

## RECOMMENDED EDITS

### **Computer and Network Use: ~~Rights and Responsibilities~~**

#### **BP 3250 3720**

The Foothill - De Anza Community College District ("District") owns, leases, and/or operates a variety of computer and communication systems, including but not limited to, voicemail, electronic mail (e-mail), telephone, cloud-based applications, and access to the Internet, which are provided for the use of District faculty, administrators, staff, and students in support of the programs of the Colleges and District. Hereinafter, this system and all its component parts shall be referred to as the "District Network." This network establishes a communications platform that often substitutes for in-person meetings regarding District business.

Employees, students, or other individuals who use District computers and networks, including the information they contain and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines for the appropriate use of the District Network, computing equipment, and information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

~~The Computer and Network Use: Rights and Responsibilities Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Policy covers use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, libraries and the use of the District servers and networks from any location. If any provision of this policy is found to be legally invalid it shall not affect other provisions of the policy as long as they can be effective without the invalid provision.~~

#### **Ownership Rights**

~~The Policy is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policy or collective bargaining agreements pertaining to intellectual property rights, employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.~~

#### **Privacy Interests**

~~The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance and academic freedom as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of District business make electronic communication less private than many users anticipate. In the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are virtually no online activities or services that guarantee an absolute right of privacy, and therefore the District Network is not to be relied upon as confidential or private. Nonetheless,~~

the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and telephone communications.

### **District Rights**

~~System administrators may access user files or suspend services they manage without notice: 1) to protect the integrity of computer systems; 2) under time dependent, critical operational circumstances; 3) as required by and consistent with the law; or 4) when it reasonable to believe that violations of law or District policy or procedures have occurred. For example, system administrators, following organizational guidelines, may access or examine individual files or accounts based on suspicion that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board policy. Such data or information may also be used as grounds for appropriate personnel action.~~

### **User Rights**

~~While the District monitors electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor users' computer hardware or files, email, and/or telephone message system, nor disclose information created or stored in such media without the user's consent. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. In the event that the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.~~

### **User Responsibilities**

~~The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources and observe all relevant law, regulations and contractual obligations.~~

~~For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional activities. Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities provided that such use is within reason and provided that such usage is ordinarily on an employee's own time, is occasional, and does not interfere with or burden the District's operation.~~

~~"Unauthorized uses" include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use. These types of prohibited uses and purposes are further defined in Administrative Procedure 3250.~~

~~All users of the District Network must read, understand, and comply with this Policy as well as Administrative Procedures 3250, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Policy.~~

Copies of this Policy can be found in the policies section of the College Catalogues, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District's Web site at <http://www.fhda.edu>.

### **Enforcement of the Policy**

The Board directs the Chancellor or designee to enforce all existing federal and state laws and District and college policies, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Violations of this Policy will be dealt with in the same manner as violations of other District policies or standards of behavior and may result in disciplinary action, subject to applicable due process requirements.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaint Procedures found in Administrative Procedures 3250.

Students who do not observe the requirements of this Policy may be in violation of the Student Code of Conduct and subject to student discipline. **Employees who do not observe the requirements of this Policy may be subject to disciplinary action up to and including termination.**

This Policy and Administrative Procedure ~~3520~~ **3720** shall be distributed to all new and existing employees. Nothing in this policy should be construed to interfere with First Amendment rights or with the academic freedom of faculty as outlined in Board Policy 4190.

### **References:**

**Education Code Section 70902;**

**Government Code Section 3543.1 subdivision (b);**

**Penal Code Section 502;**

**Cal. Const., Art. 1 Section 1;**

**17 U.S. Code Sections 101 et seq.**

**See Administrative Procedure ~~3250~~ 3720 Procedures Regarding Misuse of Computer Information  
Computer and Network Use**

Approved 11/17/97  
Revised 07/07/03, 12/05/05, **XX/XX/23**

## RECOMMENDED EDITS

### Procedures Regarding Misuse of Computer Information Computer and Network Use

#### AP ~~3250~~ 3720

This administrative procedure implements Board Policy ~~3250~~ 3720.

The Computer and Network Use Policy ("the Policy") applies to all members of the District community using the District Network including faculty, administrators, staff, students, independent contractors, and authorized guests. The Procedure covers the use of computer equipment and communication systems at any District facility in computer labs, classrooms, offices, and libraries, and the use of District equipment, servers, systems, and networks from any location. If any provision of this Procedure is found to be legally invalid, it shall not affect other provisions of the Procedure as long as they can be effective without the invalid provision.

