" antique bronze medallion and a simple bronze neck chain.



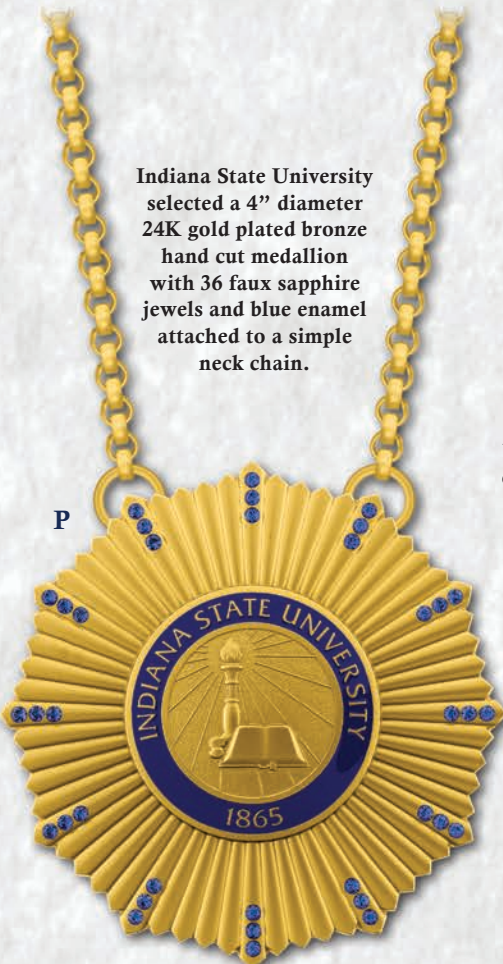
O

Yeshiva University chose an antique bronze medal hand cut from a 5" diagonal medal, attached to 2 book banners and a royal blue/white custom sewn ribbon.



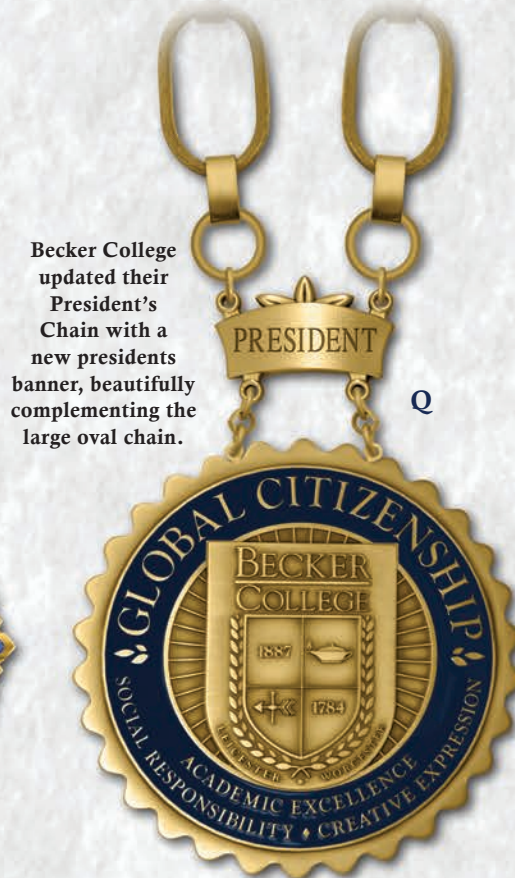
R

Henry Ford College used our engravable rays banner in the chain to accent the color of its seal medal.



P

Indiana State University selected a 4" diameter 24K gold plated bronze hand cut medallion with 36 faux sapphire jewels and blue enamel attached to a simple neck chain.



Q

Becker College updated their President's Chain with a new presidents banner, beautifully complementing the large oval chain.





# HOW TO BUILD YOUR CHAIN

A chain of office encompasses an institution's heritage and identity. We provide you with numerous options and steady guidance as you design your unique legacy.

## Step 1: Select One or More Shapes

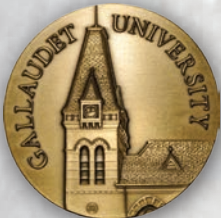
We offer 5 basic shapes to choose from: round, oval, square, rectangle and shield.



Shapes shown at 60% of actual size.

