



**LMC Student Athlete Handbook
2023 - 2024 Season**

LMC ATHLETICS DIRECTORY

College Phone: (925) 439-2181

Athletics Fax: (925) 427-1599

Athletics Website: www.losmedanos.edu/athletics

Community College District: CONTRA COSTA

Conference: Bay Valley

Colors: Cardinal/Gold

Mascot: Mustangs

ADMINISTRATION

POSITION	NAME	NUMBER	EMAIL
President	Dr. Pamela Ralston	(925) 473-7301	pralston@losmedanos.edu
Vice President of Student Services	Dr. Tanisha Maxwell	(925) 473-7421	tmaxwell@losmedanos.edu
Vice President of Instruction	Dr. Akilah Moore	(925) 473-7401	amoore@losmedanos.edu
Acting Athletic Director	Dr. Tanisha Maxwell	(925) 473-7421	tmaxwell@losmedanos.edu

HEAD COACHES

SPORT	NAME	NUMBER	EMAIL
Baseball	Harmen Sidhu	(925) 473-7608	hsidhu@losmedanos.edu
Basketball (M)	Derek Domenichelli	(925) 473-7607	ddomenichelli@losmedanos.edu
Basketball (W)	TBD	TBD	TBD
Football	Chris Shipe	(925) 473-7611	cshipe@losmedanos.edu
Soccer (W)	Zach Sullivan	(925) 473-7612	zsullivan@losmedanos.edu
Softball	Ryann Yelder	(925) 473-7609	ryelder@losmedanos.edu
Volleyball (W)	Lou Panzella	(925) 473-7610	lpanzella@losmedanos.edu

FACULTY AND STAFF

POSITION	NAME	NUMBER	EMAIL
Athletic Trainer	Brian Powelson	(925) 473-7615	bpowelson@losmedanos.edu
Equipment Coordinator	John McDermott	(925) 473-7616	jmcdermott@losmedanos.edu
Athletics Counselor	Michelle Mack	(925) 473-7453	mmack@losmedanos.edu
Athletics Certifying Official	Imelda Lares	(925) 473-7497	ilares@losmedanos.edu
Kinesiology Department Chair	Derek Domenichelli	(925) 473-7607	ddomenichelli@losmedanos.edu

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I. MISSION and PURPOSE

LMC Mission Statement

Los Medanos College provides all students with equitable access to educational opportunities and support resources that empower them to achieve their academic and career goals in diverse and inclusive learning environments.

LMC Athletics Mission Statement

Los Medanos College is a student-centered institution dedicated to meeting the educational needs of East Contra Costa County residents. The athletic program at LMC is designed to supplement and enhance the total educational experience of student athletes. The program is governed by the Code of the California Community College Commission on Athletics and the Constitution of the Bay Valley Conference.

LMC Athletics Philosophy

Our philosophy is to: Provide for the safety and welfare of the student as a primary concern; Assist the student athlete in attaining his/her educational goal; Be recognized as part of the college's total educational program; Be characterized by the highest levels of professional instruction and supervision; Provide opportunities for individual growth and development; Ensure an opportunity for student athletes to achieve excellence; Provide equal opportunity to all members of the college community; Maximize opportunities for participation by the maximum number of students; Aspire to achieve and maintain high levels of athletic performance within a moral and ethical framework; Maintain the goal of cooperation within and among the various intercollegiate sport offerings; Provide the best possible equipment and facilities; Involve community, parents, faculty, friends and other students, as well as the coaches and athletes themselves; and Strive to make each student athlete's experience a positive, healthful and enjoyable part of his/her college life.

Four Values of Mustang Success

1. Academic Excellence: Strive to achieve your academic goals.
2. Athletic Excellence: Be driven to improve athletically and be competitive within our conference.
3. Good Citizenship: Develop and practice effective communication and leadership skills.
4. Commitment to Community Service: Demonstrate commitment to improving the community in which you live, work, and study.

Purpose of the LMC Student Athlete Handbook

This document provides information essential for your successful participation in our intercollegiate athletic program. It is important to be aware that student-athletes are bound by additional rules and regulations as set forth by the Contra Costa Community College District, the California Community College Athletic Association (CCCCAA), the Bay Valley Conference (BVC), and the LMC Athletic Department. It is our goal to educate you and your parents (if you are under 18 years of age) to ensure that you understand these expectations.

To acknowledge that you understand the information stated herein, you will be required to sign the Los Medanos College Student-Athlete Contract. Your signature then indicates that you and your parents know and understand the various topics covered in this handbook. Make sure you ask questions if you do not fully understand any of these important items.

Your signature will represent your commitment to adhere to the expectations outlined in this handbook as a condition of participation in the LMC intercollegiate athletics program.

II. CCCAA ATHLETIC ACADEMIC ELIGIBILITY REQUIREMENTS

Academic Student Athlete Eligibility Requirements and Acknowledgement

1. I understand that in order to be eligible for intercollegiate competition, I must be continuously and actively enrolled and attending class in a minimum of 12 units at my community college during the season of sport, notwithstanding other articles/bylaws of the *CCCCAA Constitution and Bylaws*. (Bylaw 1.3.1)

* Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. The college shall certify that I have an individual educational plan on file. (Bylaw 1.3.1.B)

2. I understand that actual competition in a scheduled game, meet, or match (except scrimmages for CCCAA purposes) during a sports season shall be recorded as one season of competition in that sport. (Bylaw 1.5)
3. In order to be eligible for the ***second season of sport***, I must successfully complete and pass 24-semester/36-quarter units at an accredited postsecondary institution and complete a minimum 6 units during my last full-time term*. The 24-semester/36-quarter unit count begins with and includes the units taken during the first semester/quarter of competition for that sport and must be completed ***prior*** to the ***beginning of the semester/quarter*** of the second season of sport. Units from a course

repeated to raise a grade of “D” or better **shall not be counted** to satisfy this second-season-of-sport unit eligibility rule. (Bylaw 1.6)

* Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. (Bylaw 1.6.1.2)

4. I understand that once I have competed in a 3C2A-sanctioned sport, I must maintain a minimum cumulative 2.0 GPA and complete a minimum of 6 units during my last full-time term* to continue to be eligible for any sport.
5. I understand that I may not and have not: participated or competed at another college during this season of sport and have not attended an intercollegiate athletic class. I also understand that as a member of a team sport, I may not compete/practice with any outside team in that sport during the season of that sport (See sports listed in Bylaw 3.7). I also understand as an individual sport student-athlete, I may not compete as an unattached individual during the season of that sport (See sports listed in Bylaw 3.8).
6. I have never been paid for athletic competition, have never signed a professional contract and I am an amateur in this sport.
7. I understand that I may **NOT** receive financial assistance (housing, jobs, transportation, etc.) or other special privileges for my participation in athletics.
8. I understand that to be eligible to transfer and compete at an NCAA college I may need to register with the NCAA Eligibility Center and meet specific transfer requirements.

CCCAA Decorum Policy

9. I am aware that the following behaviors, as defined in CCCAA Bylaw 4.4.2.C as a decorum violation:
 - a. Verbal misconduct or unsportsmanlike misconduct
 - b. Physical misconduct

According to CCCAA Bylaw 4.5, I understand that the following violations will result in the stated discipline plus any other sanctions deemed appropriate:

- i. Ejection from a contest for language or unsportsmanlike conduct will result in suspension from the next scheduled contest.
- ii. Second ejection from a contest in the same season will result in a suspension from all remaining contests.
- iii. Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be suspended from participation in any CCCAA event for a period of sixty (60) months.

- iv. Physically assaulting or attempting to assault anyone (other than an official) during an event will result in ejection from that contest and suspension from the next two contests.
- v. Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved will result in ejection from that contest and suspension from the next scheduled contest.
- vi. The use or possession of any drugs, alcohol or tobacco will result in ejection from that contest and suspension from the next two contests.

