

### COLLEGE OF THE CANYONS STATEMENT ON ACADEMIC INTEGRITY AND PLAGIARISM

Approved by Academic Senate in May, 2010

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. To facilitate a culture of academic integrity, College of the Canyons has defined plagiarism and academic dishonesty. Due process procedures have been established when plagiarism or academic dishonesty is suspected.

At College of the Canyons, we define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class, without the current instructor's knowledge and approval.

To be specific, below are some of the situations that will be considered plagiarism at College of the Canyons:

- Use information from any source, online or in print, in one's own writing without acknowledging the source in the content and in the reference page of the assignment;
- Simply list the sources in the reference page, without parenthetical citations in the body of the essay;
- Take more than one printed line of words consecutively from the source without putting quotation marks around them, even though the student has put the author's name in the parentheses or in the reference page;
- Turn in work done for other classes, regardless how big or small the assignment may be, without the current instructor's approval—this is considered "self-plagiarism," which is a form of academic dishonesty; or,
- Turn in work by another student, even by accident.

In addition, College of the Canyons has strict rules against using electronic devices during exams without the instructor's approval. To be specific, absolutely no cell phones or any electronic devices can be on the desk or in sight during test or exam without the instructor's approval. The presence of electronic devices in sight during exams may be considered as intention to cheat and will be processed as a form of academic dishonesty.

Cases of alleged academic dishonesty, such as plagiarism or cheating, will be referred to the Dean of Student Services for investigation. See your syllabus for course specific policies, rules, and guidelines on plagiarism and academic dishonesty.

### 5529 STUDENT CONDUCT

#### 5529.1 Introduction

The California Education Code (section 66300) requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of such rules.

Students enrolling at College of the Canyons assume an obligation to abide by all College regulations.

For the purposes of this policy, student is defined as an individual who:

1. has submitted an application to the College and has engaged in the admissions process;
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;
3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

#### 5529.2 Grounds for Disciplinary Action

A student may be disciplined for one or more of the following causes which must be College/District related and which may occur either on any District site or elsewhere off-site during a college-sponsored activity or event. This list is not intended to be exhaustive, but is an example of good and sufficient causes for disciplinary action.

- A. Any theft, conversion, or damage or destruction of and/or to any property, real or personal, belonging to the College, a member of the College staff, a student, or a campus visitor.
- B. Forgery, alteration or misuse of College documents, keys, records, or identification, or knowingly furnishing false information to a college.
- C. Cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty.
- D. Violation of classroom rules including: the use of cell phones, pagers, other unauthorized devices, attendance and punctuality standards, decorum standards, safety standards, and other standards found in the course syllabus.
- E. Physical or verbal abuse, including sexual assault, sexual harassment and stalking, or any threat of force or violence directed toward any member of the College or a campus visitor.
- F. Manufacture, use, possession, distribution, or being under the influence of alcohol, narcotics, or other dangerous drugs on campus, or off campus at any College-sponsored event.
- G. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

- H. Disorderly, lewd, indecent, obscene or offensive conduct or language on College-owned or controlled property or at College-sponsored or supervised functions.
- I. Possession or use of any firearms, explosives, dangerous chemicals, or other potentially harmful implements or substances while on the College campus or at a College-sponsored function without prior authorization of the College President or designee.
- J. Failure to identify oneself to or failure to comply with directions of College officials acting in performance of their duties including, but not limited to, the provisions of the Penal Code Sections 626.6 and 626.8
- K. Obstruction or disruption, on or off campus, of the College's education process, administrative process, or other College function.
- L. Violation of any order of the College President, notice of which has been given prior to such violation and which order is not inconsistent with any of the other provisions of this policy. This notice may be given by publication in the College newspaper, web site, social network, or by posting on an official bulletin board designated for this purpose.
- M. Soliciting or assisting another to undertake any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- N. Abusive behavior directed toward, or hazing of, a member of the College community.
- O. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.
- P. Abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or College official; and/or use of computing facilities to interfere with a College computing system. For specifics refer to the College of the Canyons Acceptable Use Agreement.
- Q. Committing any act or engaging in any behavior that threatens or endangers the health or safety of another individual on campus or at any college sponsored activity or event.
- R. Willful misconduct that results in injury or death to a student or to College or District personnel or a campus visitor.
- S. Unauthorized preparation, selling, giving, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, or any materials that are the intellectual property of a faculty member, except as permitted by any district policy or administrative procedure;
- T. Gambling on College or District property.
- U. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or District.
- V. Failure to follow and comply with established guidelines and regulations of off-site entities while participating in college-sponsored, off-campus activities including, but not limited to, conferences, retreats, field trips, excursions, internships, externships, service-learning or volunteer placements, and athletic events.
- W. Violation of College or District policies or of campus regulations including those concerning chartering and registration of student organizations, use of College or District facilities, or the time, place and manner of public expression.
- X. Attempting to perform any actions that are cause for disciplinary action identified above.