#### Ownership Rights

The Procedure is based upon and shall be interpreted according to the following fundamental principle: the entire District Network, and all hardware and software components within it, is the sole property of the District which sets the terms and conditions of its use consistent with the law. Except as provided in Board Policies, Administrative Procedures, and collective bargaining agreements pertaining to intellectual property rights, network users have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the District Network.

#### Privacy Interests

The District recognizes the privacy interests of faculty and staff and their rights to freedom of speech, participatory governance, and academic freedom, as well as their rights to engage in protected union and concerted activity. However, both the nature of electronic communication and the public character of the District's business make electronic communication less private than many users anticipate and may be subject to public disclosure. In addition, the District Network can be subject to authorized and unauthorized access by both internal and external users. For these reasons, there are no online activities or services that guarantee an absolute right of privacy, and therefore, the District Network is not to be relied upon as confidential or private. Nonetheless, the District seeks to afford email communications privacy protections comparable to those it traditionally affords paper mail and telephone communications consistent with state and federal laws.

#### District Rights

System administrators may access user files or suspend services they manage without notice: 1) to protect the integrity of computer systems; 2) under time-dependent, critical operational circumstances; 3) as required by and consistent with the law; or 4) when it is reasonable to believe that violations of law or District policy or Administrative Procedures have occurred. For example, system administrators, following District guidelines, may access or examine individual files or accounts based on suspicion that they have been corrupted or damaged or subject to unauthorized use or misuse. In such cases of access without notice, data or information acquired may be used to initiate or extend an investigation related to the initial cause or as required by law or Board Policy or Administrative Procedure and/or to protect system integrity. Such data or information may also be used as grounds for appropriate disciplinary action.

Access to the District enterprise resource planning (“ERP”) system or other District applications or databases containing personally identifiable information (“PII”) or protected health information (“PHI”), or any other student or employee information protected by state or federal law, shall be granted upon the successful completion of the Department of Justice (“DOJ”) Live Scan fingerprint check.

To ensure an effective response to emergency situations, the District may monitor telephone calls only when an emergency call is made to 911. This emergency call monitoring allows District Police to communicate and coordinate with Police, Fire, and other emergency responders.

#### User Rights

While the District uses automated processes to monitor electronic usage as part of its normal network operating procedures, the District does not routinely inspect or monitor individual users’ computer hardware or files, email, and/or telephone messages, nor disclose information created or stored in such media without the user’s consent unless required by law. The District shall attempt to notify users before accessing computer hardware and files or prior to suspending service. If the District acts without user consent, under its District Rights specified above, the District shall do so with the least perusal of contents and the least action necessary to resolve the immediate situation. When the District accesses files without user consent, it shall notify the user as soon as possible of its access and provide the reason for its action.

#### User Responsibilities

The District recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, policies, procedures, and contractual obligations.

For District employees, the intended uses of the District Network are those which are reasonable and necessary for the pursuit of job duties; for students, the intended uses are those which are reasonable and necessary for the pursuit of instructional or other authorized activities.

“Unauthorized uses” include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use.

No Personally Identifiable Information (PII) unrelated to district matters should be stored or transmitted using the District Network. Users are prohibited from receiving, transmitting, or storing student or employee information categorized as PII outside District systems specifically designated for secure storage and transmittal of PII.

Users accessing the District Network are expected to act responsibly and engage in safe computing practices. To protect the integrity of the District Network and the information it contains, all employees are provided with regular cybersecurity training modules and should utilize effective cybersecurity practices.

### International Travel

When traveling outside the United States, employees will be restricted from accessing certain sensitive data systems and/or connecting to the District Network via Virtual Private Network (VPN) connections. These limitations are intended for security purposes and the District will make an effort to allow international access to instructional systems to the greatest extent feasible given security, data protection, and risk considerations. Additionally, when engaging in authorized international travel, employees shall ensure District-owned computing hardware and any storage devices containing District data are encrypted per current District standards.

All District Network users must read, understand, and comply with this Administrative Procedure, Board Policy 3720, and any additional guidelines established by the District. Such guidelines will be reviewed by the District and may become subject to Board approval as a District policy or procedure. By using any part of the District Network, users agree that they will comply with this Procedure.