According to CCCAA Bylaw 4.7 *Decorum Understanding*, I understand that:

"Each person participating in a CCCAA event shall receive a copy of the decorum policy, and provide written acknowledgment of understanding the rules contained therein."

10. I authorize college authorities to release information about my athletic and academic records for the sole purpose of determining athletic eligibility, as well as my height, weight, and year in college.
11. I authorize the use and publication of my likeness by the CCCAA and its member institutions (Los Medanos College).
12. I understand that there are special rules for student-athletes. I understand and will abide by the above statements and all rules of athletic eligibility. Information falsely given or concealed by me will cause my college's forfeitures of all games, meets, and/or matches in which I competed, and that I may be designated ineligible for further competition. If I do not agree with any item above, my explanation is attached to this form.

Transfer Student Eligibility Rules

1. A transfer student who did not participate in athletics prior to transferring to LMC is immediately eligible.
2. A transfer student-athlete who participated in athletics prior to transferring to LMC and comes directly from a 4-year college is eligible if they meet the GPA and units earned requirements.
3. A transfer student-athlete who participated in athletics at another California Community College prior to transferring to LMC must fulfill a residence requirement at LMC. 12 units at LMC must be completed prior to their season of sport, with no more than 8 units of the required 12 units earned during summer sessions.

III. STUDENT SERVICES

LMC recognizes that student services are an integral part of the student's educational experience from the initial recruitment through the attainment of educational goals. Student success depends on the collaboration and cooperation of instructional areas and student services, which fosters appreciation of the ethical, cultural, and aesthetic heritage of humanity.

Student Code of Conduct- 4CD Student Services Procedure 3027

The Student Code of Conduct is a statement of the Contra Costa Community College District's expectations regarding student standards of conduct, both academic and nonacademic. Students are expected to obey all laws and District policies and regulations. Students shall be subject to discipline for violation of these laws, policies, and regulations. Student misconduct may also be subject to other regulations of the District, including but not limited to regulations regarding complaints of harassment and discrimination.

Social Media and Social Networking

(Facebook, Instagram, Snapchat, Twitter, YouTube, Pinterest, etc.....)

Be careful of what you show to the public about yourself. It is GREAT that the internet allows you to share photos/videos of yourself having fun with friends. However, BEWARE! College admission officers and college coaches now check these sites prior to making decisions on offering admission to college and giving college scholarships. DO NOT put anything on the internet that you would not want a college official to use as an impression of you or your character. You are representatives of the LMC Athletics program and of the institution.

Campus Parking Regulations

All vehicles parked on the campus, whether in a parking lot, gravel lot, or on any perimeter road must have a valid parking permit. Be aware that there is designated student parking areas, as well as faculty and staff parking areas. Parking permits are required for spring, fall and summer. Session-long permits can be purchased online through the InSite/WebAdvisor link, www.4cd.edu/webadvisor. Daily permits can be purchased at kiosks in the parking lots. Limited parking meters are provided. Students who park in faculty/staff spaces will be ticketed. Students can park in staff lots after 5:00 p.m., except in Lot B. These defined areas are indicated on the campus map, which may be picked up at the information desk or in the Police Services Office. Copies of the college parking regulations are available in the Business Office and the Police Services Office. The College District assumes no responsibility for damage or loss to vehicles or persons using parking facilities. Parking regulations are enforced 24 hours a day, from 7:00 a.m. on Monday through 5:00 p.m. on Friday. Parking regulations are not enforced on weekends or holidays. Important: To avoid a citation, a parking permit must be visible at all times, while parked on campus.

Important Dates

August	Orientation for Student Athletes
Mid August	Fall Classes Begin
Oct-15/Mar-15	Fall/Spring Sports must have student educational plan (SEP) on file
Oct 1st	CSU/UC Application Opens
Mid October	Apply for Fall Graduation
Nov-31	CSU/UC Applications Close
Mid December	Winter Intercession Begins (Intercession courses last 4 weeks)
Late January	Spring Classes Begin
Early March	Spring Semester Graduation Application Due
Late May	Spring Graduation Ceremony
June-30	FAFSA Applications Due for 2023-2024

Student Services Resources, Hours, and Locations

Admissions and Records

Registration questions, prerequisite assistance, official transcripts, petition for degree and/or certificate, CSU GE/IGETC certifications, special admit concurrent enrollment registration, and *much more!*

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm
Friday, 9-3pm online & in-person

(925) 473-7500
admissions@losmedanos.edu

Bookstore

Pittsburg Store Hours: M - Th 9am - 5pm, Friday 9am - 3pm (Starting Aug. 7)

(925) 439-2056

Brentwood Store Hours: Closed until August 17 (hours TBD)

(925) 439-9066

www.lmcbookstore.net
lmcbookstore@email.4cd.edu

Brentwood Center

Extended hours: (Aug. 7 – Sept. 1)
In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7500

CalWORKs

Services include priority registration, text books and supplies, starter kits, educational and career counseling, employment skills, and more.

Room 554-414 located in the [Student Services Complex](#), Level 4

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

LMCCALWORKS@losmedanos.edu
CalWORKs Phone: (925) 473-7480

CARE

Cooperative Agencies Resources for Education
Room 554-414 located in the [Student Services Complex](#), Level 4

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7480

Center for Academic Support

Visit website for current hours
Pittsburg Campus (CO 300)

Student Tech Support

Connect with a student tech tutor via [Zoom Student Tech Support](#)

No computer access? Join the online tech support Zoom meeting room by phone: [669-900-6833](tel:669-900-6833) Meeting ID: 927 6418 2712

Cashier's Office

Accepts student payments, ~~and processing~~ third party billing

Monday - Thursday 9am - 4:30pm (In-Person)

Friday, 9-3 pm (In-Person)

Located in the [Student Services Complex](#) (between Admissions & Records and Financial Aid)

Note: Admission & Record Assistant /Dept. can help process all Tuition Payments (Credit cards only) when cashier office is closed.

Child Study Center

Offering infant, toddler and preschool care

Fall 2023 semester hours:

Aug. 21 – Dec. 8 from 7:50 am to 3:50 pm

(925) 473-7628

lmcchildstudycenter@losmedanos.edu

Counseling

Located in the [Student Services Complex](#), Level 4

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7449
lmccounseling@losmedanos.edu

Disabled Student Programs & Services (DSPS)

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

Pittsburg location: [Student Services Complex](#), Level 3, Room 553-321

(925) 473-7471

dpsoffice@losmedanos.edu

Brentwood location: [Student Commons](#), Room 405

(925) 392-9090

dpsoffice@losmedanos.edu

EOPS

Extended Opportunity Programs & Services
Room 554-414 located in the [Student Services Complex](#), Level 4

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

lmceops@losmedanos.edu

EOPS Phone: (925) 473-7480

Financial Aid

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7525

financialaid@losmedanos.edu

Fitness Center

Located in the [Kinesiology & Athletics Complex](#)

Fall semester hours:
Mon. – Thurs. 8 - 6pm

Fri. 8 - 1pm

LMC Library Services

Both Libraries will be closed July 21 - Aug 20

Fall Session 2023: Aug 21 - Dec 8

Pittsburg Campus: M-Th: 8 am - 5:30 pm, Fri 9am - 1pm

Brentwood Center: Sept 5 - Dec 8

M-W 9am-3pm and T-Th 9am-5pm

Math Tutoring Hours

Pittsburg Math Tutoring Center: [Room MA1-102](#)

Brentwood Math Tutoring Center: [Room 410](#)

In-Person Tutoring Hours

M - Th 10am - 7pm, (F 10am-3pm Pittsburg only)

Online Tutoring Hours

M - Th 10am - 7pm, Fri 10am - 3pm, Sat 11am - 3pm

> Access the online tutoring

Police Emergency Information

For emergencies: Dial 9-911 from campus phones and 911 from cell phones

- M-Th 7:30am - 10pm
- Friday 7:30am - 3pm
- Sat & Sun: Lobby is closed

For non-emergencies

(925) 473-7332 for LMC Police Services

3-7332 from campus phones

After hours dispatch number (925) 646-2441

Scholarships

Extended hours: (Aug. 7 – Sept. 1)
Pittsburg & Brentwood In-Person: M-Th, 9am-6pm
Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

Student Life Office

Call for operation hours

(925) 473-7554

Student Success and Retention Program

Probation and Reinstatement workshops, completion of Financial Aid Appeal, appointments with counselors, LMC Connect (Starfish) assistance.