### BP 5530 DISCIPLINARY ACTION

5530.1 The following policies regulating student disciplinary actions are adopted for the purpose of providing a uniform method of disciplining students for misconduct, and assuring that all students are accorded fair and objective treatment. Every effort shall be made to make the student aware of these policies.

#### Types of Disciplinary Action (Sanctions)

The following types of disciplinary action may be imposed, or imposed and suspended, by appropriate College authorities when a student is found in violation of College rules and regulations.

##### 1. Warning

Noticed to the student that continuation or repetition of specified misconduct may be cause for other disciplinary action.

##### 2. Restitution

The student is required to make payment to the College, or to other persons, groups, or organizations for damages incurred as a result of a violation of this policy.

##### 3. Fine

A fine, as established in the associated Administrative Procedures 5530, payable to the College, for violations of this policy. Failure to pay the specific fine by the established date will result in a Hold on the student's records and ability to register, in any district program, for future terms.

##### 4. Official Reprimand

A written reprimand is for violation of specified regulations or misconduct. It serves to place on record that a student's conduct in a specific instance does not meet with the student's expected performance at the College. A person receiving a reprimand is notified that continued conduct of the type described in the reprimand may result in additional action against the student. The student is further informed that records of reprimands are destroyed four years after the last entry has been made concerning disciplinary action against an individual student and that such records are not considered part of a student's permanent record at the College.

### 5. Disciplinary Probation

Disciplinary probation is a status imposed by the College for a specific length of time during which the student must conform to College standards of conduct. Conditions restricting privileges and/or eligibility may be imposed. For example, students may be removed from all College organization offices and denied the privilege of participating in all College and student-sponsored activities, including public performances. Other conditions, such as community service and academic workshops, may be imposed. The term of disciplinary probation shall be not less than one college month nor longer than four (4) college years. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.

### 6. Removal by Instructor

An instructor may remove a student from his/her class, field trip, lab, or other educational program when the student has interfered with the instructional process. The duration will be for the day of the removal, at a minimum, and the next class meeting at the instructor's discretion. The instructor shall immediately report the removal to the Office of Student Services for appropriate action.

### 7. Disciplinary Suspension

Disciplinary suspension consists of the temporary removal of the student from enrollment in the College for both academic, noncredit, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, free workshops, and extracurricular purposes. A student may be suspended from one or more classes for the remainder of the school term; or from all classes and activities of the College for one or more terms. A suspended student is not to occupy any portion of the campus and is denied all College privileges including class attendance and privileges noted under "Disciplinary Probation." Removal of a student suspended from one or more courses may be notated on the student's transcript as W for withdrawal.

### 8. Expulsion

Expulsion consists of the permanent and unconditional removal of the student from the College and all its programs. Students may be expelled from the College only by action of the Board of Trustees upon recommendation of the CEO (Education Code 76030). Notation of the expulsion will be noted on the student's official transcript for an indefinite period of time. Appeal of this notation may be made to the CEO using the process established in Policy 5531.3(F) – Due Process.

### 9. Interim Suspension

Interim suspension consists of temporary removal of the student from the College for both academic and extra-curricular activities during the limited time necessary to complete an investigation and is not necessarily considered a disciplinary action.

Interim Suspension shall be:

(a) Imposed by the CEO of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students

and staff members or for the protection of the District property;

- a. Imposed by the CEO of the College, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of the District property;
- b. Limited to only that period of time necessary to assure that the purpose of interim suspension is accomplished;
- c. For not more than a maximum of ten (10) College days.

Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues: (a) the reliability of the information concerning the student's conduct, (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to the student or to others, or to the stability and continuance of normal College functions. This hearing does not preclude the initiation of regular disciplinary action.

#### Interim Suspension shall be:

- a. Imposed by the chancellor of the college, or designee, pending a hearing, only when such action is deemed to be necessary for the immediate safety and welfare of the students and staff members or for the protection of district property.
- b. Limited to only that period of time necessary to assure that the purposes of interim suspension are accomplished.
- c. For not more than a maximum of ten (10) college days. Students suspended on an interim basis shall be given an opportunity for a hearing within ten (10) days.