## Step 2: Choose Your Metal

Your metal choice will reflect your school's mission and heritage just as your seal does. You may choose gold because your institution is celebrating a centennial or choose copper or silver because it's your state mineral.



Antique Bronze



Antique Copper



Antique Silver or Silver-Plated



Satin Silver or Silver-Plated



24kt Gold-Select Plated



24kt Gold-Plated

## Step 3: Choose Your Chain Link Style

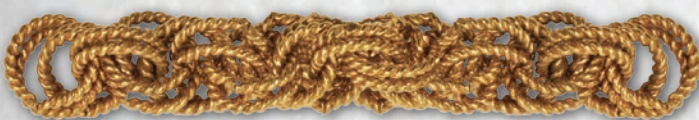
Even the style of the chain itself can reinforce your school's identity.



A. Simple chain



B. Large oval chain



C. Large woven chain

## Step 4: Create Your Medallion

The centerpiece of every chain we make is the medallion. We take great care in representing your seal, logo, historic buildings, or founders in exquisite detail and relief.





## Step 5: Choose Your Components

Your chain may contain traditional elements like the ornamental components below, or you may add customized elements including words, university symbols, a mascot, the motto of your institution, names of previous presidents, an image of significance in your area of expertise/study/academic discipline, or any other item unique to you.

### • Ornamental Components

These components can be added to enhance the symbolism of your chain.

*Shown at 75% of actual size.*



1. Leaf Cluster



2. Fleur-de-lis



3. Flame



4. Gem  
*Color can be added*



5. Star  
*Color can be added*



6. Cross  
*Color can be added*



7. Lamp



8. Hands



9. Tree of Life

Need help with your chain? Contact us [2018Catalog@medallic.com](mailto:2018Catalog@medallic.com) or 866-891-9900

### • Engravable Components

These components allow you to engrave the names of current and past leaders, areas of study, diploma offerings, or core values.

*Shown at 75% actual size.*



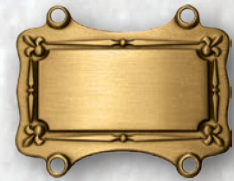
10. Presidents Banner  
*Available without leaves*



11. Curved Banner



12. Book Banner



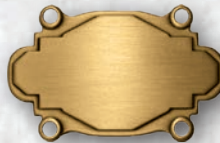
13. Fleur-de-lis Banner



14. Rays Banner  
*Translucent color can be added*



15. Flourish Banner



16. Southwest Banner



17. Sante Fe Banner  
*Color can be added*



18. Tulip Banner  
*Color can be added*

### • Create a Custom Shape

We can design a new component to create a one-of-a-kind look for your chain.



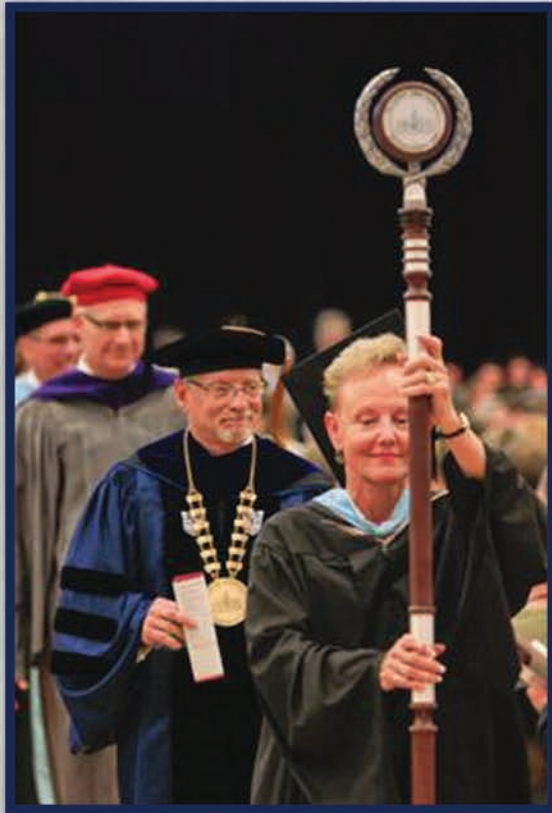




# CEREMONIAL MACES

## Maintain the Traditions of Your Institution

The ceremonial mace is the symbolic extension of a leader's authority. Medallion Art & Mint combines the finest materials and quality workmanship to create an original work of art that establishes an enduring legacy of leadership for your institution.