Extended hours: (Aug. 7 – Sept. 1)

Pittsburg & Brentwood In-Person: M-Th, 9am-6pm

Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7488

studentsuccess@losmedanos.edu

Transfer & Career Services

Located in the [Student Services Complex](#), Level 4 at the Pittsburg campus

Extended hours: (Aug. 7 – Sept. 1)

Pittsburg & Brentwood In-Person: M-Th, 9am-6pm

Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

Veterans Resource Center

Information, technical assistance, academic advising, course enrollment certification, and support services for U.S. active duty service members, selected reserve, veterans, and their dependents.

Extended hours: (Aug. 7 – Sept. 1)

Pittsburg & Brentwood In-Person: M-Th, 9am-6pm

Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

College Complex, Room CC3-817

(925) 473-7511

veterans@losmedanos.edu

Welcome Center

Assistance with general college questions including the steps to become a student and how to register for classes.

Located at the Pittsburg campus in the [Student Services Complex](#)

Extended hours: (Aug. 7 – Sept. 1)

Pittsburg & Brentwood In-Person: M-Th, 9am-6pm

Online & Phone: M-Th, 9am-6pm

Friday, 9-3pm online & in-person

(925) 473-7434

LMCquestions@losmedanos.edu

IV. NEW STUDENT CHECKLIST

New Student

1. Complete LMC Application
 - a. Complete the Fall application at www.losmedanos.edu
 - b. Once your application is submitted, you will receive an email confirmation containing important LMC enrollment information. This message will be sent to your Insite (student) email not your personal email.
 - c. Please note, if you filled out a summer application or took classes when you were in High School, you will need to update your LMC application through the CCC Apply website.
2. Take the Guided Self-Placement for English and Math (*must complete in order to qualify for priority registration*)
 - a. Guided self-placement can be taken online at:
<https://www.losmedanos.edu/placement/>
 - b. You must log into your InSite portal to access the guided self-placement
 - i. Username = first initial+ last name+ last 3 digits of you LMC Student ID (example: jsmith123)
 - ii. Password = your six-digit birth date (mmddyy) for first login or your personal password you set up
3. New Student Orientation and Attend Student-Athlete Orientation
 - a. Please complete the New Student Orientation online via the Insite student portal (*must complete in order to qualify for priority registration*)
 - b. Please read the Student Athlete handbook
 - c. Sign and return the Student-Athlete handbook contract to your head coach
4. Complete FAFSA
 - a. Free Application For Student Aid (FAFSA) applications can be completed at www.fafsa.gov
 - b. Full Time Free Tuition Program
Program requirements have changed beginning with the 2023-2024 academic year (Fall 2023 and Spring 2024):

The Full-Time Free Tuition Program is a two-year program, so you may be eligible to receive free tuition through the end of your second academic year of college. An "academic year" is defined as a fall term followed by a spring term. So, students who begin taking classes in the fall term may be eligible to receive funding for up to four consecutive terms, while students who start in the spring may be eligible for up to three consecutive terms. As long as you meet program requirements each term, 4CD will automatically enroll you in the program through the end of your second academic year of college.

- Enroll in a minimum of 12 units (Fall and/or Spring)
- Have a minimum 2.0 GPA

- Be a California resident or otherwise exempt from paying non-resident tuition fees (e.g. AB540)
- Complete the [Federal Application for Federal Student Aid \(FAFSA\)](#) or [California Dream Act application](#) for the current academic year in which you are attending LMC (Ex: For the Fall 2023 semester, complete a 23-24 financial aid application)

Students who meet the above program eligibility requirements will automatically be considered for the program in the Fall and Spring semester.

- Students who have previously received the First-Time Free Tuition Program (FT3) for two academic years are not eligible.
- Program does not cover Summer Semester

V. PRIORITY REGISTRATION STEPS

LMC Priority Registration

Student-Athletes fall within Group 2 of the priority registration grouping to meet enrollment/unit requirements per regulations and to limit class conflicts due to competitions/practices

How to qualify for Priority Registration

1. Complete New Student Orientation
2. Have a current SEP (Student Education Plan) on file with the Counseling Department
3. Complete the Guided Self-Placement for English and Math
4. Maintain a 2.00 GPA

VI. STUDENT EDUCATION PLAN (SEP)

Creating a Student Education Plan (SEP)

Every Student-Athlete must have a Student Education Plan (SEP) on file. Fall season sports must have an SEP on file by October 15th, while Spring season sports must have an SEP on file by March 15th. It is strongly recommended that you update your SEP every semester; SEPs are created with your designated Academic Counselor (M. Mack: mmack@losmedanos.edu).

1. Call the LMC Counseling Department to schedule an a) in-person, b) online via zoom, or c) telephone counseling appointment at **(925) 473-7449**
2. You can also schedule your counseling appointment via the LMC Counseling department: www.losmedanos.edu/counseling (please watch the tutorial video “How to schedule an appointment” if you are having difficulty scheduling an appointment)

3. SEP appointments are 1 hour in length and will cover *academic and career planning, transfer goals and athletic/academic eligibility*.
4. **Please note that same day appointments are highly unlikely**, it is recommended that you plan ahead and give yourself leeway to meet your SEP deadlines.
5. Drop-in sessions are **NOT** SEP appointments. Drop-in sessions are 15-minute slots designed to answer *quick questions*. SEPs will not be updated during drop-in sessions.

VII. FINANCIAL AID

Financial Aid Information and Resources

Los Medanos College has a broad range of financial aid programs available. Financial assistance is available through grants, fee waivers, work study, and student loans. All students are encouraged to apply for financial aid.

The following programs are administered through the Financial Aid Office, and require students complete a Free Application for Federal Student Aid (FAFSA) and California Dream Act Application (AB-540 students only).

Grants are the primary form of financial aid available at LMC. Grants are “free” money that students may obtain by taking classes and do not have to be paid back.

1. California Promise Grant: For eligible California residents, the Promise Grant assists students with mandatory enrollment fees for the entire academic year (Summer, fall, and spring semesters).
2. Full Time Free Tuition Program: Tuition-free college for full-time students.
3. Federal Pell Grant: The Pell Grant is money provided by the government to assist students in paying for college. Eligible students receive a specified amount each year based on their Expected Family Contribution (EFC) and the Cost of Attendance.
4. Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant (SEOG) is awarded to students who receive a Pell grant and demonstrate the highest need
5. Federal Work Study: Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses.
6. Cal Grant: Cal Grants are state grants awarded to California residents.
7. Student Success Completion Grant: The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and Cal Grant C recipients attending a California Community College full time (12 units or more).
8. Chafee Grant: The California Chafee Grant Program gives up to \$5,000 annually in free money to foster youth and former foster youth to use for vocational school training or college courses.

9. Scholarships: LMC Foundation Scholarships open yearly November-February and are available to current LMC students with an established GPA of 2.0 or higher. Each scholarship has its own criteria and eligibility requirements.

Other Forms of Aid

Federal Direct Loan Program: The Federal Direct Loan Program is administered directly with the United States Department of Education Federal Direct Subsidized and Unsubsidized Loans. These are low-interest loans from the U.S. Department of Education. Unlike grants, Federal Loans do need to be paid back.

For more information about our services and specific eligibility requirements for grants and loans visit the Los Medanos Financial Aid Office.

VIII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA Policies and Student Rights to Confidentiality

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student. Student records shall be maintained in a manner to ensure the privacy of all records and shall not, except as otherwise herein authorized, permit any access to nor release of information therein. Students have the right to examine their own records and provision is made for the student to have copies of those records by written request and by payment of appropriate fees. Provision is also made for the student to challenge the accuracy of these records.