The hearing will be held on the following issues:

- a. the reliability of the information concerning the student's conduct.
- b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on campus poses a substantial threat to the student or to others, or to the stability and continuance of normal college functions. This hearing does not preclude the initiation of regular disciplinary action.

## BP 5531 DUE PROCESS - STUDENT DISCIPLINARY ACTION

### 5531.1 Introduction

Students are members of both society and the academic community with attendant rights and responsibilities. Students are expected to comply with the general law as well as College policies. The procedures below apply to alleged misconduct of students on campus, or at official College events off campus.

The following procedures outlined in sections 5531.2 and 5531.5 represent steps that may be employed to reach a resolution in cases of alleged misconduct. The reader should note that each case is handled individually and that while due process is always employed, some of the procedures outlined

below may not be necessary in every case. Questions concerning these procedures should be addressed to the Office of the Dean of Students.

### 5531.2 Definition of Terms

Student: The term “student” means an individual who:

1. has submitted an application to the College and has engaged in the admissions process;
2. is enrolled in, or registered in an academic program of the College, including classes for credit, noncredit classes, fee based training classes, and programs including but not limited to the Employee Training Institute, Community Education, and free workshops where teaching and/or training occurs, and/or;
3. has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms.

**Notice:** Whenever this Policy requires giving notice to any student, mailing such notice, to the mailing address most recently provided by the student or, if undeliverable at that address, to the student’s permanent address of record, shall constitute notice..

**Days:** For purposes of this Policy, the term “days” means normal business days and shall not include Saturdays, Sundays, or administrative holidays.

**Student Conduct Committee:** This committee consists of five members of the campus community who convene as needed to adjudicate cases of misconduct. See 5531.4 for additional information.

### 5531.3 Due Process

#### A. Referral of Cases

Any member of the campus community who has knowledge of alleged misconduct of students may bring the matter to the attention of the Dean of Student Services. The Dean may require a written statement relative to the alleged misconduct. The Dean of Student Services in consultation with the Academic Senate will develop specific procedures to address alleged violations of academic and/or classroom misconduct. Referrals to the Dean of Student Services Office shall be made within thirty days following the discovery of the alleged misconduct. The CEO may grant exceptions.

#### B. Investigation and Notice to Student:

Upon receiving notice of the alleged violation, the Dean of Student Services (or designee) may consider information acquired from a complainant and may augment that information through further investigation in order to determine if there is cause to believe that a violation may have occurred. In cases in which the Dean (or designee) determines that there is not cause to believe that a violation may have occurred, the Dean (or designee) may decide that the case will not be pursued further. If the allegation concerned academic and/or classroom misconduct, the Dean will contact the complainant to explain his or her reasoning. The complainant may appeal the decision to not pursue discipline, within 10 working days, to the Vice President of Instruction.

The Dean may refer the matter to other campus and/or community resources.

The Dean shall notify the accused student in writing of the following:

1. the nature of the alleged conduct in question, including a brief statement of the factual basis of the charges; the time, date, and place it is alleged to have occurred; and the campus regulations allegedly violated;
  - a. **Campus Restraining Order (CRO):** In cases in which the Dean has a reasonable suspicion to believe that an alleged violation of Policy 5529.2(D) and/or 5529.2(M) occurred, the Dean may issue, in addition to the letter of notification, a Campus Restraining Order (CRO). The CRO shall prohibit named students from intentionally contacting, telephoning, or otherwise disturbing the peace of others specifically named for a specified period of time. A CRO shall not include a provision that terminates the accused student’s status as a student, nor shall it be construed as a finding of culpability on the part of any student. Nevertheless, violation of a term or condition of such an Order may be regarded as actionable misconduct and may subject the student to disciplinary action without regard to the outcome of the case that occasioned the issuance of the CRO.
2. a copy of the student conduct procedures; and
3. that an interview with the Dean must be scheduled within seven (7) days for the purpose of an initial hearing. The student may waive the right to an initial hearing and request that the matter be referred directly to the Student Conduct Committee for a hearing.

#### C. Placement and Notice of Hold:

In the event that the student does not contact the Dean of Student Services Office within the seven (7) day period, or fails to keep any scheduled appointment, the Dean may then place a Hold on the student’s records and notify the student that this action has been taken. Such Hold will be removed only when the student either appears at the Dean of Student Services Office for a scheduled interview, or requests in writing that the case be referred to the Student Conduct Committee for hearing.

