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Policies and Procedures

These files are in Adobe PDF format. If you do not have Adobe Acrobat [click here to download the free Adobe Acrobat Reader](#).

BP = Board Policy

AP = Administrative Procedure

Please contact the Chancellor's Office via email at donnaisaac@whccd.edu or by phone at (559) 934-2102  if you have any questions about policies or procedures.

Policy & Procedure Chapters

[Chapter 1 - The District](#)

[Chapter 2 - Board of Trustees](#)

[Chapter 3 - General Institution](#)

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CHAPTER 1 - THE DISTRICT

**Last
Review**

**Next
Review**

APPLY NOW



The West Hills Community College
District

4/27/04

2019



BP 1200

District Mission, Vision and Goals

2/11/14

2019

CHAPTER 2 - BOARD OF TRUSTEES

BP 2010

Board Membership

5/22/18

2024

BP 2015

Student Member

5/22/18

2024

BP 2100

AP 2100

Board Elections

9/27/11

2019

BP 2105

AP 2105

Election of Student Member

5/22/18

2024

BP 2110

AP 2110

Vacancies on the Board

5/20/03

2019

BP 2130

Term Limits

2020

BP 2200

Board Duties and Responsibilities

5/22/18

2024

BP 2210

Officers

5/20/03

2020

BP 2220

Committees of the Board

7/22/03

2020

BP 2305

Annual Organizational Meeting

7/22/03

2020

BP 2310

Regular Meetings of the Board

7/22/03

2020

BP 2315

Closed Sessions

11/18/14

2019

APPLY NOW



Special and Emergency Meetings

5/22/18

2024



BP 2330

Quorum and Voting

11/18/14

2019

BP 2340

AP 2340

Agendas

7/22/03

2021

BP 2345

AP 2345

Public Participation at Board Meetings

9/23/03

2019

BP 2350

Speakers

9/23/03

2020

BP 2355

Decorum

9/23/03

2020

BP 2360

AP 2360

Minutes

9/23/03

2020

BP 2365

AP 2365

Recording

9/23/03

2020

BP 2370

Official Meeting Repository

5/17/16

2021

BP 2410

AP 2410

Policy and Administrative Procedure

4/24/18

2024

BP 2430

AP 2430

Delegation of Authority to Chancellor

11/18/03

2020

BP 2431

AP 2431

Chancellor Selection

5/7/16

2021

BP 2432

Chancellor Succession

2/17/09

2022

BP 2433

AP 2433

Delineation of Authority to District Chancellor and College Presidents

5/15/07

2020

APPLY NOW



Succession Plan

9/22/14

2019



BP 2435	AP 2435	Evaluation of the Chancellor	5/22/18	2024
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BP 2510	AP 2510	Participation in Local Decision Making	9/18/12	2020
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BP 2610	AP 2610	Presentation of Initial Collective Bargaining Proposals	5/22/18	2024
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BP 2710	AP 2710	Conflict of Interest	7/24/07	2019
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	AP 2712	Conflict of Interest Code	4/20/10	2021
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	AP 2714	Distribution of Tickets or Passes	5/22/18	2024
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BP 2715	AP 2715	Code of Ethics / Standards of Practice	11/18/03	2020
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BP 2716		Political Activity	5/22/18	2024
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BP 2717		Personal Use of Public Resources	5/22/18	2024
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BP 2720		Communications Among Board Members	5/22/18	2024
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BP 2725	AP 2725	Board Member Compensation	5/22/18	2024
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BP 2730		Board Member Health Benefits	8/28/07	2022
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BP 2735	AP 2735	Board Member Travel	8/27/13	2019
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APPLY NOW



