

Mt. San Antonio College

Board Policies & Administrative Procedures

Board Policies

The Board of Trustees governs on behalf of the citizens of the Mt. San Antonio Community College District in accordance with Education Code Section 70902. The Board establishes policies (BP) that define the institutional mission and sets prudent, ethical, and legal standards for college operations.

Administrative Procedures

Administrative Procedures (AP) are revised, updated, or edited based on recommendations from units across campus following a systematic revision and review process and discussion by designated groups whose work is affected by changes to ensure accuracy and broad institutional dialogue as the basis for building consensus.

Chapter 1 – The College

BP#	Board Policy	AP#	Administrative Procedures
BP 1100 (/governance/trustees/apbp/BP1100.pdf)	The Mt. San Antonio Community College District		
BP 1200 (/governance/trustees/apbp/BP1200.pdf)	College Mission		

Chapter 2 – Board of Trustees

BP#	Board Policy	AP#	Administrative Procedures
BP 2010 (/governance/trustees/apbp/BP2010.pdf)	Board Membership		
BP 2015 (/governance/trustees/apbp/BP2015.pdf)	Student Member	AP 2015 (/governance/trustees/apbp/AP2015.pdf)	Student Member
BP 2100 (/governance/trustees/apbp/BP2100.pdf)	Board Elections		
BP 2105 (/governance/trustees/apbp/BP2105.pdf)	Election of Student Member	AP 2105 (/governance/trustees/apbp/AP2105.pdf)	Election of Student Member
BP 2110 (/governance/trustees/apbp/BP2110.pdf)	Vacancies on the Board	AP 2110 (/governance/trustees/apbp/AP2110.pdf)	Vacancies on the Board
BP 2200 (/governance/trustees/apbp/BP2200.pdf)	Board Duties and Responsibilities		
BP 2210 (/governance/trustees/apbp/BP2210.pdf)	Officers	AP 2210 (/governance/trustees/apbp/AP2210.pdf)	Officers
BP 2220 (/governance/trustees/apbp/BP2220.pdf)	Committees of the Board		
BP 2305 (/governance/trustees/apbp/BP2305.pdf)	Annual Organizational Meeting		
BP 2310 (/governance/trustees/apbp/BP2310.pdf)	Regular Meetings of the Board		

BP 2315 (/governance/trustees/apbp/BP2315.pdf)	Closed Sessions		
BP 2320 (/governance/trustees/apbp/BP2320.pdf)	Special and Emergency Meetings	AP 2320 (/governance/trustees/apbp/AP2320.pdf)	Special and Emergency Meetings
BP 2330 (/governance/trustees/apbp/BP2330.pdf)	Quorum and Voting		
BP 2340 (/governance/trustees/apbp/BP2340.pdf)	Agendas		
BP 2345 (/governance/trustees/apbp/BP2345.pdf)	Public Participation at Board Meetings		
BP 2350 (/governance/trustees/apbp/BP2350.pdf)	Speakers		
BP 2355 (/governance/trustees/apbp/BP2355.pdf)	Decorum		
BP 2360 (/governance/trustees/apbp/BP2360.pdf)	Minutes		
BP 2365 (/governance/trustees/apbp/BP2365.pdf)	Recording	AP 2365 (/governance/trustees/apbp/AP2365.pdf)	Recording
BP 2410 (http://www.mtsac.edu/governance/trustees/apbp/BP2410.pdf)	Board Policies and Administrative Procedures	AP 2410 (/governance/trustees/apbp/AP2410.pdf)	Process for Revision of APs or BPs
BP 2430 (/governance/trustees/apbp/BP2430.pdf)	Delegation of Authority to College President/CEO		
BP 2431 (/governance/trustees/apbp/BP2431.pdf)	CEO Selection		
BP 2432 (/governance/trustees/apbp/BP2432.pdf)	College President/CEO Succession		
BP 2435 (/governance/trustees/apbp/BP2435.pdf)	Evaluation of College President/CEO	AP 2435 (/governance/trustees/apbp/AP2435.pdf)	Evaluation of College President/CEO
BP 2610 (/governance/trustees/apbp/BP2610.pdf)	Presentation of Initial Collective Bargaining Proposals	AP 2610 (/governance/trustees/apbp/AP2610.pdf)	Presentation of Initial Collective Bargaining Proposals
BP 2710 (/governance/trustees/apbp/BP2710.pdf)	Conflict of Interest	AP 2710 (/governance/trustees/apbp/AP2710.pdf)	Conflict of Interest
		AP 2712 (/governance/trustees/apbp/AP2712.pdf)	Conflict of Interest Code
BP 2715 (/governance/trustees/apbp/BP2715.pdf)	Code of Ethics/Standards of Practice	AP 2715 (/governance/trustees/apbp/AP2715.pdf)	Code of Ethics/Standards of Practice
BP 2716 (/governance/trustees/apbp/BP2716.pdf)	Political Activity		
BP 2717 (/governance/trustees/apbp/BP2717.pdf)	Personal Use of Public Resources		
BP 2720 (/governance/trustees/apbp/BP2720.pdf)	Communications Among Board Members		
BP 2725 (/governance/trustees/apbp/BP2725.pdf)	Board Member Compensation		