#### D. Initial hearing with the Dean:

The Dean of Student Services (or designee) shall, at the initial hearing:

1. determine that the student has received a copy of these procedures;
2. discuss confidentiality; inform the student that the content of this and all subsequent communications with the Office regarding information not relevant to the case shall, insofar as allowed by law, be treated confidentially, unless such confidentiality is waived by the student; and that information relevant to the case may be divulged to those who have a legitimate educational interest;

3. describe to the student as completely as possible the allegation, and the College policies allegedly violated, hear the student's defense to such charges and;
4. provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Dean at the time of the hearing, and all such documents arriving after the initial hearing but before disposition of the case by the Dean of Students;
5. provide the student with copies of the documents relevant to the case, at the student's request, and;
6. counsel the student regarding the campus discipline process as appropriate.
7. Student may be accompanied by any person(s) of their choice at the initial hearing.

### E. Disposition by the Dean of Student Services:

After meeting with the student, the Dean (or designee) may take one of several actions:

#### 1. Insufficient Evidence:

If the Dean concludes that there is insufficient evidence to sustain a finding of culpability, he or she may decide not to refer the case to the Student Conduct Committee. The complainant may still attempt to resolve the matter through campus and/or community resources.

In the cases of alleged violations of classroom and/or academic misconduct the Dean will notify the complainant of this outcome (if allowed by law). The complainant may appeal this decision, within ten working days, to the Vice President of Instruction.

#### 2. Informal Agreement of Resolution

In cases in which the Dean determines that an Informal Agreement of Resolution is appropriate, the accused student will be informed that this Resolution, while not a part of the student's permanent record, is binding. If the student fails to abide by the Informal Agreement of Resolution, such failure will be regarded as actionable misconduct, under District Policy 5529.2(K), and may subject the student to disciplinary action by the College.

Each Informal Agreement of Resolution shall be regarded as binding within the College and may include:

- a. Direction by the Dean to the student to refrain from the behavior(s) described by the Dean and/or restrictions regarding contact with others involved in the case.
- b. Required participation by the student in educational programs and/or reconciliation processes, including mediation.
- c. Required participation by the student as an unpaid volunteer in activities that serve the College and/or community.
- d. Retention of the case file and the Informal Agreement of Resolution in the Dean of Student's Office for two years from the date appearing on the Agreement. During those two years, should

the Dean have a reasonable suspicion to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be subject of College disciplinary action.

### 3. Formal Disciplinary Action:

- a. If the student does not admit culpability, and if the Dean concludes that an Informal Agreement of Resolution is not appropriate, and that there is sufficient evidence such that a Student Conduct Committee could find, by a preponderance of the evidence, that the student has violated College policy, the Dean shall refer the case to the Student Conduct Committee for a hearing.
- b. If the student does admit culpability, and if the Dean concludes that there is sufficient evidence to sustain a finding of culpability, the Dean may impose, or impose and suspend, one or more of the sanctions listed in Santa Clarita Community College District Policy 5530 (excluding expulsion); moreover, the imposition of any sanction may be effective retroactively. No sanction involving separation from the College (i.e., Suspension or Expulsion) shall become official until five (5) days from the date appearing on the letter confirming the Dean's disposition. Regardless of the action taken, the Dean shall confirm his or her disposition of the case in a written notice mailed to the student within seven (7) days of the action.

### F. Appeal of the Sanction Imposed by the Dean:

If the Dean imposes a sanction of Suspension or recommends Expulsion, the student may submit a written appeal of the imposed Suspension or Expulsion to the CEO within five (5) days of the date appearing on the Dean's written confirmation of his or her action. The imposition of a sanction of Suspension shall be withheld during such appeal. The CEO's review of such appeal shall be in accordance with the provisions set forth in Section 5531.5, The CEO, below. The CEO's decision is final.

### 5531.4 The Student Conduct Committee

- A. The Student Conduct Committee shall provide a hearing for all cases referred to it under this Policy.
- B. It is the intention of this Policy that hearings be set as soon as reasonably possible after referral to the Student Conduct Committee.
- C. Hearings shall be held in accordance with generally accepted standards of procedural due process, including, but not limited to, the opportunity to present evidence in an orderly manner, and the right to examine and cross-examine witnesses. The student may be advised by any person of the student's choice, at the student's own expense, however, the student must represent him or herself. The Committee Chair may grant exceptions (for example pending criminal charges against the student). The Committee Chair shall rule on all questions of proce-

dures. Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.