Friends University combined elements from existing designs to craft the elegant 60" tall cherrywood mace with silver-plated accents.



A

King University features a celtic cross at the top of its 42" tall oak mace with dark walnut stain and bronze accents.



B

Pittsburg State University chose this 45" mahogany mace with 3" bronze enameled medals on top and 1.5" medals on the head. Bronze accents finish off the mace. The foot can be used with the Base Mace Stand (page 17).



C

Resurrection University's choice is a dark walnut mace with silver-plated accents, with burgundy-color enamel on the center medal featuring the school seal, and a beautiful silver-plated flame.





D

This 54" tall cherrywood and silver-plated bronze mace allows Three Rivers Community College to show off its seal as well as the seals of the two colleges from which it was formed.



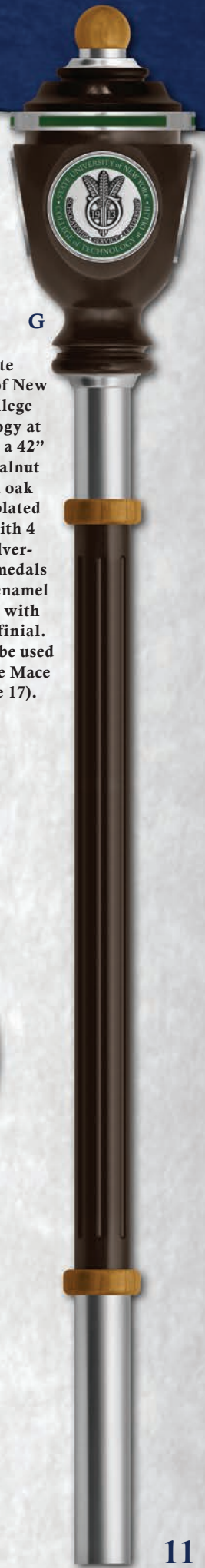
E

The University of Utah added striking copper accent to its 48" tall dark walnut mace for a piece that is not only stunning, but honors Utah's state mineral.



F

Kaplan University Singapore selected a 42" tall dark walnut mace with aluminum and bronze accents; with a 3.75" antique bronze medallion inset into the top of the aluminum headpiece along with four 1.5" antique bronze medals on the headpiece accented by bronze braids.



G

The State University of New York - College of Technology at Delhi chose a 42" tall dark walnut mace with oak and silver plated accents, with 4 antique silver-plated seal medals with green enamel and topped with an oak ball finial. The foot can be used with the Base Mace Stand (page 17).