BP 2730 (/governance/trustees/apbp/BP2730.pdf)	Health Benefits		
BP 2735 (/governance/trustees/apbp/BP2735.pdf)	Board Member Travel		
BP 2740 (/governance/trustees/apbp/BP2740.pdf)	Board Education		
BP 2745 (/governance/trustees/apbp/BP2745.pdf)	Board Self-Evaluation	AP 2745 (/governance/trustees/apbp/AP2745.pdf)	Board Self-Evaluation

Chapter 3 – General Institution

BP#	Board Policy	AP#	Administrative Procedures
BP 3050 (/governance/trustees/apbp/BP3050.pdf)	Institutional Code of Ethics		
BP 3100 (/governance/trustees/apbp/BP3100.pdf)	Organizational Structure	AP 3100 (/governance/trustees/apbp/AP3100.pdf)	Organizational Structure
		AP 3110 (/governance/trustees/apbp/AP3110.pdf)	Academic Department Reorganization
BP 3200 (/governance/trustees/apbp/BP3200.pdf)	Accreditation	AP 3200 (/governance/trustees/apbp/AP3200.pdf)	Accreditation
BP 3250 (/governance/trustees/apbp/BP3250.pdf)	Institutional Planning	AP 3250 (/governance/trustees/apbp/AP3250.pdf)	Institutional Planning
BP 3255 (/governance/trustees/apbp/BP3255.pdf)	Participation in Local Decision-Making	AP 3255 (/governance/trustees/apbp/AP3255.pdf)	Participation in Local Decision-Making
		AP 3260 (/governance/trustees/apbp/AP3260.pdf)	Institutional Review Board
BP 3280 (/governance/trustees/apbp/BP3280.pdf)	Grants		
BP 3300 (/governance/trustees/apbp/BP3300.pdf)	Public Records	AP 3300 (/governance/trustees/apbp/AP3300.pdf)	Public Records
BP 3310 (/governance/trustees/apbp/BP3310.pdf)	Records Retention and Destruction	AP 3310 (/governance/trustees/apbp/AP3310.pdf)	Records Retention and Destruction
BP 3410 (/governance/trustees/apbp/BP3410.pdf)	Nondiscrimination	AP 3410 (/governance/trustees/apbp/AP3410.pdf)	Nondiscrimination
BP 3420 (/governance/trustees/apbp/BP3420.pdf)	Equal Employment Opportunity	AP 3420 (/governance/trustees/apbp/AP3420.pdf)	Equal Employment Opportunity
BP 3430 (/governance/trustees/apbp/BP3430.pdf)	Prohibition of Harassment	AP 3430 (/governance/trustees/apbp/AP3430.pdf)	Prohibition of Harassment
		AP 3435 (/governance/trustees/apbp/AP3435.pdf)	Discrimination and Harassment Investigations
BP 3440 (/governance/trustees/apbp/BP3440.pdf)	Individuals with Disabilities	AP 3440 (/governance/trustees/apbp/AP3440.pdf)	Service Animals
		AP 3450 (/governance/trustees/apbp/AP3450.pdf)	Accessibility of Audiovisual Media – Captioning