- D. When the hearing involves an allegation of rape, or other forms of sexual assault, evidence of the complainant's past sexual history, including opinion evidence, reputation evidence, and evidence of specific instances of the complainant's sexual conduct, shall not be admissible by the accused student unless the Committee Chair makes a specific finding of relevance after an offer of proof by the accused student. Under no circumstances is past sexual history admissible to prove consent. The offer of proof must be made and resolved by the panel before the complainant testifies.
- E. No inference shall be drawn from the silence of the accused. The standard of proof to be applied in these hearings is that of a preponderance of the evidence. Hearings shall be recorded and the student shall receive, upon request, a copy of the record without charge. The record may be an audio-tape recording of the hearing.
- F. The hearing shall be closed to spectators unless the student specifically requests an open hearing.
- G. The Committee Chair has the right to exclude spectators from the hearing room if deemed necessary for the quiet or secure conduct of the hearing. When the hearing involves an allegation of rape or other forms of sexual assault, the hearing shall be closed to spectators except for the following:
  - 1. The complainant shall be entitled, for support, to have up to two persons of the complainant's choice accompany the complainant to the hearing. A support person

may be called as witness, and the fact that he or she is to act as a witness shall not preclude that person's attendance throughout the entire hearing. If a support person is also a witness, the Committee Chair may require him or her to testify before the complainant. Neither of these persons shall be entitled to represent or defend the complainant. Similar rights shall be afforded the accused student.

- 2. The complainant shall have the right to be present during the entire hearing, notwithstanding the fact that the complainant is to be called as a witness.

#### H. Responsibility for Presentation of Cases:

- 1. At the hearing, the accused must represent him or herself (exceptions may be granted by the Committee Chair); however he or she may receive advice, from any person at the student's own expense. An advisor is not allowed to address the Committee directly and must conduct him or herself in an appropriate manner.
- 2. If the student wishes the Hearing Coordinator to direct communications concerning the case to his or her advisor, as well as to him or herself, he or she must provide the Hearing Coordinator with such a request, including the name and address of his or her advisor, in writing.
- 3. The College's representative shall be the Dean of Students or the Dean's designee. The Dean may consult with Campus Attorneys.

#### I. Continuing Informal Resolution:

Until the Student Conduct Committee makes its report to the CEO, any agreement between the accused student and the Dean of Students as to the disposition of the matter shall bind all parties and terminate all proceedings.

## STUDENT RIGHT-TO-KNOW RATES

**COMPLETION RATE: 26.85%**

**TRANSFER RATE: 17.04%**

**FROM 2007 COHORT DATA**

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Santa Clarita Community College District and College of the Canyons to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2006, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at College of the Canyons, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.85 percent attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2006 to Spring 2009. Students who are 'transfer-prepared' have completed 60 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 17.04 percent transferred to another post-secondary institution prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2007 to Spring 2009.

The College Student Right-to-Know (SRTK) rates can also be viewed at the California Community College Systems Chancellor's Office SRTK rate disclosure Website, <http://srtk.cccco.edu/index.asp> along with the rates for all community colleges in the state. The College's SRTK rate can be viewed directly at <http://srtk.cccco.edu/661/07index.htm>.

## STUDENT RIGHTS AND RESPONSIBILITIES

### J. Reports to the CEO:

Within fifteen (15) days after the conclusion of a hearing, the Committee Chair shall submit a report advising the CEO of:

1. the Committee's specific finding of fact;
2. whether, in the opinion of a majority of the Committee the student has violated one or more College policies; and
3. a recommendation of sanction, provided that prior to recommending any sanction, the Committee and accused student are briefed by the Dean of Students regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services; and provided further that the Committee indicate the rationale for such recommendation.

The CEO may grant an extension of time for submission of the report for good cause shown and upon such terms as shall avoid undue prejudice to the student. Any member of the Committee may submit a minority report to the CEO.

- K. A copy of all reports required to be submitted to the CEO by this Policy, including any minority reports, shall be sent to the accused student, the Dean of Student Services, and the complainant (if allowed by law), when transmitted to the CEO.
- L. The accused student shall have seven (7) days from the date appearing on the Committee report in which to submit to the CEO any written argument supporting the student's position.
- M. If an accused student does not meet with the Dean and/or does not appear at the hearing, or has withdrawn from the College while subject to pending disciplinary action, the case may proceed to disposition without the student's participation.

### 5531.5 The CEO

#### A. Decision by the CEO:

The final decision regarding the case shall be made by the CEO except in cases which:

1. are resolved by the Dean of Students, and no written appeal is made by the student;
2. include a recommendation for expulsion.

#### B. Basis for Decision:

The CEO shall base his or her decision upon:

1. the report submitted by the Student Conduct Committee,
2. counsel solicited from the Dean, regarding sanctions imposed in similar cases, and any previous cases of misconduct by the student on file with the Dean of Student Services Office.