BP 2740

AP 2740

Board Education

6/26/07

2020



BP 2745

AP 2745

Board Self-Evaluation

12/9/14

2019

BP 2750

Board Member Absence from the State

2021

CHAPTER 3 - GENERAL INSTITUTION

BP 3050

AP 3050

Institutional Code of Ethics

4/26/11

2020

BP 3100

AP 3100

Organizational Structure

2018

BP 3200

AP 3200

Accreditation

1/13/16

2021

BP 3225

AP 3225

Institutional Effectiveness

10/20/15

2020

BP 3250

AP 3250

District Strategic Planning

10/20/15

2020

BP 3280

AP 3280

Grants

2021

BP 3300

AP 3300

Public Records

5/22/18

2024

BP 3310

AP 3310

Records Retention and Destruction

2/11/14

2019

BP 3410

AP 3410

Nondiscrimination

6/28/05

2019

BP 3420

AP 3420

Equal Employment Opportunity

1/10/17

2022

BP 3430

AP 3430

Prohibition of Harassment

1/10/17

2022

 APPLY NOW



BP 3440	AP 3440	Service Animals	2/20/18	2024
BP 3500	AP 3500	Campus Safety		2018
BP 3501	AP 3501	Campus Security and Access	6/28/16	2021
BP 3503	AP 3503	Missing Student Notification	9/28/10	2019
BP 3505	AP 3505	Emergency Response Plan	5/20/08	2018
BP 3510	AP 3510	Workplace Violence Plan	1/10/17	2018
BP 3515	AP 3515	Reporting of Crimes		2018
	AP 3516	Registered Sex Offender Information		2018
BP 3517	AP 3517	Incident Reporting	1/24/06	2020
BP 3518	AP 3518	Child Abuse and Neglect Mandated Reporting	5/25/04	2018
BP 3519		Children on District Facilities	10/22/13	2018
BP 3520	AP 3520	Local Law Enforcement		2018
BP 3530	AP 3530	Weapons on Campus	10/11/16	2021
BP 3540	AP 3540	Sexual and Other Assaults	1/10/17	2019

APPLY NOW



Drug Free Environment And Drug Prevention Program

8/22/17

2022



BP 3551	AP 3551	Substance Abuse and Drug Testing - Athletics	9/27/11	2020
BP 3560	AP 3560	Alcoholic Beverages		2018
BP 3570	AP 3570	Smoking On Campus	8/22/17	2022
BP 3600	AP 3600	Auxiliary Organizations		2018
BP 3710	AP 3710	Securing of Copyright		2021
BP 3715	AP 3715	Intellectual Property		2018
BP 3720	AP 3720	Computer and Network Use	4/22/08	2019
	AP 3750	Use of Copyrighted Material		2020
BP 3810	AP 3810	Claims Against the District	2/21/06	2019
BP 3820	AP 3820	Gifts		2021
BP 3830		Environmentally Preferable Purchases	12/16/08	2020
BP 3900	AP 3900	Speech: Time, Place and Manner	4/24/18	2024

CHAPTER 4 - ACADEMIC AFFAIRS

APPLY NOW



Academic Calendar

5/22/18

2024



BP 4020	AP 4020	Program, Curriculum, and Course Development	5/22/18	2023
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BP 4021	AP 4021	Program Viability	2/11/14	2019
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	AP 4022	Library and Learning Support Services		2018
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BP 4025	AP 4025	Philosophy and Criteria for Associate Degree and General Education	3/14/17	2022
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	AP 4026	Philosophy and Criteria for International Education		2022
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BP 4030	AP 4030	Academic Freedom	8/28/12	2020
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BP 4040		Library and Learning Support Services	5/22/18	2024
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BP 4041		Textbook Adoption	4/19/16	2021
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BP 4042	AP 4042	Open Educational Resources	4/19/16	2021
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BP 4050	AP 4050	Articulation	1/13/16	2021
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BP 4060	AP 4060	Delineation of Functions Agreements		2021
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BP 4070	AP 4070	Course Auditing and Auditing Fees		2021
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BP 4100	AP 4100	APPLY NOW	9/27/11	2018
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 Graduation Requirements for
 Degrees and Certificates


	AP 4101	Independent Study		2018
	AP 4102	Career and Technical Education Programs		2018
	AP 4103	Work Experience		2018
	AP 4104	Contract Education		2019
	AP 4106	Nursing Programs		2022
BP 4104		Contract Training	6/24/14	2019
	AP 4105	Distance Education	2/25/17	2022
BP 4106		Nursing Programs	8/22/17	2022
	AP 4107	Transfer Program	9/27/11	2018
BP 4110	AP 4110	Honorary Degrees	3/8/11	2022
BP 4220	AP 4220	Standards of Scholarship		2018
	AP 4222	Remedial Coursework		2018
BP 4225	AP 4225	Course Repetition	2/17/09	2018
BP 4226	AP 4226	APPLY NOW		2018