In compliance with federal and state laws, Los Medanos College hereby provides notice that the Contra Costa Community College District Governing Board has adopted the following policy regarding access to student records maintained by the College

In terms of the release of student records, no instructor, official, employee, or Governing Board member shall authorize access to student records to any person except under the following circumstances:

- a) Student records shall be released pursuant to a student's written consent.
- b) "Directory information" may be released in accordance with the definitions in Board Policy 3013.

Directory information shall include:

-Student name.

-Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.

-Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

IX. SEXUAL HARASSMENT (TITLE IX) & UNLAWFUL DISCRIMINATION

Title IX

Title IX is a federal law (Title IX of the Educational Amendments Act of 1972, Title 20, U.S. Code, Chapter 38, Sections 1681 – 1686) prohibiting discrimination in educational institutions receiving federal financial assistance, in the college's programs or activities, employment, academic, educational, extracurricular and athletic activities (both on and off campus) on the basis of sex.

The law states that “no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” The amendment in 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds.

Although Title IX is primarily known for advancing equity in women's sports, it provides federal civil rights that forbid sex discrimination in all college student services and academic programs, including but not limited to: admissions, financial aid, counseling and career guidance, athletics, other support services, courses, grading, discipline, employment and training for employment. Title IX protections apply to all members of the campus community, individuals using the college facilities and individuals doing business with the college.

Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, such as rape, sexual assault, sexual battery and sexual coercion. Title IX requires institutions to take necessary steps to prevent sexual assault on their campuses and to respond promptly and effectively when an assault is reported.

Any sexual assault or physical abuse, including but not limited to rape, domestic violence, dating violence, sexual assault or stalking, as defined by California law, whether committed by an employee, student or member of the public, occurring on District property or on an off-campus site or facility maintained or utilized by the District, is a violation of the District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described regardless of whether a complaint is filed with local law enforcement.

4CD Policies and Guidelines

The provided links are available to access relevant policies/procedures:

- Disabled Students Programs and Services - **Board Policy 3020**
- Equal Employment Opportunity - **Board Policy 2052**
- Human Resources **Procedure 1040.07**
- Non-Discrimination - **Board Policy 2001**
- Pregnancy and Parenting - **Guidance Memo**
- Sexual Assaults - **HR Procedure 1080.12**
- Sexual and Other Assaults - **Board Policy 2054**
- Unlawful Discrimination and Sexual Harassment - **Board Policy 2002**
- Unlawful Discrimination Complaint Form - **on the District Office HR webpage**

When to Report a Complaint

Who - Students, faculty and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance. Retaliation against anyone who reports or participates in the investigative process is prohibited and may be subject to sanctions, as determined by the college.

What - Sexual discrimination, harassment, assault, misconduct or violence can take many forms, including any sexual conduct that lacks mutual consent. Harassment may take the form of stalking or the distribution, display or discussion of any written, graphic, visual or auditory material that is sexual in nature and has the purpose or effect of threatening, intimidating or interfering with a person's ability to study or work. Any such behaviors of this nature should be reported immediately.

When - While it is understood that sexual discrimination, harassment, assault, misconduct or violence may be difficult to report, immediate reporting allows for the best possible means of supporting the victim and to investigate and address the claims.

Why - Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, such as rape, sexual assault, sexual battery and sexual coercion. Title IX requires institutions to take necessary steps to prevent sexual assault on their campuses and to respond promptly and effectively when an assault is reported.

How -

- **Informal Complaint Procedure:** Student-complainants have the option of following the informal procedure, working with the Vice President of Student Services. The Vice President will meet with the student-complainant, the respondent and other appropriate college personnel to attempt an informal resolution within 30 calendar days of receiving the complaint. A record of the complaint and resolution will be maintained

- **Formal Complaint Procedure:** Students also have the right to file a formal unlawful discrimination complaint. The Vice President will provide students with the District complaint form and forward the completed form to the District Vice Chancellor of Human Resources. Upon receipt of a formal complaint, the District will immediately notify the State Chancellor's Office. Within 10 calendar days of receipt, the District will commence an investigation of the complaint and notify the complainant. The District has 90 calendar days in which to investigate the complaint and report the administrative findings to the complainant and the State Chancellor's Office. The complainant may appeal the administrative determination to the District Governing Board within 15 calendar days of notice of such determination. The District Governing Board has 45 calendar days in which to act on the appeal.

Contact Title IX/504 Coordinator

Inquiries/Complaints on Basis of Sexual Harassment and/or Unlawful Discrimination:

Complaints of sexual discrimination, misconduct or harassment should be filed with the college Title IX Coordinator, Dr. Tanisha M.J. Maxwell, LMC Student Services Complex Building, Room SS4-407; (925) 473-7421; tmaxwell@losmedanos.edu;

Inquiries/Complaints on Basis of Disability: Inquiries regarding access, treatment, or employment on the basis of disability, should be directed to the Section 504 Coordinator, the Vice President of Student Services, Dr. Tanisha M.J. Maxwell, LMC Student Services Complex Building, Room SS4-407; (925) 473-7421 or TDD (925) 439-5709; tmaxwell@losmedanos.edu.

X. STUDENT GRIEVANCE PROCEDURES

Type of Difficulty	Procedure – At a Glance*
With a campus service or office	If your concern cannot be resolved by the person providing assistance to you, ask to speak with the immediate supervisor. If the issue is not resolved, contact the next level manager.
With an instructor or counselor	Speak with the instructor or counselor to seek a resolution. If the issue remains unresolved, contact the department chair. If no mutually agreeable solution is reached, select this link or pick up a "Student Complaint Form" from the Office of Student Life, the Counseling Center or the Welcome Center. The form will be sent to the appropriate Dean or Vice President for determination of a solution. (You can locate a current list of Department Chairs and Deans under "Departmental Directory Lists" at the Office of Instruction webpage .)
With other employee	Speak with the person to attempt to resolve the issue. If this is unsuccessful, ask to speak with the immediate supervisor. If the issue is still unresolved, complete a "Student Complaint Form" and submit to the Office of Student Life, the Counseling Center or the Welcome Center. The form will be sent to the appropriate next level manager for determination of a solution.
With a student	If you believe a student has violated the Student Code of Conduct , you may direct your complaint to the Dean of Student Success for review.
Grade Appeal	No grade may be challenged or changed more than one year after the end of the session in which the grade was assigned. Speak with the instructor who gave the grade. If the instructor is not open to changing the grade, speak with the Department Chair. If no agreement is reached, complete a "Student Grade Appeal Form" or visit the Office of Student Life.
Unlawful discrimination or harassment	If you believe you have been subject to unlawful discrimination or harassment, contact the Vice President of Student Services for information about the district board and college policies and the formal and informal complaint procedures.
Inquiries/Complaints on Basis of Disability	Concerns regarding access, treatment, or employment on the basis of disability should be directed to the Vice President of Student Services, Section 504/ADA Coordinator. Information will be provided based on district board and college policies, in addition to formal and informal complaint procedures.
Your academic status/educational program/personal issues	Contact the Counseling Center to arrange to speak with a counselor if you have questions about your academic progress, your educational program plan, or if you would like to discuss personal difficulties that are affecting your progress in classes.
Parking Permits/Campus Safety	The campus Police Services Department can assist you with concerns regarding your campus safety, parking permits, or reports of loss or theft.

*More detailed information about student grievance procedures can be found on the LMC website at: <https://www.losmedanos.edu/students/grievance.aspx>

XI. ATHLETIC TRAINING POLICIES AND PROCEDURES

Athletic Training/Sports Medicine Information

All student-athletes are required to have a current pre-participation physical performed by a medical doctor or their associates (physician's assistant, nurse practitioner, doctor of osteopath- **Chiropractor physical will not be accepted**) before they are allowed to participate in athletics at Los Medanos College (see the appendices for a copy of the health questionnaire and physical form).