BP 3500 (/governance/trustees/apbp/BP3500.pdf)	Campus Safety/Emergency Plan	AP 3500 (/governance/trustees/apbp/AP3500.pdf)	Campus Safety
		AP 3503 (/governance/trustees/apbp/AP3503.pdf)	Emergency Procedures
BP 3505 (/governance/trustees/apbp/BP3505.pdf)	Emergency Response Plan		
BP 3510 (/governance/trustees/apbp/BP3510.pdf)	Workplace Violence Plan	AP 3510 (/governance/trustees/apbp/AP3510.pdf)	Workplace Violence Prevention
BP 3515 (/governance/trustees/apbp/BP3515.pdf)	Reporting of Crimes	AP 3515 (/governance/trustees/apbp/AP3515.pdf)	Reporting of Crimes
		AP 3516 (/governance/trustees/apbp/AP3516.pdf)	Registered Sex Offender Information
BP 3518 (/governance/trustees/apbp/BP3518.pdf)	Child Abuse Reporting	AP 3518 (/governance/trustees/apbp/AP3518.pdf)	Child Abuse Reporting
BP 3520 (/governance/trustees/apbp/BP3520.pdf)	Local Law Enforcement	AP 3520 (/governance/trustees/apbp/AP3520.pdf)	Local Law Enforcement
BP 3525 (/governance/trustees/apbp/BP3525.pdf)	Use of Force		
BP 3530 (/governance/trustees/apbp/BP3530.pdf)	Weapons on Campus	AP 3530 (/governance/trustees/apbp/AP3530.pdf)	Weapons on Campus
BP 3540 (/governance/trustees/apbp/BP3540.pdf)	Sexual and Other Assaults on Campus	AP 3540 (/governance/trustees/apbp/AP3540.pdf)	Sexual Assaults on Campus
BP 3550 (/governance/trustees/apbp/BP3550.pdf)	Drug-Free Environment and Drug Prevention Program	AP 3550 (/governance/trustees/apbp/AP3550.pdf)	Drug-Free Environment and Drug Prevention
BP 3555 (/governance/trustees/apbp/BP3555.pdf)	HIV/AIDS	AP 3555 (/governance/trustees/apbp/AP3555.pdf)	HIV/AIDS
BP 3560 (/governance/trustees/apbp/BP3560.pdf)	Alcoholic Beverages	AP 3560 (/governance/trustees/apbp/AP3560.pdf)	Alcoholic Beverages
BP 3565 (/governance/trustees/apbp/BP3565.pdf)	Smoking on Campus	AP 3565 (/governance/trustees/apbp/AP3565.pdf)	Smoking on Campus
BP 3600 (/governance/trustees/apbp/BP3600.pdf)	Auxiliary Organizations	AP 3600 (/governance/trustees/apbp/AP3600.pdf)	Auxiliary Organizations
BP 3720 (/governance/trustees/apbp/BP3720.pdf)	Computer Use	AP 3720 (/governance/trustees/apbp/AP3720.pdf)	Computer and Network Use
		AP 3750 (/governance/trustees/apbp/AP3750.pdf)	Use of Copyrighted Material
BP 3810 (/governance/trustees/apbp/BP3810.pdf)	Claims Against the College	AP 3810 (/governance/trustees/apbp/AP3810.pdf)	Claims Against the District
BP 3820 (/governance/trustees/apbp/BP3820.pdf)	Gifts and Donations	AP 3820 (/governance/trustees/apbp/AP3820.pdf)	Gifts and Donations
BP 3830 (/governance/trustees/apbp/BP3830.pdf)	Flag at Half Staff	AP 3830 (/governance/trustees/apbp/AP3830.pdf)	Flag at Half Staff

BP 3900 (/governance/trustees/apbp/BP3900.pdf)	Freedom of Expression (Speech: Time, Place, and Manner)	AP 3900 (/governance/trustees/apbp/AP3900.pdf)	Freedom of Expression (Speech: Time, Place, and Manner)
BP 3910 (/governance/trustees/apbp/BP3910.pdf)	Solicitation, Advertising, and Sales	AP 3910 (/governance/trustees/apbp/AP3910.pdf)	Solicitation, Advertising, and Sales
BP 3911 (/governance/trustees/apbp/BP3911.pdf)	Student Credit Card Solicitations	AP 3911 (/governance/trustees/apbp/AP3911.pdf)	Student Credit Card Solicitations
BP 3915 (/governance/trustees/apbp/BP3915.pdf)	Distribution of Duplicated Material by Off-Campus Persons or Groups		
BP 3930 (/governance/trustees/apbp/BP3930.pdf)	Children on Campus		
BP 3940 (/governance/trustees/apbp/BP3940.pdf)	Animals on Campus		

Chapter 4 – Academic Affairs

BP#	Board Policy	AP#	Administrative Procedures
BP 4010 (/governance/trustees/apbp/BP4010.pdf)	Academic Calendar	AP 4010 (/governance/trustees/apbp/AP4010.pdf)	Academic Calendar
BP 4020 (/governance/trustees/apbp/BP4020.pdf)	Program, Curriculum, and Course Development	AP 4020 (/governance/trustees/apbp/AP4020.pdf)	Program and Curriculum Development
		AP 4021 (/governance/trustees/apbp/AP4021.pdf)	At-Risk Programs and Program Discontinuance
		AP 4024 (/governance/trustees/apbp/AP4024.pdf)	Units-to-Contact-Hour Relationship
BP 4025 (/governance/trustees/apbp/BP4025.pdf)	Philosophy and Criteria for Associate Degree and GE		
		AP 4026 (/governance/trustees/apbp/AP4026.pdf)	Philosophy and Criteria for International Education
		AP 4027 (/governance/trustees/apbp/AP4027.pdf)	Catalog Rights
BP 4030 (/governance/trustees/apbp/BP4030.pdf)	Academic Freedom	AP 4030 (/governance/trustees/apbp/AP4030.pdf)	Academic Freedom
BP 4040 (/governance/trustees/apbp/BP4040.pdf)	Library Services	AP 4040 (/governance/trustees/apbp/AP4040.pdf)	Library and Other Instructional Support Services
BP 4050 (/governance/trustees/apbp/BP4050.pdf)	Articulation	AP 4050 (/governance/trustees/apbp/AP4050.pdf)	Articulation
		AP 4051 (/governance/trustees/apbp/AP4051.pdf)	Course Equivalencies and Variances
BP 4060 (/governance/trustees/apbp/BP4060.pdf)	Delineation of Functions Agreement	AP 4060 (/governance/trustees/apbp/AP4060.pdf)	Delineation of Functions Agreements