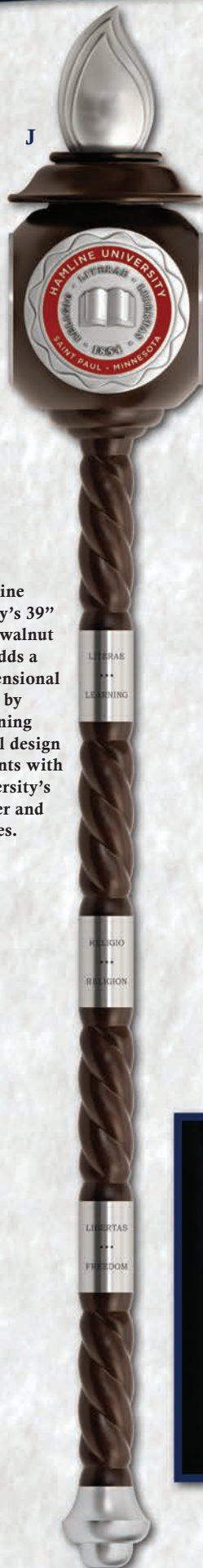
# CEREMONIAL MACES



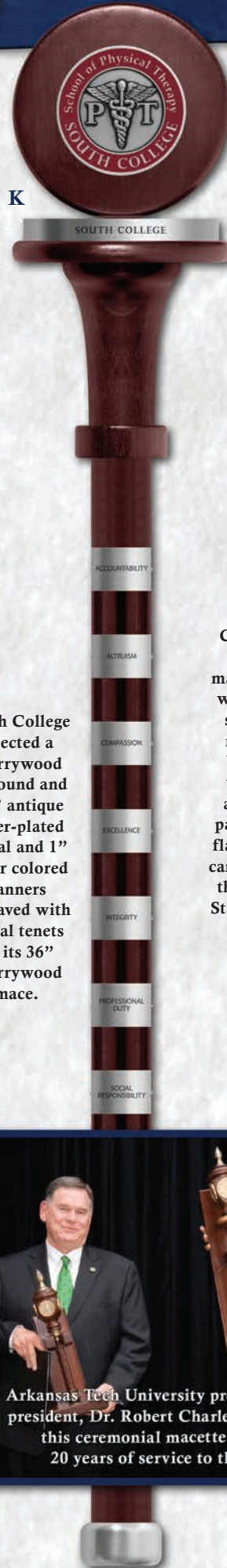
Zane State College's 42" tall dark walnut mace has silver-plated accents, 4 silver-plated medals on a dark walnut headpiece topped with a silver-plated frame atop a silver-plated platform.



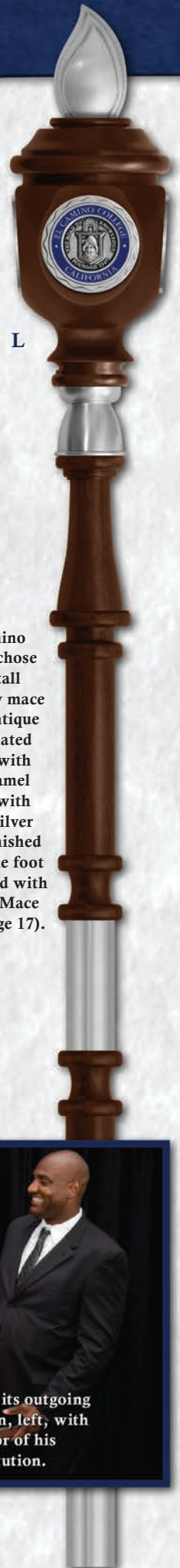
The University of Mobile chose two antique bronze medals for the front and back of the dark walnut headpiece topped with a large custom bronze flame for its 52" tall dark walnut mace with bronze accents.



Hamline University's 39" tall dark walnut mace adds a multidimensional twist by combining traditional design and elements with the university's character and values.



South College selected a cherrywood surround and a 3" antique silver-plated medal and 1" silver colored banners engraved with moral tenets on its 36" cherrywood mace.



El Camino College chose a 48" tall mahogany mace with 4 antique silver-plated medals with blue enamel topped with a large silver patina finished flame. The foot can be used with the Base Mace Stand (page 17).



Arkansas Tech University presented its outgoing president, Dr. Robert Charles Brown, left, with this ceremonial mace in honor of his 20 years of service to the institution.



# MACETTES AND BATONS

## Smaller Can Be More Appropriate

Macettes and batons are perfect when a more compact, personal size is needed. The smaller size makes them lighter and easier to carry for longer periods of time. When some ceremonies make it difficult to use the full size mace, a smaller duplicate will help you maintain the pomp and circumstance of important events. Macettes and batons make perfect gifts to donors and departing leadership.

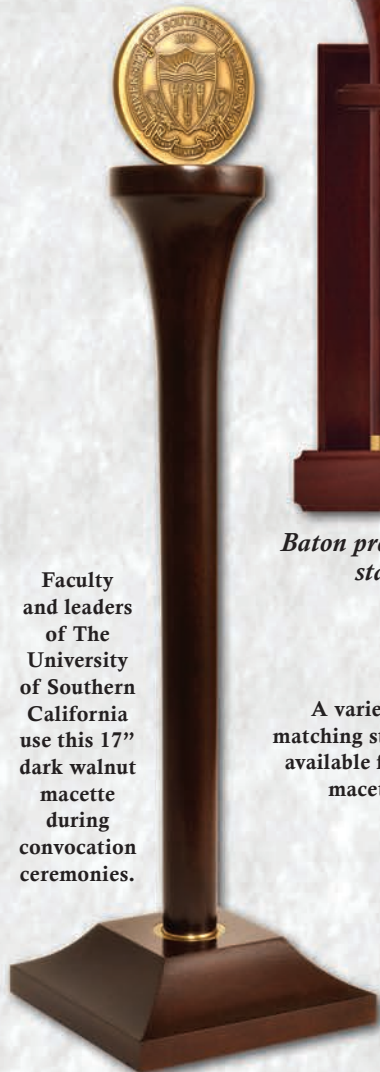
This 20.5" cherrywood baton tapers for a sleek look. The top can be engraved or have a medal attached.