All student-athletes must pass their physical exam and have all athletic training forms (personal information, insurance information, assumption of risk/waiver, consent to treat, concussion awareness) filled out completely prior to practicing with their sport for the upcoming season and submitted to the Athletic Trainer. These forms are available in the Athletic Training Room in the KAC building and will also be distributed to Student Athletes in their individual team meetings at the beginning of the Fall Semester and/or prior to the start of each season of sport.

1. Injuries/Illness: The Los Medanos Athletic Department would prefer that all injuries be reported to the Head Coach and/or Athletic Trainer immediately and, if possible, prior to seeking medical attention elsewhere. If needed, the Athletic Trainer can refer the student athlete to our Team Physician or a specialist within your health insurance network.
2. Insurance: Los Medanos College does have access to an athletic accident insurance if needed. This insurance is secondary to your primary health insurance. Student Athletes who do not have primary insurance need to alert and contact the Athletic Trainer Brian Powelson (925)-473-7515
3. Athletic Training Room Policies and Rules
 - a. Only Student-Athletes may use the Athletic Training Facility
 - b. Student-Athletes may only use the Athletic Training Facility while the Athletic Trainer is present.
 - c. Computer sign-in is required before receiving treatment.
 - d. Athletes must shower prior to any tub use.
 - e. No cleats in Athletic Training Facility & KAC Complex
 - f. No trash is to be left in the Athletic Training Facility & KAC Complex
 - g. No gum in training room
 - h. Athletes must be fully clothed in appropriate athletic attire to receive treatment.
 - i. *The LMC Athletic Program is built on a commitment of respect and positive attitudes by and for all.*
4. Team Room Policies and rules
 - a. No one is allowed in team rooms except intercollegiate team members
 - b. Team rooms will be opened 30 minutes prior to practice and 75 minutes prior to games
 - c. The last player out of the team room(s) is responsible for ensuring the team room door is closed
 - d. Each player must use their own assigned locker for the season; locks are assigned through the equipment manager
 - e. Food and drink are allowed in the team room
 - f. No trash is to be left in the team room
 - g. No gum is allowed in the team room
 - h. Cleats can be worn only in the locker room and outside (NO cleats allowed in the KAC complex)

- i. No metal cleats allowed in the locker rooms (this prevents damage to the finish and epoxy on the floors)

XII. GRADE CHECKS AND STUDY HALL

All Student-Athletes are required to participate in monthly grade checks beginning the fourth week of each semester (semesters do not include summer nor intercession terms).

1. All students have an academic PERC hold preventing them from adding and dropping courses without permission from Academic Counselor and A&R Eligibility Specialist (*the PERC hold is district wide applicable to all Student Athletes in the 4CD district*)
 - a. PERC ho do NOT prevent Student-Athletes from being dropped from classes due to non-participation by their instructor (attend all classes and complete your work)
2. Student-Athletes must turn in grade reports for all courses the student is enrolled.
 - a. If you are taking an online class, please print the grade report by selecting the “grades” tab on the left in the canvas shell for each individual class.
 - b. If you are taking an in-person course, please have each instructor complete the Academic Progress Report (APR) and sign it
 - c. All students are encouraged to attend their instructor’s office hours to discuss their progress in class regardless of meeting modality (online or in-person)
3. Student-Athletes who are not maintaining a grade of “C” or higher will be required to attend weekly study hall sessions
 - a. Student-Athletes are required to attend team group study hall
 - b. Underperforming Student-Athletes will be required to attend additional study hall hours; additional study hall hours will be arranged in conjunction with the student’s head coach and academic counselor

XIII. NCAA DIVISION I TRANSFER RULES

NCAA Division I: Eligibility Requirements for a 2-year (2-4) College Transfer

PLANNING TO GO DIVISION I 2-4 TRANSFER

**YOU PLAN TO ATTEND A DIVISION I SCHOOL.
YOU HAVE NEVER ATTENDED A FOUR-YEAR SCHOOL FULL TIME.**

You are a qualifier:

At your two-year school, did you:

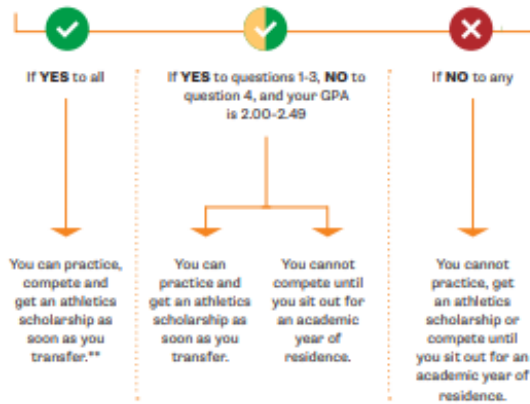
1. Complete at least **one semester** or quarter as a full-time student? Summer school does not count.
2. Complete an average of **12 transferable credit hours** in each term you attended full time?*
3. Earn a **GPA of 2.500** in those transferable credit hours?



You are a nonqualifier or academic redshirt (or qualifier who does not meet criteria listed on the left side of this page):

At your two-year school, did you:

1. Graduate from your **two-year school**? You must have earned **25% of your credit hours** at the two-year school awarding your degree.
2. Complete at least **three semesters** or four quarters as a full-time student? Summer school does not count.
3. Complete **48 transferable credit hours** if your school uses semesters or **72 transferable credit hours** if your school uses quarters? *Your transferable credit hours **must include** all the following subjects:
 - » **English:** Six hours if your school uses semesters or eight hours if your school uses quarters.
 - » **Math:** Three hours if your school uses semesters or four hours if your school uses quarters.
 - » **Science:** Three hours if your school uses semesters or four hours if your school uses quarters.
4. Earn a GPA of 2.500 in those transferable credit hours?



*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses.
**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement.
**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.

Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

NCAA Division I Time Clock

If you transfer from a two-year college to a Division I school, you must complete all of your seasons of competition within five calendar years from your original date of full-time enrollment in any collegiate institution, including a two-year college. This “five-year clock” does not stop except under special circumstances (i.e., time spent in the armed services, an official church mission). This “five-year-rule” begins the first time you enroll in 12 units and attend the first day of class. If you are unsure of this rule, contact your coach or athletic academic advisor BEFORE enrolling as a full-time student.

If you are a Qualifier:

- Graduate from a Community College OR
- Need to attend a Community College as a full-time student for at least one semester (excluding summer terms).
- Average 12 transferable units of degree credit for each semester attended (excluding summer terms).
- Need a minimum GPA of 2.50 in transferable units (*student enrolling FT on or after August 1, 2012*).

- No more than 2 units of PE courses can be used to meet the transfer degree credit or GPA requirements

If you are a Non-Qualifier:

- Need to attend a Community College as a full-time student for at least three semesters (excluding summer terms).
- Graduate from a Community College (*25% of units must be completed at the two year school that awards the degree*).
- Need a minimum of 48 transferable units of degree credit.
- The transferable units MUST include 6 semester units in English, 3 semester units of Math and 3 semester units of Science (ENGL/Math if enrolled 1st time after 8/1/09; Science if enrolled 1st time after 8/1/12)
- Need a minimum GPA of 2.50 in transferable units.
- No more than 2 units of PE courses can be used to meet the transfer degree credit or GPA requirements

****NOTE – Summer School Limitation!!** Students entering a Division I college may not earn more than 18 semester units of transferable coursework during the summer and only 9 semester units of transferable degree credit may be earned during the summer immediately before transfer.

Progress Toward Degree Rule

The 40-60-80% Rule for degree progress at an NCAA Division I school means that you need to be making progress towards your bachelor's degree even if you are attending a two-year college. You need to meet the following percentage of degree requirements before you will become eligible.