BP 4100 (/governance/trustees/apbp/BP4100.pdf)	Graduation Requirements for Degrees and Certificates	AP 4100 (/governance/trustees/apbp/AP4100.pdf)	Graduation Requirements for Degrees and Certificates
		AP 4101 (/governance/trustees/apbp/AP4101.pdf)	Independent Study
		AP 4102 (/governance/trustees/apbp/AP4102.pdf)	Career and Technical Education
		AP 4103 (/governance/trustees/apbp/AP4103.pdf)	Work Experience
		AP 4104 (/governance/trustees/apbp/AP4104.pdf)	Contract Education
		AP 4105 (/governance/trustees/apbp/AP4105.pdf)	Distance Learning
BP 4110 (/governance/trustees/apbp/BP4110.pdf)	Honorary Degrees	AP 4110 (/governance/trustees/apbp/AP4110.pdf)	Honorary Degrees
BP 4220 (/governance/trustees/apbp/BP4220.pdf)	Standards of Scholarship, Progress, and Probation and Dismissal	AP 4220 (/governance/trustees/apbp/AP4220.pdf)	Standards of Scholarship – Delegation
		AP 4221 (/governance/trustees/apbp/AP4221.pdf)	Deans' and President's Lists
		AP 4222 (/governance/trustees/apbp/AP4222.pdf)	Remedial Coursework
BP 4225 (/governance/trustees/apbp/BP4225.pdf)	Course Repetition	AP 4225 (/governance/trustees/apbp/AP4225.pdf)	Course Repetition and Withdrawals
BP 4226 (/governance/trustees/apbp/BP4226.pdf)	Multiple and Overlapping Enrollments		
		AP 4228 (/governance/trustees/apbp/AP4228.pdf)	Course Repetition – Significant Lapse of Time
BP 4230 (/governance/trustees/apbp/BP4230.pdf)	Grading Symbols	AP 4230 (/governance/trustees/apbp/AP4230.pdf)	Grading Symbols
		AP 4231 (/governance/trustees/apbp/AP4231.pdf)	Grade Changes
		AP 4232 (/governance/trustees/apbp/AP4232.pdf)	Pass/No-Pass Grading
		AP 4233 (/governance/trustees/apbp/AP4233.pdf)	Security of Grade Records
BP 4235 (/governance/trustees/apbp/BP4235.pdf)	Credit by Examination	AP 4235 (/governance/trustees/apbp/AP4235.pdf)	Credit by Examination
BP 4240 (/governance/trustees/apbp/BP4240.pdf)	Academic Renewal Without Course Repetition	AP 4240 (/governance/trustees/apbp/AP4240.pdf)	Academic Renewal
BP 4250 (/governance/trustees/apbp/BP4250.pdf)	Probation, Dismissal, and Reinstatement	AP 4250 (/governance/trustees/apbp/AP4250.pdf)	Probation
		AP 4255 (/governance/trustees/apbp/AP4255.pdf)	Dismissal and Reinstatement

BP 4260 (/governance/trustees/apbp/BP4260.pdf)	Pre-requisites and Co-requisites	AP 4260 (/governance/trustees/apbp/AP4260.pdf)	Prerequisites, Co-requisites, and Advisories
BP 4270 (/governance/trustees/apbp/BP4270.pdf)	Use of General Ed Courses Completed at Other Institutions	AP 4270 (/governance/trustees/apbp/AP4270.pdf)	Use of General Education Courses Completed at Other Accredited Institutions
		AP 4275 (/governance/trustees/apbp/AP4275.pdf)	Guidelines for Certifying Baccalaureate Level Courses
		AP 4280 (/governance/trustees/apbp/AP4280.pdf)	Use of BA/BS or Higher Degree to Waive Associates Requirement
		AP 4285 (/governance/trustees/apbp/AP4285.pdf)	Credit for Extra-Institutional Learning
BP 4290 (/governance/trustees/apbp/BP4290.pdf)	Academic Honesty	AP 4290 (/governance/trustees/apbp/AP4290.pdf)	Student Academic Honesty
BP 4300 (/governance/trustees/apbp/BP4300.pdf)	Field Trips and Excursions	AP 4300 (/governance/trustees/apbp/AP4300.pdf)	Field Trips and Excursions
		AP 4350 (/governance/trustees/apbp/AP4350.pdf)	Student Travel Guidelines
BP 4400 (/governance/trustees/apbp/BP4400.pdf)	Community Services Programs	AP 4400 (/governance/trustees/apbp/AP4400.pdf)	Community Services
BP 4500 (/governance/trustees/apbp/BP4500.pdf)	Athletics	AP 4500 (/governance/trustees/apbp/AP4500.pdf)	Athletics
		AP 4555 (/governance/trustees/apbp/AP4555.pdf)	Athletics Special Events
		AP 4600 (/governance/trustees/apbp/AP4600.pdf)	News Media
BP 4700 (/governance/trustees/apbp/BP4700.pdf)	Classroom Visitors and Other Attendees	AP 4700 (/governance/trustees/apbp/AP4700.pdf)	Classroom Visitors and Other Attendees