12" all-brass macette

This 20" cherrywood macette is a miniature of a larger mace for Eastern Virginia Medical School.

The macette created by the Center for Public Administration and Policy of Virginia Polytechnic Institute and State University adapted the baton to the right, utilizing a stock medallion engraved with the name of the institution.

This 22" dark walnut baton makes a simple-yet-bold statement with its elegant metal topper and finial.



Macette base stand

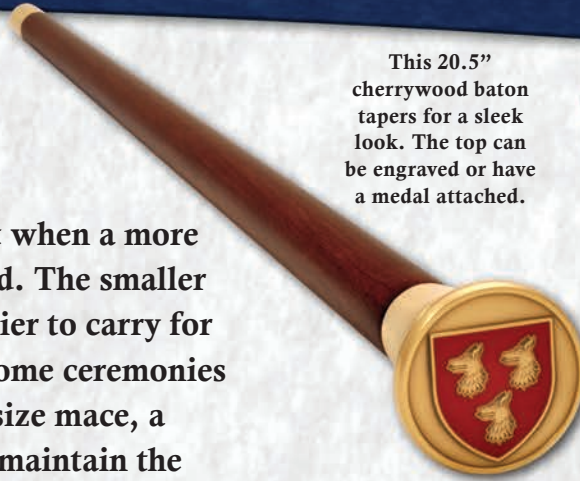


Baton presentation stand

A variety of matching stands are available for your macette.



Macette display stand







# HOW TO BUILD YOUR MACE

## Create a Visible Symbol of Your Institution's Value

Every element of your mace can be customized to fit your needs, style and budget. You may choose from our popular styles and customize your mace.

Or you can create a brand new mace by choosing specific elements.

### Step 1: Choose Your Materials

Your choice of materials makes a powerful statement. Often metals from a particular state are featured (silver for Nevada and copper for Utah), or a certain wood is supplied and selected (such as oak from southern states).

#### Wood Choices

Dark Walnut	Natural Walnut	Cherry-wood
Mahogany	Pine	Oak

*\* Other woods are available upon request.*

#### Metal Choices

Gold-Plated	Silver-Plated	Bronze	Copper
-------------	---------------	--------	--------

### Step 3: Create Your Medallions

Although traditionally designed after a school's seal, medallions also showcase buildings, leaders, or other elements of significance to your institution.



### Step 5: Choose a Foot Style

Material choices for the foot are metal or wood to carry out the look and function you need.



### Step 2: Choose a Head Style

Custom mace heads are the embodiment of your school's history and values. The head of the mace can showcase a single or multiple medallions honoring various aspects of a long history. Additions like a flame or a surround provide a traditional academic look, and an engravable metal platform can showcase mottos or moral tenets.



Need help with your mace? Contact us [2018Catalog@medallic.com](mailto:2018Catalog@medallic.com) or 866-891-9900

### Step 4: Choose a Staff Style

The staff can be modest or ornate. Engravable metal sections or banners can be added to honor your institution's values, leaders, donors, academic programs or separate campuses.

### Step 6: Choose a Mace Stand

A mace stand displays your mace when not in use during ceremonies. Its look should reflect the overall style of the mace.



# CUSTOM MACE HEADS

M

The highlight of the Beacon College mace is a recreation of the flame in the institution's seal. The complete seal was created in great detail as the main medal of the college's chain of office and in smaller medals on the chain and mace (shown below).



Dr. Terri Ross, Beacon College's longest serving faculty member, holds the newly crafted 36" tall custom-designed walnut and brass mace (shown larger at right) before presenting it to Dr. George J. Hagerty during his inauguration ceremony.