#### C. Sanctions:

The CEO may decide to impose, or impose and suspend, one or more of the sanctions listed in Section 5530, with the exception of expulsion (discussed below). The CEO is not limited to those sanctions imposed by the Dean, or to those recommended by the Student Conduct Committee,

even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

#### D. Recommendation for Expulsion:

Should the Dean, CEO, or CEO designee recommend a sanction of expulsion, the Santa Clarita Community College District Board of Trustees will meet in closed session, unless otherwise requested by the student, to affirm or alter the sanction. The Board is not limited to the recommended sanctions(s), and may impose an alternative sanction, even though such decision may result in a decrease of the student's penalty; moreover, the imposition of any sanction may be effective retroactively.

Whether the matter is considered at a closed session, or at a public meeting, the final action of the Board shall be taken at the next public meeting and the result of such action shall be public record of the District.

#### E. Discussion With Student:

If the CEO deems it necessary or desirable, he or she may meet with the student at any point to discuss the case. The student may be accompanied by any person of his or her choice at the student's own expense.

#### F. Decision by the Chancellor:

Not later than twenty (20) days after the date appearing on the written appeal of the student; or the report of the Student Conduct Committee, if any, whichever is latest, written notification of the CEO's decision shall be delivered to:

1. the accused student;
2. the Chair of the Student Conduct Committee, if the Committee heard or reviewed the case and made a report to the CEO, and
3. the Dean of Student Services.

The CEO may also notify other parties of his or her decision. The CEO may direct the Dean of Student Services to notify others, if there is an institutional interest in doing so, and if such parties are authorized to receive such information under the "Santa Clarita Community College District Policy on the Disclosure of Information from Student Records."

### CONFIDENTIALITY OF STUDENT RECORDS AND ACCESS TO RECORDS (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

College of the Canyons maintains student records to ensure the privacy of all such records in accordance with statutes set forth in the Family Educational Rights and Privacy Act of 1974. By law, the college shall not permit access to or release of records or information to outside agencies without an educational interest unless the College obtains the student's written permission. **This statute applies regardless of the student's age. Once a student under the age of 18 is admitted, they are considered a college student and this law applies to their records.**

The one area of student records that can be released is called "Directory Information." Directory information is defined as: student's name, current enrollment status, dates of attendance, major field of study, degrees and awards received,

participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent public or private school attended by the student. Directory information will only be blocked from release by written request of the student. Students may file a written release to block such information in the Admissions & Records office. The College, at its discretion, may limit or deny the release of student directory information to public or private persons or organizations based on the best interests of the students.

In accordance with the privacy act, the College also has the right to release students' records to institutions and agencies on the basis of educational interest. These are examples of situations where records would be released on the basis of educational interest: college officials, state and federal educational and auditing officers, requests in connection with the application for or receipt of financial aid, subpoenas, recovery services and court orders.

Any student has the right to inspect and review his or her student records, within five days of making an official request. The student may challenge the accuracy of the record or the appropriateness of its retention. Records maintained under this statute include, but are not limited to information regarding: college admission, registration, academic history, official transcripts from other schools and colleges, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct and any other information the college feels appropriate. All official transcripts from other schools and colleges become property of the College upon receipt and photocopies are not released.

The College makes a reasonable charge for furnishing copies of any student record, except for the normal College procedures that apply to transcript requests. Particular questions with respect to students' rights under the Family Educational Rights and Privacy Act of 1974 should be directed to the Director of Admissions & Records.

### **NON-DISCRIMINATION POLICY**

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the California Fair Employment and Housing Act, the Unruh Civil Rights Act, the Sex Equity in Education Act, and Assembly Bill 803 of 1977. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the procedures covering discrimination complaints may be directed to the Assistant Superintendent/Vice President, Human Resources, University Center (UCEN) Room 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; telephone (661)

362-3424. The college recognizes its obligation to provide overall program accessibility throughout the college for disabled persons. Contact the DSP&S Director to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to the Office of Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F, HHH Bldg., Washington, D.C. 20201.

### **POLÍTICA CONTRA LA DISCRIMINACIÓN**

El Distrito de Colegios Comunitarios de Santa Clarita no discrimina por motivos de raza, credo religion, color, origen étnico o nacional, ascendencia, estado de migratorio, miembro de servicio militar, incapacidad física o mental, condición médica, estado civil, sexo, embarazo, edad, orientación sexual, identidad de género, o cualquier otra base protegida en conformidad con Título VI y VII de la Ley de Derecho Civil de 1964 y según la enmienda de la Ley de Derecho Civil de 1991; el título IX de las Enmiendas de Educación de 1972; la sección 504 de la Ley de Rehabilitación de 1973; la Ley de Discriminación por Edad contenida en la Ley de Empleo de 1967; la Ley de Americanos Minusválidos de 1990; la Ley de Empleo y Vivienda Justos de California; la Ley Unruh de Derecho Civil; la Ley de Igualdad Sexual en la Educación; y el Proyecto de Ley 803 de 1977. Esta política contra la discriminación incluye el ingreso, el acceso, el tratamiento y el empleo en los programas y actividades de la institución, incluyendo la educación vocacional.