Multiple and Overlapping Enrollments



	AP 4227	Repeatable Courses	5/26/09	2019
	AP 2228	Course Repetition - Significant Lapse of Time		2021
	AP 2229	Course Repetition - Variable Units		2021
BP 4230	AP 4230	Grading and Academic Record Symbols	9/18/12	2019
BP 4231	AP 4231	Grade Changes	5/26/09	2019
	AP 4232	Pass/No Pass		2021
BP 4235	AP 4235	Credit by Examination	11/13/12	2021
	AP 4236	Advanced Placement Credit		2018
BP 4240	AP 4240	Academic Renewal	1/10/17	2018
BP 4250	AP 4250	Probation, Dismissal and Readmission	10/22/13	2018
	AP 4255	Dismissal	10/22/13	2018
BP 4260	AP 4260	Prerequisites/Corequisites/Advisories	4/24/18 (BP)	2022
			11/28/17 (AP)	
		APPLY NOW		



Review of Occupational Programs

5/21/02

2022



BP 4300

AP 4300

Field Trips and Excursions

5/26/09

2019

AP 4400

Community Services

2022

AP 4500

Student News Media

2022

AP 4610

Instructional Service Agreements

2021

CHAPTER 5 - STUDENT SERVICES

BP 5010

AP 5010

Admission and Concurrent
Enrollment

4/26/11

2019

AP 5011

Admission/Concurrent Enrollment of
High School and Other Students

2018

AP 5012

International Students

2018

AP 5013

Students in the Military

2020

BP 5015

AP 5015

Residence Determination

2018

BP 5020

AP 5020

Non Resident Tuition

2018

BP 5030

AP 5030

Fees

11/21/06

2018

AP 5031

Instructional Materials Fees

2018

APPLY NOW



BP 5035

AP 5035

Withholding of Student Records

2018



BP 5040	AP 5040	Student Records, Directory Information, and Privacy	5/18/10	2018
	AP 5045	Student Records - Challenging Content and Access Log	5/18/10	2018
BP 5050	AP 5050	Student Success and Support Program	1/13/16	2021
BP 5052	AP 5052	Open Enrollment		2018
BP 5055	AP 5055	Enrollment and Registration Priorities	5/22/18	2024
BP 5070	AP 5070	Attendance	7/27/10	2019
	AP 5075	Course Adds and Withdrawals	5/26/09	2019
BP 5110	AP 5110	Counseling (currently BP 120)		2018
BP 5120	AP 5120	Transfer Center		2018
BP 5130	AP 5130	Financial Aid (currently BP 515)		2018
BP 5140	AP 5140	Disabled Student Programs and Services		2018
BP 5150	AP 5150	Extended Opportunity Programs and Services		2018