After completing:

4/5 full-time semesters – 40%.....Approximately 48 units toward Bachelor's degree
6/7 full-time semesters – 60%.....Approximately 72 units toward Bachelor's degree
8/9 full-time semesters – 80%.....Approximately 96 units toward Bachelor's degree

Redshirt

Your five-year clock has started and is moving, but you do not participate in a given season. A student may use this option, for the year they sit out of competition, if he/she gets injured or runs into academic difficulty. See your coach or athletic counselor for more information.

*****please note for the most updated information please visit the NCAA Eligibility Center as rule are always changed/updated*****

<https://web3.ncaa.org/ecwr3/>

XIV. NCAA DIVISION II TRANSFER RULES

NCAA Division II: Eligibility Requirements for 2-year (2-4) College Transfer

PLANNING TO GO DIVISION II 2-4 TRANSFER

Additional DW 2-4 transfer information on page 14

You have never attended a four-year school full time, are a qualifier and have attended only one semester or quarter at a two-year school full time:

At your two-year school, did you:

1. Complete only **one semester** or quarter as a full-time student? *Summer school does not count.*
2. Complete at least **12 transferable credit hours** for the semester or quarter you attended full time?*
3. Earn a **GPA of 2.200** in all transferable credit hours?



You have never attended a four-year school full time, have been enrolled for more than one full-time term in a two-year school but have not graduated and are a qualifier or partial qualifier:

At your two-year school, did you:

1. Complete at least **two semesters** or three quarters as a full-time student? *Summer school does not count.*
2. Complete an average of **12 transferable credit hours** for each term you attended full time, earning a **GPA of 2.200** in all transferable credit hours? *Your transferable credit hours **must include all** the following subjects:
 - » **English:** Six hours if your school uses semesters or eight hours if your school uses quarters.
 - » **Math:** Three hours if your school uses semesters or four hours if your school uses quarters.
 - » **Science:** Three hours if your school uses semesters or four hours if your school uses quarters.
3. Earn at least **nine transferable credit hours** during your last full-time term?



*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses. Remedial courses may not be used to satisfy these requirements.

Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

PLANNING TO GO DIVISION II **2-4 TRANSFER**

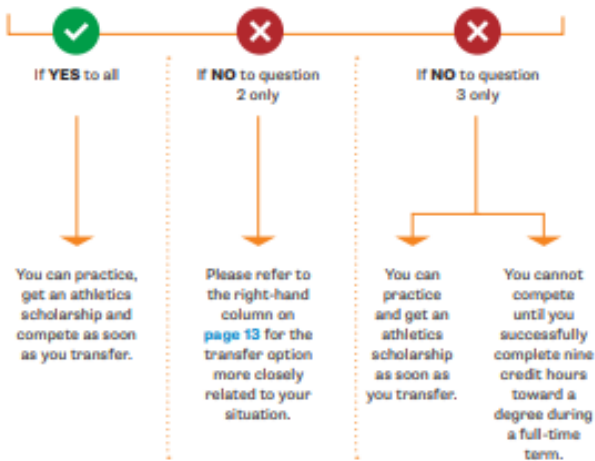
Continued from page 13

**YOU HAVE NEVER ATTENDED A FOUR-YEAR SCHOOL FULL TIME.
YOU GRADUATED FROM YOUR TWO-YEAR SCHOOL.**

If you are a qualifier or partial qualifier:

At your two-year school, did you:

1. Complete at least **two semesters** or three quarters as a **full-time** student? *Summer school does not count.*
2. Earn at least **25%** of the credit hours needed to fulfill the degree requirement at the **two-year school** awarding your degree?
3. Earn at least **nine transferable credit hours** during your last full-time term?



Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

NCAA Division II Time Clock (10 Semester Rule)

This rule requires you to complete your 4 seasons of competition during your first 10 semesters of full-time enrollment. This allows you more flexibility in completing your seasons of competition.

To be eligible:

If you are a **Qualifier** out of high school, you need to:

- Spend at least one full-time semester in residence at a Community College (excluding summer terms).
- Complete a minimum of 12 units of transferable credit for each semester you started full-time at the Community College. (Limit 2 PE activity units after August 1, 2016)
- Have a minimum GPA of 2.00 in transferable units (2.20 GPA after August 1, 2016)

If you are a **Non-Qualifier** out of high school and **All Other Transfer Students** with more than 1 term of attendance after (August 1, 2016), you need to:

- 1. Complete a minimum of two full-time semesters in residence at a Community College

AND

- 2a. Graduate from a Community College. *You must earn 25% of the units at the two-year school that awards your degree (which is equal to 15 units)*

OR

- 2b*. Complete an average of 12 units of transferable credit each full-time semester, and • Earn a minimum GPA of 2.00 in transferable units (2.20 GPA after August 1, 2016)

NOTE:

*If athlete chooses option 2b, you must complete 6 transfer units of English AND 3 transfer units of Math (AND 3 transfer units of Science after August 1, 2016)

*****please note for the most updated information please visit the NCAA Eligibility Center as rule are always changed/updated*****

<https://web3.ncaa.org/ecwr3/>

XV. NCAA DIVISION III TRANSFER RULES

NCAA Division III: Eligibility Requirements for 2-year (2-4) College Transfer

PLANNING TO GO DIVISION III

YOU PLAN TO ATTEND A DIVISION III SCHOOL.

If you have never attended a four-year school:

At your two-year school, did you practice or compete in intercollegiate sports?



If YES

You can compete immediately after your transfer ONLY IF you would have been academically and athletically eligible to compete had you stayed at your two-year school.



If NO

You are immediately eligible to compete upon transfer to the Division III school.

If you attended a four-year school and now attend a two-year school:

1. At the time of transfer from your previous four-year school, would you have been athletically and academically eligible had you remained at your previous four-year school without ever attending the two-year school?

2. At your two-year school, did you complete at least **two full-time semesters** or **three quarters** (summer school does not count) AND complete **24 transferable credit hours** if your school used semesters or **36 transferable credit hours** if your school used quarters?



If YES to either question 1 or 2

You can compete immediately upon transfer to the Division III school.



If NO to both questions 1 and 2

You are not eligible to compete for a Division III school until you have served an academic year of residence at the Division III school.

A 4-2-4 transfer can become eligible after a term(s) in residence at the certifying Division III school provided the student has enrolled full time for at least two semesters or three quarters between the two-year school and the certifying Division III school, AND the student has earned a total of 24 semester or 36 quarter hours while enrolled at the two-year school and Division III school. Hours at the two-year school must be transferable-degree credits.

Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

***See your Athletic Counselor or the NCAA Guide for Two-Year College Transfers http://fs.ncaa.org/Docs/eligibility_center/Transfer/TwoYearGuide.pdf for more information.*

Additional progress-toward-degree rules from the NCAA, the conference or the school may affect whether you can play.

*****Please note for the most updated information please visit the NCAA Eligibility Center as rule are always changed/updated*****

<https://web3.ncaa.org/ecwr3/>

XVI. NCAA 4-2-4 TRANSFER RULES

4-2-4 Transfer Students (4-year college students transferring to a community college then transferring again to a 4-year college)

If you originally enrolled at a four-year college, transfer to a two-year college and then wish to transfer to Division I or II NCAA school, there is a separate set of rules you must meet in order to compete immediately at the Division I or II college. You may refer to the infographics listed below. In general, here are the rules that apply for 4-2-4 transfer students to Division I and II colleges:

Division I: (If you are a Qualifier)

- You must have completed 12 semester units of transferable degree credit for each semester of full-time attendance with a minimum GPA of 2.50.
- One calendar year must have elapsed since your transfer from the four-year college.
- You must have graduated (earned a transfer degree) from a Community College.

Division I: (If you are a Non-Qualifier)

- You must have completed 12 semester units of transferable degree credit for each semester of full-time attendance with a minimum GPA of 2.50 (MUST include 6 transfer English units, 3 transfer math units and 3 transfer science units).
- One calendar year must have elapsed since your transfer from the four-year college.
- You must have graduated (earned a transfer degree) from a Community College.