Copies of this Policy can be found in the policies section of the College Catalogs, Schedule of Classes, Student Handbooks, Faculty Handbooks, New Classified Employee Handbook, and the Handbook for New Administrators. Copies of this Policy are also available in the District Human Resources Office, the Office of the Dean of Student Development and EOPS (De Anza), the Office of the Dean of Student Affairs and Activities (Foothill), and on the District's web site at <http://www.fhda.edu>.

### Enforcement of the Procedure

The Chancellor or designee will enforce all existing federal and state laws and Board Policies and Administrative Procedures, including not only those laws and regulations that are specific to computers and networks but also those that apply generally to personal conduct. Users violating Board Policy 3720 and this Administrative Procedure will be dealt with in the same manner as violations of other Board Policies or Administrative Procedures or standards of behavior.

Users who believe this policy has been misinterpreted or misapplied may file a complaint in accordance with the Complaints procedures found below.

Students who do not observe the requirements of this Procedure may be in violation of the Student Code of Conduct and subject to student discipline. Employees who do not observe the requirements of this Procedure may be subject to disciplinary action up to and including termination. Such violations may also be subject to criminal investigation when warranted.

The District is responsible for making this Procedure readily accessible to all users prior to their use of the District Network. Abuse of computing, networking or information resources contained in or part of the District Network may result in the loss of ~~computing privileges~~ **access to the District Network**. Additionally, abuse can be prosecuted under applicable ~~statutes~~ **laws**. Users may be held accountable for their conduct under any applicable **Board**, District or College policies, **Administrative** Procedures, **state and federal laws**, or collective bargaining agreements. Complaints alleging abuse of the District Network will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of material protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

~~Examples of behaviors constituting abuse which violate District Board Policy 3250 include, but are not limited to, the following activities:~~

## System Abuse

Examples of behaviors constituting abuse include, but are not limited to, the following:

- **Any activity which is illegal.**
- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer ~~account~~ **or application or system** that one is not authorized to have.
- Using the District Network to gain unauthorized access to any ~~computer~~ **information technology** systems.
- Knowingly performing an act which will interfere with the normal operation of ~~computers, terminals, peripherals or networks~~ **applications, systems, computers, terminals, peripherals, or networks.**
- Knowingly running or installing on any ~~computer~~ system or network **a program intended to take control of the computer(s) systems** or giving to another user a program intended to damage or to place excessive load on a computer system or network. **This includes programs known as computer viruses, Trojan horses, zombie software, and worms.**
- Knowingly ~~or carelessly~~ **or through negligence** allowing someone else to use your account ~~who engages in any misuse in violation of Board Policy 3250 or of this AP3250.~~
- Forging e-mail messages.
- Attempting to circumvent data protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources, **such as by engaging in file sharing schemes, participating in e-mail chains, spamming, and/or excessive bandwidth usage.**
- **Intentionally accessing,** downloading, displaying, uploading, or transmitting obscenity or pornography, as legally defined.
- Attempting without District authorization to monitor or tamper with another user's electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal ~~under California Computer Crime Laws.~~
- Personal use, which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the Network.
- Illegal downloading and/or distribution of copyright-protected materials, including music and videos.
- **Using the District Network for online gambling.**
- **Using the District Network for political purposes as set forth in Education Code Section 7054.**

## Harassment

- Using the **District Network, including** telephone, e-mail, voicemail, **or other electronic communications,** to harass or threaten others.
- Knowingly downloading, displaying, or transmitting by use of the District Network, communications, pictures, drawings, or depictions that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political belief.
- Knowingly downloading, displaying, or transmitting by use of the District Network sexually explicit images, messages, pictures, or cartoons ~~when done to harass or for the purposes of harassment~~ **which have the clear purpose of harassment or have been identified as harassment as the result of a formal investigation into the matter.**

- Knowingly downloading, displaying, or transmitting by use of the District Network sexually harassing images or text in a public computer facility, or location that can potentially be in view of other individuals **that do not constitute proper exercise of academic freedom or constitutionally protected free speech or expression within a public computer facility or location that can potentially be in view of other individuals.**
- Posting on ~~electronic bulletin boards~~ **sites or applications** material that violates existing laws or the colleges' Codes of Conduct.
- Using the District Network to publish false or defamatory information about another person.