EXCELLENCE  
COMMUNITY  
RESPECT  
PERSONAL  
DEVELOPMENT  
RESPONSIBLE  
STEWARDSHIP  
INTEGRITY

## Make It Extraordinary

The mace leading your ceremony and procession should be as unique as your institution. Some universities opt for maces with designs reflecting their innovative approach to education.

Some select a three-dimensional design, creating an avatar to represent the physical building. The cross is at the center of the spiritual existence of King University, so it was the most appropriate symbol for its processional mace.







# STOCK MACES

## Pressed for Time?

For a traditional look, our stock maces and macettes combined with a medal or seal design can be made available in days. If we have your die, we can mint a new medal for the head of the mace. Or use engraving to have your seal, wording or other imagery completed in no time at all.

With just enough time, Medallion Art & Mint was able to create a new Central Catholic High School seal medal to place on a stock mace.

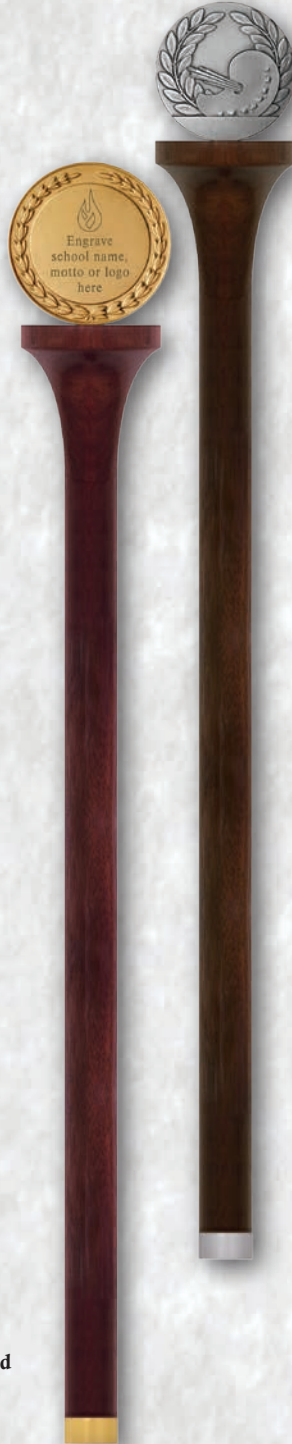
The 42" style stock mace allows for two medals to be mounted onto the wood surround on top.

The 24" style stock mace has a medal mounted on top and brass foot that can be silver- or gold-plated.

The 14" style stock macette allows for a smaller medal mounted on top and brass foot that can be silver or gold-plated.



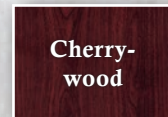
If time permits, a stand can be made for your stock macette.



Reverse

The U.S. Sports Academy had two of our stock medals placed on a stock mace in order to meet a fast-approaching deadline for a ceremony.

Stock maces and macettes are available in cherrywood or dark walnut.





# STANDS AND DISPLAYS

## Chain Display Case

The locking cherrywood chain display case is made to protect and show off your beautiful investment.



## Chain Travel Case

Safeguard your treasured chain of office during transit with a specially designed travel case.



## Mace Travel Case

Our durable mace travel case protects your investment when you need to travel. It is airline-approved and lockable, with handles and built-in wheels for easy transport.

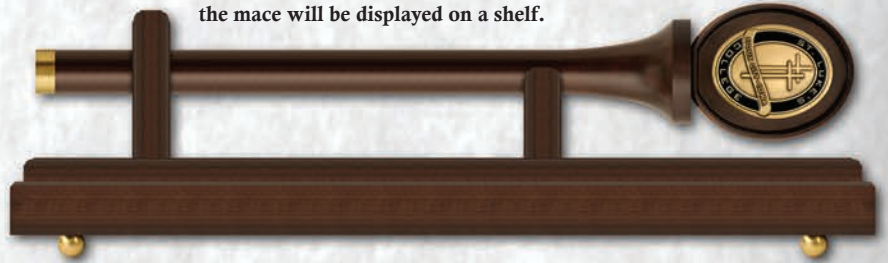


## Mace Stands

Mace stands are a simple, yet elegant way to safely display your mace or macette. Stands can be masterpieces in their own right, custom-made to match the style and size of your mace or macette.

### Horizontal Mace Stand

The horizontal stand is often used when the mace will be displayed on a shelf.