APPLY NOW



BP 5200

AP 5200

Student Health Services

2020



BP 5205

Student Accident Insurance

2018

BP 5210

AP 5210

Communicable Disease

2018

BP 5220

Shower Facilities for Homeless
Students

2020

BP 5300

AP 5300

Student Equity

5/22/18

2024

BP 5400

AP 5400

Associated Students Organization

2018

BP 5410

AP 5410

Associated Students Elections

2018

BP 5420

AP 5420

Associated Students Finance

2018

BP 5500

AP 5500

Standards of Student Conduct

1/10/17

2018

BP 5505

AP 5505

Academic Honesty

6/27/06

2020

BP 5510

AP 5510

Off-Campus Student Organizations

2018

BP 5520

AP 5520

Student Discipline

7/27/10

2018

AP 5530

Student Rights and Grievances

7/27/10

2019

BP 5570

AP 5570

Student Credit Card Solicitation

2018

AP 5610

Voter Registration

2018

APPLY NOW



Intercollegiate Athletics

7/26/16

2021



BP 5702

AP 5702

Athletic Awards

6/28/16

2021

BP 5800

AP 5800

Prevention of Identity Theft in
Student Financial Transactions

9/28/10

2018

CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS

BP 6100

AP 6100

Delegation of Authority, Business
and Fiscal Affairs

2018

BP 6150

AP 6150

Designation of Authorized
Signatures

2018

BP 6200

AP 6200

Budget Preparation and Resource
Allocation

4/24/18

2021

BP 6230

Energy and Sustainability

10/26/10

2022

BP 6250

AP 6250

Budget Management

2018

BP 6300

AP 6300

Fiscal Management

2018

BP 6301

AP 6301

Fiscal Grants Management

10/27/09

2022

AP 6305

Reserves

2022

BP 6307

AP 6307

Debt Issuance and Management

2018

AP 6310

Accounting

2022

APPLY NOW



AP 6315

Warrants

2022



BP 6317	AP 6317	Conference/Travel Reimbursement	3/6/07	2022
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BP 6320	AP 6320	Investments		2018
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	AP 6322	Employee Indemnity Bonds		2022
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	AP 6325	Payroll		2022
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BP 6330	AP 6330	Purchasing	10/25/11	2019
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BP 6340	AP 6340	Bids and Contracts	10/25/11	2019
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	AP 6345	Bids and Contracts - UPCCAA	10/25/11	2019
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	AP 6350	Contracts - Construction	10/25/11	2021
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	AP 6360	Contracts - Electronic Systems and Materials	10/25/11	2021
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	AP 6365	Accessibility of Information Technology		2018
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	AP 6370	Contracts - Personal Services		2018
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	AP 6380	Vendors		2022
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BP 6400	AP 6400	Financial Audits		2018
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BP 6450	AP 6450	Wireless or Cellular Telephone Use	2/15/11	2021
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APPLY NOW



Property Management

2018 

BP 6505		Energy Conservation	5/20/14	2019
BP 6520	AP 6520	Security for District Property	1/24/06	2019
	AP 6530	District Vehicles		2021
	AP 6535	Use of District Equipment (currently BP 707)		2020
BP 6540	AP 6540	Insurance		2018
BP 6550	AP 6550	Disposal of Property	9/28/10	2019
	AP 6600	Capital Construction		2018
BP 6620	AP 6620	Naming of Facilities	4/19/16	2021
BP 6700	AP 6700	Facilities Use	9/27/16	2021
BP 6740	AP 6740	Citizen's Oversight Committee	10/24/06	2021
BP 6750	AP 6750	Parking	11/21/06	2018
BP 6800	AP 6800	Occupational Safety		2018
BP 6801	AP 6801	Injury and Illness Prevention Program (currently BP 7348 - needs to be renumbered as an AP)		2018

APPLY NOW



Hazardous Waste

12/9/14

2019



BP 6811

Bloodborne Pathogens Exposure
Control Plan

12/16/08

2022

BP 6812

Heat Illness Prevention Plan

12/16/08

2022

BP 6813

Hazard Communication Program

12/9/14

2019

BP 6814

Fall Protection Program

6/23/09

2022

BP 6816

Hearing Conservation Program

5/18/10

2022

BP 6817

AP 6817

Transportation and Driver Selection

5/18/10

2022

BP 6818

Ergonomics Program

9/28/10

2022

BP 6819

Fire Safety and Prevention Plan

5/17/11

2022

BP 6820

AP 6820

Automated External Defibrillator
(AED) Program

9/27/11

2022

BP 6821

AP 6821

Lockout/Tagout

10/22/13

2018

BP 6850

Hazardous Materials

12/9/14

2019

BP 6900

AP 6900

Bookstore

2018

BP 6910

AP 6910

Housing

2022

AP 6950

APPLY NOW

2018



CHAPTER 7 - HUMAN RESOURCES

BP 7100	AP 7100	Commitment to Diversity	2/22/05	2019
BP 7110	AP 7110	Delegation of Authority, Human Resources	5/25/04	2019
BP 7120	AP 7120	Recruitment and Selection	2/22/05	2019
	AP 7125	Verification of Eligibility for Employment		2018
	AP 7126	Applicant Background Checks		2021
BP 7127		Employment of Convicted Felons	6/26/01	2020
BP 7130	AP 7130	Compensation	2/22/05	2019
BP 7135	AP 7135	Employee Scholars Program	6/14/16	2021
BP 7140		Collective Bargaining		2020
	AP 7145	Personnel Files		2021
	AP 7150	Evaluation (currently BP 214; BP 310)		2020
BP 7160	AP 7160	Professional Development (currently BP 317)	APPLY NOW	2020



Employment of Academic Employees

2/22/05

2020

[AP 7211](#)

Faculty Service Areas, Minimum Qualifications and Equivalencies

2/12/13

2018

AP 7212

Temporary Faculty

2021

AP 7213

Part Time Faculty: Benefits

2020

AP 7214

Part Time Faculty: Office Hours

2020

AP 7215

Academic Employees: Probationary Contract Faculty

2021

AP 7216

Academic Employees: Grievance Procedure for Contract Decisions

2018

[BP 7217](#)[AP 7217](#)

Faculty Responsibilities

11/13/12

2020

[BP 7218](#)

Adjunct Faculty

6/27/17

2022

[BP 7230](#)