### **Commercial Use**

- Using the District Network for any commercial activity, **other than incidental or traditional commercial use**, without written authorization from the District. "Commercial activity" means for financial remuneration or designed to lead to financial remuneration. **Examples of "incidental or traditional commercial use" include but are not limited to:**
  - **Electronic communication between an instructor who is an author of a textbook and his/her publisher.**
  - **Electronic communication by a staff member who uses the District Network to communicate regarding a presentation at an educational conference or workshop for which that staff member might receive an honorarium.**
  - **Electronic use of the District Network by a student to seek a part-time or full-time job or career related to the student's field of study, or to assist her/him in applying for such work.**
  - **Electronic communication by a staff member to inform a colleague about their child's candy bar fundraising sale for the child's school.**
  - **Using electronic resources to research and/or purchase supplies, equipment, or other items required for campus, District, or student use.**

### **Copyright**

- Violating terms of applicable software licensing agreements or copyright laws.
- Publishing copyrighted material without the consent of the owner on District web sites in violation of copyright laws.
- **Downloading of unlicensed or copyrighted movies or music for other than legally authorized uses or uses authorized by the District.**
- **Illegally downloading copyrighted material or information that would enable the unauthorized utilization of copyrighted material.**

### **Exceptions**

**The interaction of a user's personal computing equipment, connected to the District Network, is subject to this Procedure. Contents of a user's personal computing equipment are subject to search by the District only by legal warrant.**

**There may be times when District employees may be exempted from certain provisions of this Procedure to perform their duties or assignments that are an established part of their job.**

Activities by technical staff, as authorized by appropriate District or College officials, to take action for security, enforcement, technical support, troubleshooting or performance testing purposes will not be considered abuse of **the District** Network.

Although personal use is not an intended use, the District recognizes that the Network will be used for incidental personal activities and will take no disciplinary action provided that such use is within reason and provided that such usage is ordinarily on an employee's own time; is occasional, and does not interfere with or burden the District's operation, **and is not otherwise contrary to Board Policies or Administrative Procedures**. Likewise, the District will not purposefully surveil or punish reasonable use of the District Network for union business-related communication between employees and their unions.

### **Complaints by Employees or Students Regarding Enforcement of this Procedure**

An user **employee** who asserts that the District or District personnel have violated this policy **Procedure** shall **may alert the Vice Chancellor of Technology or any ETS manager of the incident and may also** file a complaint with his or her immediate supervisor with a copy to the Vice Chancellor of Human Resources **and Equal Opportunity**, and **with** a copy to the employee's bargaining unit **if applicable**. The supervisor **appropriate manager** shall notify the supervisor of the alleged violator to discuss the complaint. ~~The supervisor of the complainant~~ **District management** shall initiate an investigation if necessary and determine an appropriate remedy/resolution in consultation with the Vice Chancellor of Human Resources **and Equal Opportunity and/or the Vice Chancellor of Technology**. In cases where the supervisor is part of the complaint, the complaint shall be filed with the next level of supervision for investigation and resolution and/or remedy. The complainant shall be informed in writing 1) of the initiation of the investigation, and 2) of its outcome as appropriate, with copies to the Vice Chancellor of Human Resources **and Equal Opportunity** and the employee's bargaining unit **as applicable**. Complainants dissatisfied with the resolution/remedy have full recourse to relevant contractual protections and/or legal action.

**A student who asserts that the District, its personnel, or another student has violated this Procedure may alert college or district personnel, who may take appropriate action and shall immediately notify the Vice Chancellor of Technology regarding the specifics of the incident. If the student deems it necessary, they may file a complaint pursuant to the College's student complaint process.**