George Mason University added a brass back to its vertical stand.

### Vertical Mace Stand

The vertical stand is used when the mace is displayed at floor level. This stand is useful on a stage when ceremonies are being performed after a procession.



### Base Mace Stand

A base stand is another floor-level display option that gives your mace a free-standing look. Your seal medal can be mounted to the front if desired.





# AWARDS AND RECOGNITION

## Lapel Pins

Honor educators, donors or alumni with lapel pins, elegantly displaying affiliation and accomplishment.



Award levels of giving or years of service by adorning your pins with a variety of colored gems.



## Anniversaries and Special Occasions

Whether awarding a doctorate, recognizing a patent or an employee's length of service, celebrate special accomplishments or occasions with an award that will last and gain in appreciation from the recipient.



## Cuff Links

Enhance a special occasion with simple, yet elegant cuff links bearing your institution's seal or logo.



Harvard University president Drew Gilpin Faust receives a medal from Boston College.



# GRADUATES AND ALUMNI

## Alumni Awards Strengthen the Bond with the Alma Mater

Cement an alumni's relationship with the alma mater and build a basis for future donations with medals. To be given out at commencements or other ceremonies, the medals can be made in a variety of materials and finishes, with a matching stock or custom ribbon with the school colors.

### Key Tags

The refined look of leather and die-struck medallions in bronze or silver reinforce the prestige of your institution for simple awards or gifts.



Ceremonies are a breeze when medals are packaged for ease of presentation.

### Bookmarks

Your seals, logos, and mottos can be minted on our bookmarks to provide a reminder to students, donors, faculty, and others of your institution's ultimate goal.







# STOCK MEDALS

## Customize Our Stock Medals for Your Unique Medal Solution

Borrowing from ancient traditions, Medallic Art & Mint adds modern elements to create stock medals for any occasion. Stock medals can be plated in gold or silver, engraved with wording or imagery and enameled with your institution's colors to create a custom look. See our stock medals at [www.medallic.com/products/stock\\_medals](http://www.medallic.com/products/stock_medals).

### Choose Your Imagery

Our stock medals can be engraved with seals, logos or other important elements for complete customization.



### Choose Your Text

Engrave on one or both sides; school's name, award title, event date, or recipient's name.



### Add Customized Elements

Add chain components, engrave your institution's logo, attach medals to stock maces, incorporate school colors or differentiate between award levels by enameling inside an engraved area.





# PLAQUES AND SHADOWBOXES

A custom plaque or shadowbox displays a medal prominently. Engraved inscription plates commemorate events, deeds or individuals.



Inscription plates can be returned to Medallie Art & Mint to have award recipients' names engraved on them.

"The medals and plaque are in hand and are flawless and beautiful. Thanks so much."

— *Dr. Earle B. Weiss, Wellesley College*



## • Podium Seals

Add an air of elegant distinction to your podium for all your prestigious events. Our podium seals are custom-sized for the perfect fit.

"We are deeply honored to be present in your Academic Catalog and thankful for the immaculate crafts you created for us"

— *Angel Enrique Regaldo Sánchez, Universidad Mexicana*



The Northern Nevada Development Authority chose the classic look of our plaques. This example features the French head that is part of the Medallie Art & Mint logo.





# PRESENTATION AND DISPLAY

## • Medal Stands

A beautiful stand can display a recipient's medal for the world to see.



The University of Alabama at Birmingham President's Medal



Slotted Wood Stand



Deluxe Spinner



Ring of Honor



The duPont-Columbia Award for Distinguished Journalism

## • Medal Cases

Present your medallion or coin in a presentation box or case.

Use a prestigious case to enrich the presentation of your pin.



Leatherette Presentation Box



Cherrywood Cases



We can also engrave your wooden presentation box for a flourish of personalization.





# MEDALLIC ART & MINT STORE



Medallic Art & Mint has been innovating 'art in metal' for over a century and maintains the most extensive archives in the industry, with hundreds of thousands of products from the most famous artists and sculptors. For the first time, a century of our most beautiful and unique works of art are now available at [www.medallic.com/store](http://www.medallic.com/store).



*Medallic Art & Mint....  
Making Metal Memorable since 1903*





# MEDALLIC

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