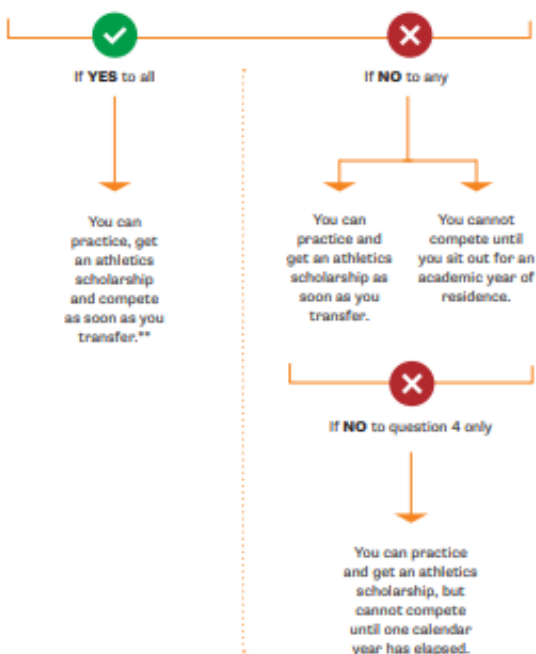
PLANNING TO GO DIVISION I 4-2-4 TRANSFER

YOU PLAN TO ATTEND A DIVISION I SCHOOL.
YOU ATTENDED A FOUR-YEAR SCHOOL FULL TIME AND NOW ATTEND A TWO-YEAR SCHOOL FULL TIME.

You are a qualifier:

At your two-year school, did you:

1. Graduate from your two-year school? You must have earned 25% of your credit hours at the two-year school awarding your degree.
2. Complete an average of 12 transferable credit hours for each term you attended full time?*
3. Earn a GPA of 2.500 in those transferable credit hours?
4. Before competing for your new NCAA Division I school, has one calendar year elapsed since your last day of enrollment at your original four-year school?

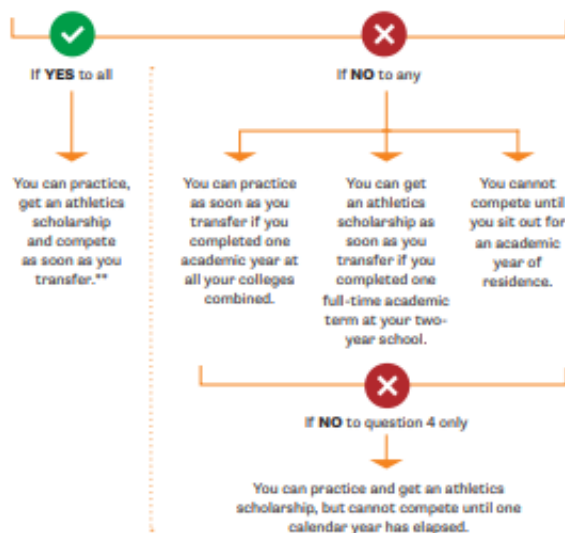


*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses.
**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term. A qualifier can also use the nonqualifier standard to avoid the year in residence.

You are a nonqualifier or academic redshirt:

At your two-year school, did you:

1. Graduate from your two-year school? You must have earned 25% of your credit hours at the two-year school awarding your degree.
2. Complete an average of 12 transferable credit hours for each term you attended full time? *Your transferable credit hours must include all of the following subjects:
 - » **English:** Six hours if your school uses semesters or eight hours if your school uses quarters.
 - » **Math:** Three hours if your school uses semesters or four hours if your school uses quarters.
 - » **Science:** Three hours if your school uses semesters or four hours if your school uses quarters.
3. Earn a GPA of 2.500 in those transferable credit hours?
4. Before competing for your new NCAA Division I school, has one calendar year elapsed since your last day of enrollment at your original four-year school?



*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement. Transferable English, math and natural/physical science courses earned at previous four-year college may be used.
**If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.

Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

Division II: (If you are a Qualifier)

- 1a. You must have completed at least 2 full time semesters at a Community College.

AND

- 1b. You must have completed 12 semester units of transferable degree credit for each semester of full-time attendance with a minimum GPA of 2.00 in those units.

OR

- 2a. You must have completed at least 1 full time semester at a Community College.

AND

- 2b. You must have graduated (earned a transfer degree) from a Community College. *You must earn 25% of the units at the two-year school that awards your degree (which is equal to 15 units)*

Division 2: (If you are a Non-Qualifier)

- 1a. You must have completed at least 2 full time semesters at a Community College and/or another CC.

AND

- 1b. You must have completed 12 semester units of transferable degree credit for each semester of full-time attendance with a minimum GPA of 2.00 and you must complete 6 transfer units of English AND 3 transfer units of Math. *For athletes who initially enrolled full-time in any college after August 1, 2011*

OR

- 2a. You must have completed at least 1 full time semester at a Community College.

AND

- 2b. You must have graduated (earned a transfer degree) from a Community College. *You must earn 25% of the units at the two-year school that awards your degree (which is equal to 15 units)*

*****please note for the most updated information please visit the NCAA Eligibility Center as rule are always changed/updated*****

<https://web3.ncaa.org/ecwr3/>

NCAA Division II: Eligibility Requirements for 2-year (4-2-4) College Transfer

PLANNING TO GO DIVISION II 4-2-4 TRANSFER

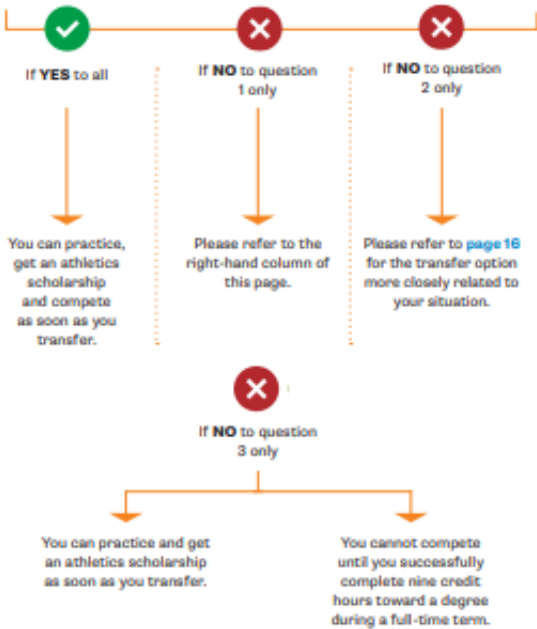
Additional *DII* 4-2-4 transfer information on [page 16](#)

YOU ATTENDED A FOUR-YEAR SCHOOL FULL TIME AND NOW ATTEND A TWO-YEAR SCHOOL FULL TIME.

If you attended only one semester or quarter at a two-year school full time and graduated and are a qualifier or partial qualifier.

At your two-year school, did you:

1. Graduate from your two-year school?
2. Complete only one semester or quarter as a full-time student?
3. Earn at least nine transferable credit hours during your one full-time term?



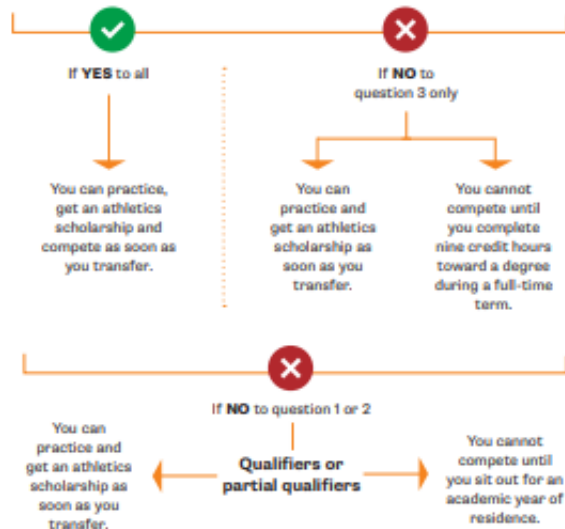
*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements unless you are enrolling in a degree program requiring physical education activity courses.