Chapter 5 – Student Services

BP#	Board Policy	AP#	Administrative Procedures
BP 5000 (/governance/trustees/apbp/BP5000.pdf)	Student Success		
B (/governance/trustees/apbp/BP5010.pdf) P 5010 (/governance/trustees/apbp/BP5010.pdf)	Admissions	AP 5010 (/governance/trustees/apbp/AP5010.pdf)	Admissions
		AP 5011 (/governance/trustees/apbp/AP5011.pdf)	Admission and Concurrent Enrollment of High School and Other Young Students
		AP 5012 (/governance/trustees/apbp/AP5012.pdf)	International Students
		AP 5013 (/governance/trustees/apbp/AP5013.pdf)	Military Personnel, Federal Civil Service Employees, and Their Dependents

BP 5015 (/governance/trustees/apbp/BP5015.pdf)	Residence Determination	AP 5015 (/governance/trustees/apbp/AP5015.pdf)	Residence Determination
BP 5020 (/governance/trustees/apbp/BP5020.pdf)	Nonresident Tuition	AP 5020 (/governance/trustees/apbp/AP5020.pdf)	Non-resident Tuition
BP 5030 (/governance/trustees/apbp/BP5030.pdf)	Fees	AP 5030 (/governance/trustees/apbp/AP5030.pdf)	Fees
		AP 5031 (/governance/trustees/apbp/AP5031.pdf)	Instructional Materials Fees
BP 5035 (/governance/trustees/apbp/BP5035.pdf)	Withholding of Student Records	AP 5035 (/governance/trustees/apbp/AP5035.pdf)	Withholding of Student Records and Registration Privileges
BP 5040 (/governance/trustees/apbp/BP5040.pdf)	Student Records, Directory Information, and Privacy	AP 5040 (/governance/trustees/apbp/AP5040.pdf)	Student Records, Directory Information, and Privacy
		AP 5043 (/governance/trustees/apbp/AP5043.pdf)	Use of Social Security Numbers
		AP 5045 (/governance/trustees/apbp/AP5045.pdf)	Student Records: Challenging Content and Access Log
BP 5050 (/governance/trustees/apbp/BP5050.pdf)	Matriculation	AP 5050 (/governance/trustees/apbp/AP5050.pdf)	Matriculation
BP 5052 (/governance/trustees/apbp/BP5052.pdf)	Open Enrollment	AP 5052 (/governance/trustees/apbp/AP5052.pdf)	Open Enrollment
BP 5055 (/governance/trustees/apbp/BP5055.pdf)	Enrollment Priorities	AP 5055 (/governance/trustees/apbp/AP5055.pdf)	Enrollment Priorities
		AP 5070 (/governance/trustees/apbp/AP5070.pdf)	Attendance
		AP 5071 (/governance/trustees/apbp/AP5071.pdf)	Student Leave of Absence
		AP 5075 (/governance/trustees/apbp/AP5075.pdf)	Course Adds and Drops
BP 5110 (/governance/trustees/apbp/BP5110.pdf)		AP 5110 (/governance/trustees/apbp/AP5110.pdf)	
BP 5120 (/governance/trustees/apbp/BP5120.pdf)	Transfer Center	AP 5120 (/governance/trustees/apbp/AP5120.pdf)	Transfer Center
BP 5130 (/governance/trustees/apbp/BP5130.pdf)	Financial Aid	AP 5130 (/governance/trustees/apbp/AP5130.pdf)	Financial Aid
BP 5140 (/governance/trustees/apbp/BP5140.pdf)	Students with Disabilities	AP 5140 (/governance/trustees/apbp/AP5140.pdf)	Students with Disabilities – General Academic Adjustments
		AP 5141 (/governance/trustees/apbp/AP5141.pdf)	Students with Disabilities – Accessibility of Instructional Print & Alternate Media