AP 7230

Employment of Classified Employees

2/22/05

2020

AP 7231

Seniority

2020

AP 7232

Classification Review

2021

AP 7233

Claims for Work out of Classification

2018

AP 7234

Overtime

2018

APPLY NOW



AP 7235

 Probationary Period: Classified
 Employees

2020



	AP 7236	Substitute and Short Term Employees		2020
	AP 7237	Layoffs		2020
BP 7240	AP 7240	Employment of Confidential Employees	2/22/05	2020
BP 7250	AP 7250	Employment of Educational Administrators	2/22/05	2019
BP 7260	AP 7260	Employment of Classified Managers	2/22/05	2020
	AP 7270	Student Workers		2020
BP 7310	AP 7310	Nepotism	5/20/03	2021
BP 7330	AP 7330	Communicable Disease	1/13/04	2021
BP 7335	AP 7335	Health Examinations	1/13/04	2021
	AP 7336	Certification of Freedom from Tuberculosis	1/13/04	2019
	AP 7337	Fingerprinting		2018
BP 7340	AP 7340	Leaves	5/14/13	2018
BP 7341	AP 7341	Sabbaticals APPLY NOW	9/18/12	2020



	AP 7343	Industrial Accident and Illness Leave		2018
	AP 7344	Notifying District of Illness		2021
BP 7345	AP 7345	Catastrophic Leave Program	4/18/06	2020
	AP 7346	Employees Called to Military Duty		2021
	AP 7347	Paid Family Leave		2020
	AP 7348	Accommodations		2020
	AP 7349	Transitional Duty Program	1/24/06	2020
BP 7350	AP 7350	Resignations	8/22/17	2022
BP 7360	AP 7360	Discipline and Dismissal - Academic Employees		2020
BP 7365	AP 7365	Discipline and Dismissal - Classified Employees		2018
	AP 7366	Reinstatement		2020
BP 7370	AP 7370	Political Activity		2021
	AP 7371	Personal Use of Public Resources		2020

APPLY NOW



BP 7380

AP 7380

Retiree Health Benefits

2018



BP 7381	AP 7381	Health and Welfare Benefits	10/25/11	2020
BP 7382		Postemployment Benefits	8/28/12	2020
BP 7385	AP 7385	Salary Deductions		2020
BP 7400	AP 7400	Travel		2018
	AP 7500	Volunteers		2021
BP 7510		Domestic Partners		2020
BP 7600	AP 7600	College Police or Campus Security		2021
BP 7700	AP 7700	Whistleblower Protection		2021

The following Board Policies and Administrative Procedures are in the district's old, three digit numbering system. Each of these policies and procedures are in the district's review cycle. Language will be updated and/or revised and, when approved, will reflect the four digit numbering system and added to the list above.

PROGRAM

BP
101 Philosophy of Education

APPLY NOW



Handicapped Students



BP
120

Counseling Services

BP
122

Bookstore

BP
123

Intercollegiate Activities

ADMINISTRATION

BP
201

Organization

BP
214

Confidential and Management Evaluation

BP
226

Management Industrial Accident and Illness Leave

BP
227

Obligation of the District to Do or Not Do Specific Things in the Name of the District

BP
229

Classified Management Overtime

CERTIFICATED STAFF

APPLY NOW



Dismissal or Suspension of Certificated Employees



BP 312 Staff Infractions

BP 317 Professional Growth Requirements

CLASSIFIED PERSONNEL

AP 402 Hiring Procedures and Guidelines for Classified Staff

BP 403 Employment of Substitute and Short Term Employees

BP 407 Layoffs of Classified Employees

BP 408 Outside Activities of Classified Employees

BP 409 Classified Staff Disciplinary Actions

BP 412 Job Related Expenses

BP 413 Personnel Files

BP 414 AP 414 Classification Review

STUDENTS

BP 502 Residence Requirements for Admission

BP 504 Foreign Students Admissions



Probation and Disqualification



BP 514

Attendance

BP 515

Student Financial Aid

BP 516

Student Government

BP 524

Student Accident Insurance

FINANCE

BP 607

Vendor Relations

BP 609

Student Body Fund

BP 610

Insurance

BP 611

Bonding

BP 613

Interview Reimbursement Expense

BP 614

Relocation Reimbursement Expense

PROPERTY

BP 705

Gifts, Grants, and Donations

APPLY NOW



BP 714

Protection of Electronic Resources

BP 715

Loitering

OPERATIONS

BP 814

Drug and Alcohol Testing Program

9900 Cody St. Coalinga, CA 93210

559-934-2100

WHC Coalinga

myWestHills

WHC Lemoore

Help Desk

Firebaugh NDC

Contact Us

West Hills Foundation

Employment

Accreditation

Disclosure

Board of Trustees Agenda

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