Para mayor información sobre la política de igualdad de oportunidades, sobre cómo presentar una queja, o sobre cómo pedir una copia de un documento que explica el proceso de quejas por discriminación, puede dirigirse al Assistant Superintendent/Vicepresidente de Recursos Humanos, del Centro Universitario, de la habitación 360, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355; teléfono (661) 362-3424. College of the Canyons reconoce su obligación de proveer acceso generalizado a los minusválidos por toda la institución. Comuníquese con el coordinador de servicios a los minusválidos si necesita información sobre la prestación de servicios, las actividades, y las instalaciones con acceso para minusválidos.

Para pedir información sobre leyes federales sobre la discriminación en la educación o sobre el cumplimiento de estas normativas por el Distrito Universitario, puede también dirigirse a la Oficina de Derecho Civil, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W. Room 509F HHH Bldg., Washington, D.C. 20201.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Santa Clarita Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.



## STUDENT RIGHTS AND RESPONSIBILITIES

Engaging in sexual harassment (as defined below) shall be a violation of this policy for those authorized to either recommend or take personnel or academic actions affecting employees or students, or those otherwise authorized to transact business or perform other acts or services on behalf of the Santa Clarita Community College District. Within the education environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that are made either explicitly or implicitly a term or condition of an individual's employment, academic status or progress; are used as a basis for employment or academic decisions affecting the individual's welfare; have the purpose or effect of unreasonably interfering with an individual's welfare, work or academic performance; create an intimidating, hostile, offensive or demeaning work or educational environment; or are used as the basis for any decision affecting an individual regarding benefits and services, honors, programs, or activities available at or through the College.

This summary is intended to familiarize faculty, students, and staff of the Santa Clarita Community College District with the general meaning of Board policy on sexual harassment. For further information on complaint procedures associated with the policy, please contact the Assistant Superintendent/Vice President, Human Resources, in the University Center (UCEN) Room 360, or by telephone, (661) 362-3424 or see Board Policy 813, [www.canyons.edu/info/boardpolicies](http://www.canyons.edu/info/boardpolicies).

### SEXUAL ASSAULT

The Santa Clarita Community College District is committed to creating and maintaining an environment which promotes safety and mutual respect of all members of the campus community. The Santa Clarita Community College District is committed to doing all within its power to apprehend and discipline assailants when rape or any other sexual assault crimes occur on campus property or at college-sponsored events and to provide prompt and compassionate services to students who are raped or sexually assaulted. (See Board Policy 813 at [www.canyons.edu/info/boardpolicies](http://www.canyons.edu/info/boardpolicies).)

### OPEN CLASSES

It is the policy of the Santa Clarita Community College District that, unless specifically exempted by statute, every course, course section or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Article 205 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

### ACCESO A EDUCACIÓN VOCACIONAL

La falta de habilidad en el manejo del inglés no es impedimento para inscribirse en los programas de educación vocacional.

### Access to Vocational Education

Lack of English proficiency will not preclude enrollment in vocational education programs.

### PARKING AND TRAFFIC REGULATIONS

Permits are required in all student lots seven days a week, 24 hours a day, 365 days of the year. Student permits are valid in student lots only.

### Display of Permit

On both campuses, permits must be displayed clearly from the rear view mirror when parking. Failure to display a valid permit may result in a parking citation for the amount of \$25.

### Refund of Parking Fees

See Refund Policy

### Citations

The Security Department receives its authority to enforce the traffic and parking regulations from the California Penal Code, the California Vehicle Code and the Municipal Court. Ignoring a citation will result in immediate legal action in the form of additional penalties and a hold being placed on your vehicle registration with the Department of Motor Vehicles.