		AP 5142 (/governance/trustees/apbp/AP5142.pdf)	Students with Disabilities – Accessibility of Multimedia Material: Captioning
BP 5150 (/governance/trustees/apbp/BP5150.pdf)	Extended Opportunity Programs and Services	AP 5150 (/governance/trustees/apbp/AP5150.pdf)	Extended Opportunity Programs and Services
BP 5200 (/governance/trustees/apbp/BP5200.pdf)	Student Health Services	AP 5200 (/governance/trustees/apbp/AP5200.pdf)	Student Health Services
BP 5210 (/governance/trustees/apbp/BP5210.pdf)	Communicable Disease	AP 5210 (/governance/trustees/apbp/AP5210.pdf)	Communicable Diseases
BP 5300 (/governance/trustees/apbp/BP5300.pdf)	Student Equity	AP 5300 (/governance/trustees/apbp/AP5300.pdf)	Student Equity
		AP 5310 (/governance/trustees/apbp/AP5310.pdf)	Student Bill of Rights
BP 5400 (/governance/trustees/apbp/BP5400.pdf)	Associated Students Organization	AP 5400 (/governance/trustees/apbp/AP5400.pdf)	Associated Students
BP 5410 (/governance/trustees/apbp/BP5410.pdf)	Associated Students	AP 5410 (/governance/trustees/apbp/AP5410.pdf)	Associated Students
BP 5420 (/governance/trustees/apbp/BP5420.pdf)	Associated Students Finance	AP 5420 (/governance/trustees/apbp/AP5420.pdf)	Associated Students Finance
BP 5500 (/governance/trustees/apbp/BP5500.pdf)	Standards of Conduct		
		AP 5520 (/governance/trustees/apbp/AP5520.pdf)	Student Discipline Procedures
		AP 5530 (/governance/trustees/apbp/AP5530.pdf)	Student Rights and Grievances
BP 5560 (/governance/trustees/apbp/BP5560.pdf)	Outside Speakers/Performers		

Chapter 6 – Business & Fiscal Affairs

BP#	Board Policy	AP#	Administrative Procedures
BP 6100 (/governance/trustees/apbp/BP6100.pdf)	Delegation of Authority	AP 6100 (/governance/trustees/apbp/AP6100.pdf)	Delegation of Authority
BP 6150 (/governance/trustees/apbp/BP6150.pdf)	Designation of Authorized Signatures	AP 6150 (/governance/trustees/apbp/AP6150.pdf)	Designation of Authorized Signatures
BP 6200 (/governance/trustees/apbp/BP6200.pdf)	Budget Preparation	AP 6200 (/governance/trustees/apbp/AP6200.pdf)	Budget Preparation
BP 6250 (/governance/trustees/apbp/BP6250.pdf)	Budget Management	AP 6250 (http://www.mtsac.edu/governance/trustees/apbp/AP6250.pdf)	Budget Management
BP 6300 (/governance/trustees/apbp/BP6300.pdf)	Fiscal Management	AP 6300 (/governance/trustees/apbp/AP6300.pdf)	Fiscal Management
		AP 6305 (/governance/trustees/apbp/AP6305.pdf)	Reserves

		AP 6310 (/governance/trustees/apbp/AP6310.pdf)	Accounting
BP 6320 (/governance/trustees/apbp/BP6320.pdf)	Investments	AP 6320 (/governance/trustees/apbp/AP6320.pdf)	Investments
		AP 6322 (/governance/trustees/apbp/AP6322.pdf)	Employee Indemnity Bonds
		AP 6325 (/governance/trustees/apbp/AP6325.pdf)	Payroll
BP 6330 (/governance/trustees/apbp/BP6330.pdf)	Purchasing	AP 6330 (/governance/trustees/apbp/AP6330.pdf)	Purchasing
BP 6340 (/governance/trustees/apbp/BP6340.pdf)	Contracts	AP 6340 (/governance/trustees/apbp/AP6340.pdf)	Bids and Contracts
		AP 6350 (/governance/trustees/apbp/AP6350.pdf)	Contracts – Construction
		AP 6360 (/governance/trustees/apbp/AP6360.pdf)	Contracts – Electronic Systems and Materials
		AP 6365 (/governance/trustees/apbp/AP6365.pdf)	Accessibility of Information Technology
		AP 6370 (/governance/trustees/apbp/AP6370.pdf)	Contracts – Personal Services
BP 6400 (/governance/trustees/apbp/BP6400.pdf)	Audits	AP 6400 (/governance/trustees/apbp/AP6400.pdf)	Audits
BP 6500 (/governance/trustees/apbp/BP6500.pdf)	Property Management	AP 6500 (/governance/trustees/apbp/AP6500.pdf)	Property Management
BP 6520 (/governance/trustees/apbp/BP6520.pdf)	Security for District Property	AP 6520 (/governance/trustees/apbp/AP6520.pdf)	Security for College Property
		AP 6530 (/governance/trustees/apbp/AP6530.pdf)	College Vehicles/Transportation
BP 6530 (/governance/trustees/apbp/BP6530.pdf)	Closed Circuit Television Surveillance Systems	AP 6535 (/governance/trustees/apbp/AP6535.pdf)	Use of College Equipment
BP 6540 (/governance/trustees/apbp/BP6540.pdf)	Insurance	AP 6540 (/governance/trustees/apbp/AP6540.pdf)	Insurance
BP 6550 (/governance/trustees/apbp/BP6550.pdf)	Disposal of Property	AP 6550 (/governance/trustees/apbp/AP6550.pdf)	Disposal of Personal Property
BP 6600 (/governance/trustees/apbp/BP6600.pdf)	Capital Construction	AP 6600 (/governance/trustees/apbp/AP6600.pdf)	Capital Construction
		AP 6610 (/governance/trustees/apbp/AP6610.pdf)	Facilities Project Prioritization
BP 6620 (/governance/trustees/apbp/BP6620.pdf)	Naming of Buildings	AP 6620 (/governance/trustees/apbp/AP6620.pdf)	Naming of Buildings
BP 6625 (/governance/trustees/apbp/BP6625.pdf)	College Fund- raising	AP 6625 (/governance/trustees/apbp/AP6625.pdf)	College Fund-raising