### **References:**

**Government Code Section 3543.1 subdivision (b);**

**Penal Code Section 502;**

**Cal. Const., Art. 1 Section 1;**

**15 U.S. Code Sections 6801 et seq.;**

**17 U.S. Code Sections 101 et seq.;**

**16 Code of Federal Regulations Parts 314.1 et seq.;**

**Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45;**

**See Board Policy ~~3250~~ 3720 Computer Use: Rights and Responsibilities Computer and Network Use**

Approved 11/17/97

Reviewed 08/16/99, 07/07/03

Revised 10/28/05, 02/06/09, **XX/XX/23**



**FOOTHILL-DE ANZA  
Community College District**

Book	Board Policy
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	BP 5030
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 58520</a> <a href="#">California Code of Regulations, Title 5, Sections 59400 et seq.</a> <a href="#">Education Code Section 76060.5</a> <a href="#">Education Code Section 76142</a> <a href="#">Education Code Section 76223</a> <a href="#">Education Code Sections 76300 et seq.</a> <a href="#">Education Code Section 76355</a> <a href="#">Education Code Section 76361</a> <a href="#">Education Code Section 76360</a> <a href="#">Education Code Section 76365</a> <a href="#">Education Code Section 76370</a> <a href="#">Education Code Section 76395</a>
Adopted	January 4, 1999
Last Revised	December 4, 2017
Last Reviewed	December 4, 2017

The Board authorizes the fees set forth below:

*Enrollment Fee (Education Code Section 76300)*

Each student shall be charged a fee for enrolling in credit courses as required by law.

*Baccalaureate Degree Pilot Program Fees (Title 5, Section 58520)*

Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree pilot program.

*Auditing Fee (Education Code Section 76370)*

Persons auditing a course shall be charged a fee of ten dollars (\$10) per unit per quarter. Students enrolled in classes to receive credit for 15 or more quarter credit units shall not be charged an auditing fee to audit five or fewer units per quarter.

*Health Fee (Education Code Section 76355)*

The District shall charge each student a fee of seventeen dollars (\$17) for health supervision and services.

*Parking Fee (Education Code Section 76360)*

Students shall be required to pay a fee for parking services. The Chancellor shall present for board approval fees for parking for students.

*Instructional Materials (Education Code Section 76365; Title 5, Sections 59400 et seq.)*

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

*Physical Education Facilities (Education Code Section 76395)*

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

*Student Representation Fee (Education Code Section 76060.5)*

As authorized by the colleges, students will be charged a per quarter fee to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

*Student Transportation Costs (Education Code Section 76361)*

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be seven dollars and seventy-five cents (\$7.75) for full time students enrolled in 12 or more units, six dollars and seventy-five cents (\$6.75) for part-time students enrolled in 6 to 11.9 units, and five dollars and seventy-five cents (\$5.75) for students enrolled in fewer than 6 units.

*Transcript Fees (Education Code Section 76223)*

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of a student's records or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

*International Students Application Processing Fee (Education Code Section 76142)*

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. The processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the United States government or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure that those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code Section 76300 shall be required to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

**Students who are currently incarcerated and enrolling in classes from the Correctional Facility where they are incarcerated are exempt from all Basic Fees.**

[See Administrative Procedure 5030 Fees](#)

Adopted 1/4/99  
Amended 5/4/15, 12/4/17



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 5 - Student Services (including former Article 5 - Students)
Title	Fees
Code	AP 5030
Status	Active
Legal	<a href="#">California Code of Regulations, Title 5, Section 51012</a> <a href="#">California Community College Chancellor's Office (CCCCO) Student Fee Handbook</a> <a href="#">Education Code Section 66025.3</a> <a href="#">Education Code Section 70902(b)(9)</a> <a href="#">Education Code Section 76300.5</a>
Adopted	May 3, 1982
Last Revised	March 20, 2015

The District only requires students to pay a fee if required or specifically authorized by statute.

Required fees include:

- Enrollment fees as set forth in Education Code, Section 76300 and 76300.5; Title 5, Sections 58500 and 58509
- Nonresident tuition as set forth in Education Code Sections 76140 and 76140.5

Fees authorized by law include:

- Non-District physical education facilities as set forth in Education Code, Section 76395
- Noncredit courses as set forth in Education Code, Section 76385
- Community service courses as set forth in Education Code, Section 78300
- Auditing of courses as set forth in Education Code, Section 76370
- Instructional materials as set forth in Education Code, Sections 73365, 81457, and 81458; Title 5, Sections 59400 and 59408
- Athletic insurance as set forth in Education Code, Section 70902(b)(9)
- Cross-enrollment with the California State University (CSU) or University of California (UC) as set forth in Education Code, Section 66753
- Health as set forth in Education Code, Section 76355
- Parking as set forth in Education Code, Section 76360
- Transportation as set forth in Education Code, Sections 76361 and 82305.6
- Student representation as set forth in Education Code, Section 76060.5; Title 5, Sections 54801 and 54805
- Student Center as set forth in Education Code, Section 76375; Title 5, Section 58510
- Copies of student records as set forth in Education Code, Section 76223
- Dormitory as set forth in Education Code, Section 81670
- Child care as set forth in Education Code, Sections 79121 et seq. and 66060