Remedial English and math classes may not be used. Transferable English, math and natural/physical science courses earned at previous four-year college may be used.

If you did not graduate from the two-year school and are a qualifier or partial qualifier.

At your two-year school, did you:

1. Complete at least two semesters or three quarters as a full-time student? Summer school does not count.
2. Complete an average of 12 transferable credit hours for each term you attended full time, earning a GPA of 2.200 in all transferable credit hours? *Your transferable credit hours must include all the following subjects:
 - » **English:** Six hours if your school uses semesters or eight hours if your school uses quarters.
 - » **Math:** Three hours if your school uses semesters or four hours if your school uses quarters.
 - » **Science:** Three hours if your school uses semesters or four hours if your school uses quarters.
3. Earn at least nine transferable credit hours during your last full-time term?



Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

PLANNING TO GO DIVISION II **4-2-4 TRANSFER**

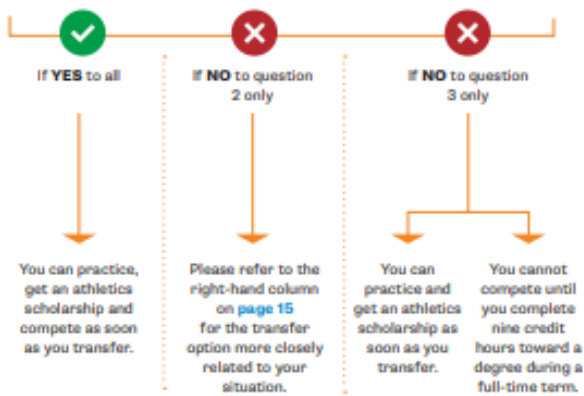
Continued from page 15

YOU ATTENDED A FOUR-YEAR SCHOOL FULL TIME AND NOW ATTEND A TWO-YEAR SCHOOL FULL TIME. YOU ATTENDED THE TWO-YEAR SCHOOL FOR AT LEAST TWO SEMESTERS OR THREE QUARTERS FULL TIME AND GRADUATED.

If you are a qualifier or partial qualifier:

At your two-year school, did you:

1. Complete at least **two semesters** or three quarters as a **full-time student**?
2. **Graduate** and earn at least **25%** of the credit hours needed to fulfill the degree requirement at the **two-year school** awarding your degree?
3. Complete at least **nine transferable credit hours** during your last full-time term?



Disclaimer: Your academics and athletics eligibility must be certified by the compliance office at the NCAA school you are transferring to.

XVII. NAIA TRANSFER RULES

NAIA Transfer Rules Snapshot

Transferring from a two-year junior college to an NAIA institution

Students transferring from a two-year junior college should follow the same NAIA transfer rules as athletes from a four-year institution. The main notable difference is in regard to the residency requirement. **A student transferring from a two-year school has no residency requirement.** However, if the athlete competed at a four-year college prior to attending the two-year school and didn't compete at the two-year school, they must have a written release from the athletic department of the four-year institution.

NAIA 2-4 Transfers

The [NAIA transfer rules](#) are basically the same for athletes coming from a four-year NCAA school or from a four-year NAIA school. The main difference to note is that NCAA student-athletes will need to register with the [NAIA Eligibility Center](#), while current NAIA athletes should already have an NAIA Eligibility Center account.

The first step in transferring to an NAIA school is to determine if the athlete qualifies as a transfer student. The NAIA transfer rules state that student-athletes qualify as transfer students if they:

- Have taken time off between high school and coming to the NAIA
- Have attended a two- or four-year college as a student and/or a student-athlete

Athletes who do qualify as transfer students must comply with the following NAIA transfer rules: the residency rules, the 24/36 hour rule, the progress rules and the minimum 2.0 cumulative GPA.

Residency rules are for athletes who have participated in collegiate sports at a four-year school. These rules mandate that the athlete must wait 16 weeks before participating in that sport at an NAIA school unless the athlete:

- Has a written release from the athletic department at their most recent four-year college
- Has a minimum 2.0 GPA from all previous college coursework combined

- Meets all additional academic requirements and any conference-specific requirements for transfers

The 24/36 hour rule states that transfer students are required to have completed 24 semester hours (or 36 quarter hours) of college credit in their last two semesters (or three quarters) prior to transferring. In other words, athletes must complete at least 12 credits during each of their past two semesters at their previous four-year college (or the equivalent for schools on a quarters-based schedule) to be able to transfer to an NAIA school.

The progress rule refers to the fact that student-athletes are only able to compete in their sport for four total seasons. Transfer students who have already used one or more of their four seasons of competition in college sports need to show completion of the following before they can compete in their second, third or fourth season:

- Second season: 24 semester/36 quarter total cumulative credit hours
- Third season: 48 semester/72 quarter total cumulative credit hours
- Fourth season: 72 semester/108 quarter total cumulative credit hours (including 48 semester/72 quarter hours in general education or the student’s major field of study)

While the NAIA transfer rules are not as complex as transferring to an NCAA school, athletes still have many steps to go through before the transfer is complete. Regular communication with the compliance office and admissions office is the best way to keep everything on track and to make sure that the athlete didn’t miss a crucial step in the transfer process.

XVIII.ACADEMIC ALERT, PROGRESS, DISMISSAL

LMC Academic/Progress Alert Policies and Procedures

Academic Alert I: Students who fail to achieve a cumulative GPA of 2.0 or better.

Progress Alert I: Students who fail to complete more than 50% of their attempted units with grades.

These students will:

- Have a hold placed on their record
- Be required to successfully complete the online Alert I/Student Success Workshop

Academic Alert II: Students who fail to achieve a cumulative GPA of 2.0 or better for two consecutive terms.

Progress Alert II: Students who fail to complete more than 50% of their attempted units with grades.

These students will:

- Have a hold placed on their record
- Be required to attend an ***Alert II Workshop*** and complete an Alert II Petition
- Must achieve a 2.0 cumulative GPA or better and complete 100% of their attempted units or be placed on Dismissal status

Other Consequences

- Loss of Priority Registration
- Loss of California Promise Grant
- Potential loss of Financial Aid Award

NOTE: Participation in ***Alert II Workshop*** does not guarantee a lift of the enrollment hold on your records.

LMC Academic/Progress Dismissal Policies and Procedures

Academic Dismissal: Students who fail to achieve a cumulative GPA of 2.0 or better for three consecutive primary terms

Progress Dismissal: Students who fail to complete more than 50% of their attempted units for three consecutive primary terms

These students will:

- Have a hold placed on their record and will be prohibited from enrolling in additional courses within the Contra Costa Community College District
- Must attend a ***Reinstatement Workshop*** and complete a Petition for Reinstatement
- If conditionally approved, they must successfully complete a COUN 34N course ***before enrolling***
- Will be limited to enroll in a maximum of 9 units.
- Must achieve a cumulative 2.0 GPA or better and complete 100% of their attempted units

Other Consequences

- Loss of Priority Registration
- Loss of California Promise Grant
- Loss of Financial Aid Award
- May also be required to sit out for a semester within the Contra Costa Community College District (Contra Costa College, Diablo Valley College, and Los Medanos College).

NOTE: Participation in ***Reinstatement Workshop*** does not guarantee a lift of the enrollment hold on your records.

XIX. LMC CAMPUS MAP



XX. LMC STUDENT ATHLETE COMMITMENT



Los Medanos College Student Athlete Signature Page

I have received and read the Los Medanos College Student Athlete Handbook. I understand that I am responsible for knowing the contents of the handbook as it relates to rules, regulations, policies, conduct, and my eligibility status.

I also understand that I am authorizing Los Medanos College to release any and all athletic and academic information for reporting and transferring purposes. Information may include, but not limited to, athletic statistics, height, weight, age, academic transcripts, course schedules, and year in school, etc.

Student Athlete Signature _____

Student Athlete Printed Name _____

Sport _____

Date _____