BP 6700 (/governance/trustees/apbp/BP6700.pdf)	Civic Center and Other Facilities Use	AP 6700 (/governance/trustees/apbp/AP6700.pdf)	Campus Events and Use of Campus Facilities
BP 6740 (/governance/trustees/apbp/BP6740.pdf)	Citizens' Oversight Committee	AP 6740 (/governance/trustees/apbp/AP6740.pdf)	Citizens' Oversight Committee
BP 6750 (/governance/trustees/apbp/BP6750.pdf)	Traffic and Parking Regulations	AP 6750 (/governance/trustees/apbp/AP6750.pdf)	Traffic and Parking Regulations
BP 6800 (/governance/trustees/apbp/BP6800.pdf)	Safety	AP 6800 (/governance/trustees/apbp/AP6800.pdf)	Safety
		AP 6850 (/governance/trustees/apbp/AP6750.pdf)	Hazardous Materials
BP 6900 (/governance/trustees/apbp/BP6900.pdf)	Bookstore	AP 6900 (/governance/trustees/apbp/AP6900.pdf)	Bookstore
BP 6920 (/governance/trustees/apbp/BP6920.pdf)	Mileage Allowance	AP 6920 (/governance/trustees/apbp/AP6920.pdf)	Mileage Allowance
		AP 6955 (/governance/trustees/apbp/AP6955.pdf)	Work Orders
		AP 6960 (/governance/trustees/apbp/AP6960.pdf)	Art Objects or Loaned Exhibits
		AP 6970 (/governance/trustees/apbp/AP6970.pdf)	School Farm Administration
		AP 6975 (/governance/trustees/apbp/AP6975.pdf)	Key Issuance Regulations
		AP 6985 (/governance/trustees/apbp/AP6985.pdf)	Advertising in Class Schedules

Chapter 7 – Human Resources

BP#	Board Policy	AP#	Administrative Procedures
BP 7100 (/governance/trustees/apbp/BP7100.pdf)	Commitment to Diversity	AP 7100 (/governance/trustees/apbp/AP7100.pdf)	Commitment to Diversity
BP 7110 (/governance/trustees/apbp/BP7110.pdf)	Delegation	AP 7110 (/governance/trustees/apbp/AP7110.pdf)	Delegation of Authority
BP 7120 (/governance/trustees/apbp/BP7120.pdf)	Recruitment and Hiring	AP 7120 (/governance/trustees/apbp/AP7120.pdf)	Recruitment and Hiring
		AP 7121 (/governance/trustees/apbp/AP7121.pdf)	Recruitment and Hiring – Classified Employees
		AP 7122 (/governance/trustees/apbp/AP7122.pdf)	Recruitment and Hiring – Management Employees
		AP 7125 (/governance/trustees/apbp/AP7125.pdf)	Verification of Eligibility for Employment – Immigration Status
		AP 7126 (/governance/trustees/apbp/AP7126.pdf)	Applicant Background Checks