- Nonresident capital outlay as set forth in Education Code, Section 76141
- Nonresident application processing as set forth in Education Code, Section 76142
- Credit by Examination as set forth in Education Code, Section 76300; Title 5, Section 55050
- Use of facilities financed by revenue bonds as set forth in Education Code, Section 81901(b)(3)
- Refund processing as set forth in Title 5, Section 58508
- Telephone registration as set forth in Education Code, Section 70902(a)
- Physical fitness test as set forth in Education Code, Section 70902(b)(9)
- Instructional tape lease/deposit as set forth in Education Code, Section 70902(b)(9)
- Credit card use as set forth in Education Code, Section 70902(b)(9)
- International student medical insurance as set forth in Education Code, Section 70902(b)(9)
- Baccalaureate degree program fees as set forth in Title 5, Section 58520

Prohibited fees include:

- Late application as set forth in California Community College Chancellor's Office (CCCCO) Student Fee Handbook
- Add/drop as set forth in CCCCCO Student Fee Handbook
- Mandatory student activities except permissive optional fees as set forth in the CCCCCO Student Fee Handbook
- Mandatory student identification cards as set forth in CCCCCO Student Fee Handbook
- Mandatory Student Body Organization as set forth in CCCCCO Student Fee Handbook
- Nonresident application as set forth in CCCCCO Student Fee Handbook
- Field trip as set forth in Title 5 Sections 55450 and 55451
- For dependents of certain victims of September 11, 2001, terrorist attacks as set forth in CCCCCO Student Fee Handbook
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor as set forth in Education Code Section 66025.3
- Required or funded services as set forth in CCCCCO Student Fee Handbook
- Refundable deposits as set forth in CCCCCO Student Fee Handbook
- Distance education (other than the statutorily authorized enrollment fees) as set forth in CCCCCO Student Fee Handbook
- Mandatory mailings as set forth in CCCCCO Student Fee Handbook
- Rental of practice rooms except permissible optional service fee as set forth in CCCCCO Student Fee Handbook
- Apprenticeship courses as set forth in CCCCCO Student Fee Handbook
- Technology except permissible optional fees as set forth in CCCCCO Student Fee Handbook
- Late payment as set forth in Title 5 Sections 58502 and 59410
- Nursing/healing arts student liability insurance as set forth in Title 5 Section 55234
- Cleaning as set forth in CCCCCO Student Fee Handbook
- Breakage as set forth in CCCCCO Student Fee Handbook
- Test proctoring as set forth in CCCCCO Student Fee Handbook

Collection and Refund of Fees

Fees are collected at the time of registration.

Fees that are raised by an act of the Legislature and made effective following registration by a student will be calculated and added to the student's account. The student will be notified of the fee amount.

Fees that are refundable due to changes in law or regulation authorizing and establishing enrollment fees shall be refunded.

Any fee or tuition collected in error or collected for a class that is canceled by the College shall be refunded.

Nonresident tuition shall be refundable, upon application, for classes which are dropped during the first four 4 weeks of the quarter length classes and before the second class meeting for classes of more than one week but less than a quarter in length.

Students who have had a change in their residency, and were initially charged out of state fees in error, may request a refund within the academic year (prior to June 30) of the documented residency change. Nonresident fees are not reversible or refundable past the single academic year period.

The enrollment fee, health fee, student body fee and campus center fee are refundable, upon application, if all classes are officially dropped during the first two weeks of the class.

The parking fee is non-refundable except when collected in error or when the fee has been paid for attending a class that is canceled.

**Students who are currently incarcerated and enrolling in classes from the Correctional Facility where they are incarcerated are exempt from all Basic Fees.**

Students will be notified of the availability of exemptions from certain mandatory and authorized fees.

[\*See Board Policy 4070 Auditing and Auditing Fees\*](#)

[\*See Board Policy 5020 Nonresident Tuition\*](#)

[\*See Administrative Procedure 5020 Nonresident Tuition\*](#)

[\*See Board Policy 5030 Fees\*](#)

[\*See Administrative Procedure 5031 Instructional Materials Fees\*](#)

[\*See Administrative Procedure 4235 \(Note: currently AP 6030\) Credit by Examination\*](#)

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