BP 7130 (/governance/trustees/apbp/BP7130.pdf)	Compensation	AP 7130 (/governance/trustees/apbp/AP7130.pdf)	Compensation
BP 7140 (/governance/trustees/apbp/BP7140.pdf)	Collective Bargaining	AP 7135 (/governance/trustees/apbp/AP7135.pdf)	Hiring Temporary Special Project Administrators
		AP 7145 (/governance/trustees/apbp/AP7145.pdf)	Personnel Files
BP 7210 (/governance/trustees/apbp/BP7210.pdf)	Academic Employees		
BP 7211 (/governance/trustees/apbp/BP7211.pdf)	Minimum Qualifications and Equivalencies	AP 7211 (/governance/trustees/apbp/AP7211.pdf)	Minimum Qualifications and Equivalencies
		AP 7216 (/governance/trustees/apbp/AP7216.pdf)	Academic Employees: Grievance Procedure for Contract Decisions
BP 7230 (/governance/trustees/apbp/BP7230.pdf)	Classified Employees	AP 7230 (/governance/trustees/apbp/AP7230.pdf)	Classified Employees
		AP 7231 (/governance/trustees/apbp/AP7231.pdf)	Seniority
		AP 7232 (/governance/trustees/apbp/AP7232.pdf)	Classification Review
		AP 7234 (/governance/trustees/apbp/AP7234.pdf)	Overtime
		AP 7236 (/governance/trustees/apbp/AP7236.pdf)	Substitute and Short Term Employees
		AP 7237 (/governance/trustees/apbp/AP7237.pdf)	Layoffs
BP 7240 (/governance/trustees/apbp/BP7240.pdf)	Confidential Employees	AP 7240 (/governance/trustees/apbp/AP7240.pdf)	Confidential Employees
BP 7250 (/governance/trustees/apbp/BP7250.pdf)	Educational Administrators	AP 7250 (/governance/trustees/apbp/AP7250.pdf)	Educational Administrators
BP 7260 (/governance/trustees/apbp/BP7260.pdf)	Classified Supervisors and Managers	AP 7260 (/governance/trustees/apbp/AP7260.pdf)	Classified Managers
		AP 7270 (/governance/trustees/apbp/AP7270.pdf)	Student Workers
BP 7310 (/governance/trustees/apbp/BP7310.pdf)	Nepotism		
		AP 7330 (/governance/trustees/apbp/AP7330.pdf)	Communicable Disease
BP 7335 (/governance/trustees/apbp/BP7335.pdf)	Health Examinations	AP 7335 (/governance/trustees/apbp/AP7335.pdf)	Health Examinations
		AP 7336 (/governance/trustees/apbp/AP7336.pdf)	Certification of Freedom from Tuberculosis
		AP 7337 (/governance/trustees/apbp/AP7337.pdf)	Fingerprinting

BP 7340 (/governance/trustees/apbp/BP7340.pdf)	Leaves		
		AP 7342 (/governance/trustees/apbp/AP7342.pdf)	Holidays
		AP 7343 (/governance/trustees/apbp/AP7343.pdf)	Industrial Accidents and Illness
		AP 7344 (/governance/trustees/apbp/AP7344.pdf)	Employee Absence and Illness
BP 7345 (/governance/trustees/apbp/BP7345.pdf)	Catastrophic Leave	AP 7345 (/governance/trustees/apbp/AP7345.pdf)	Catastrophic Leave
		AP 7346 (/governance/trustees/apbp/AP7346.pdf)	Employees Called to Military Duty
BP 7350 (/governance/trustees/apbp/BP7350.pdf)	Resignations	AP 7350 (/governance/trustees/apbp/AP7350.pdf)	Resignations
BP 7360 (/governance/trustees/apbp/BP7360.pdf)	Discipline and Dismissals — Academic Employees	AP 7351 (/governance/trustees/apbp/AP7351.pdf)	Sick Leave for Temporary Employees Not Represented by a Collective Bargaining Unit
BP 7365 (/governance/trustees/apbp/BP7365.pdf)	Discipline and Dismissals — Classified Employees		
		AP 7366 (/governance/trustees/apbp/AP7366.pdf)	Reinstatement
BP 7370 (/governance/trustees/apbp/BP7370.pdf)	Political Activity	AP 7370 (/governance/trustees/apbp/AP7370.pdf)	Political Activity
		AP 7371 (/governance/trustees/apbp/AP7371.pdf)	Personal Use of Public Resources
BP 7380 (/governance/trustees/apbp/BP7380.pdf)	Retiree Health Benefits; Academic Employees	AP 7380 (/governance/trustees/apbp/AP7380.pdf)	Retiree Health Benefits — All Employees
		AP 7381 (/governance/trustees/apbp/AP7381.pdf)	Health and Welfare Benefits
BP 7385 (/governance/trustees/apbp/BP7385.pdf)	Salary Deductions		
BP 7400 (/governance/trustees/apbp/BP7400.pdf)	Travel	AP 7400 (/governance/trustees/apbp/AP7400.pdf)	Conference and Travel
		AP 7500 (/governance/trustees/apbp/AP7500.pdf)	Volunteers, Interns, and Fieldwork
BP 7510 (/governance/trustees/apbp/BP7510.pdf)	Domestic Partners		
BP 7600 (/governance/trustees/apbp/BP7600.pdf)	Campus Public Safety Officers	AP 7600 (/governance/trustees/apbp/AP7600.pdf)	Campus Public Safety
		AP 7650 (/governance/trustees/apbp/AP7650.pdf)	Subpoena Process
BP 7700 (/governance/trustees/apbp/BP7700.pdf)	Whistleblower Protection	AP 7700 (/governance/trustees/apbp/AP7700.pdf)	Whistleblower Protection

		AP 7715 (/governance/trustees/apbp/AP7715.pdf)	Faculty Code of Ethics
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