Citations will be issued for violation of provisions of the California Vehicle Code as well as the following special college regulations under Section 21113 C.V.C.:

1. Any vehicle parked in a regular stall shall have displayed a valid Student Parking Permit which must be displayed clearly from the rear view mirror when parking in college parking lots. Students with vehicles without permits may purchase a temporary parking permit from the permit vending machines, located in lots #6, 8, 13 and 15 on the Valencia campus and in lots #2 and 3 on the Canyon Country Campus, which requires \$2.00 in coins, dollar bills or credit/debit cards for an all-day parking permit good in any student lot.
2. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code.
3. Parking is not allowed in any area that does not have a clearly marked stall.
4. Vehicles parked within a stall shall not overlap the lines that designate that stall.
5. All vehicles shall be parked heading into a parking stall.
6. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed as follows.
  - a. **RED ZONE** - indicates no parking or stopping anytime, whether the vehicle is attended or not.
  - b. **YELLOW ZONE** - indicates a fifteen- (15) minute time limit for loading and unloading vehicles. Vehicles parked in these areas must leave flashers on.
  - c. **GREEN ZONE** - indicates thirty- (30) minute parking as marked.
  - d. **BLUE ZONE** - indicates handicapped persons' parking area only with special permit.

## STUDENT RIGHTS AND RESPONSIBILITIES

7. No person shall abandon, leave standing, any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Campus Safety Department. Violations will result in vehicle removal and storage.
8. No person shall drive any unlicensed vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of College of the Canyons without permission. Any unidentifiable vehicle on campus is subject to removal and storage. Exception is made for district-owned vehicles.

### Special Parking Areas

**VISITORS** - Thirty-minute-time areas are designed with green curbs on the Valencia campus and Canyon Country Campus. If any visitor is going to be in a space for longer than the designated time limit, he/she should purchase a temporary parking permit from the permit vending machines. Located in lots 6, 8, 13 and 15 on the Valencia campus and lots 2 and 3 on the Canyon Country Campus.

**HANDICAPPED** - Several areas on both campuses are designated for handicapped parking. Vehicles parked in these blue-lined parking stalls are required to properly display a California handicapped placard.

**STAFF LOTS** - staff members must have properly affixed on their vehicles, a staff parking permit. Staff permits are not valid in metered stalls, handicapped areas or red zones.

**MOTORCYCLES** - May park in designated motorcycle parking areas located in the south lot 13 and in student lot 4 on the Valencia campus and across from Quad 2 on the Canyon Country Campus. They shall have a student motorcycle permit. A staff permit is required on all motorcycles parking in staff lots.

For additional parking information visit our Website at [www.canyons.edu/offices/campusafety](http://www.canyons.edu/offices/campusafety).

### Parking Lot Security

The College provides personnel to patrol the parking lots. However, persons parking on district property do so at their own risk. Santa Clarita Community College District does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

### 2007 TO 2009 CLERY ACT CRIME STATISTICS Santa Clarita Community College District • College of the Canyons Availability of the Annual Security Report

Our report includes statistic for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by College of the Canyons; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Safety Office or by accessing the following Website: <http://www.canyons.edu/offices/CampusSafety/Cleary>

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	-	-	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	-	-	0	0	0	0
SEX OFFENSES, FORCIBLE	1	1	1	-	-	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	-	-	0	0	0	0
Incest	-	-	0	-	-	0	0	0	0
Statutory Rape	-	-	0	-	-	0	0	0	0
ROBBERY	0	0	0	-	-	0	0	0	0
AGGRAVATED ASSAULT	0	0	2	-	-	0	0	0	0
BURGLARY	2	3	8	-	-	0	0	0	0
MOTOR VEHICLE THEFT	0	1	1	-	-	0	0	0	0
ARSON	0	0	0	-	-	0	0	0	0
* ARRESTS:									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION:									
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
* Drug Abuse Violations	0	0	1	0	0	0	0	0	0
* Liquor Law Violations	0	0	0	0	0	0	0	0	0

### HATE CRIMES (ON CAMPUS, NON-CAMPUS, PUBLIC PROPERTY)

2007 There were no reported hate crimes  
 2008 There were no reported hate crimes  
 2009 There were no reported hate crimes

\* Does NOT include drunkenness or driving under the influence.

### ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS

College of the Canyons students are prohibited from using the college information network to illegally download or share music, video and all other copyrighted intellectual property. College of the Canyons supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the college information network who have violated the law.

Be aware that illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and may subject you to academic sanctions from the college (per SCCC Policy 529.2P) as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at [www.campusdownloading.com](http://www.campusdownloading.com).

The college has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as conduct responsible use of the Internet. Review these policies at [http://www.canyons.edu/info/BoardPolicies/500/BP\\_529.pdf](http://www.canyons.edu/info/BoardPolicies/500/BP_529.pdf). There are plenty of easy, affordable ways to get music online legally. To protect their intellectual property, companies have licensed hundreds of digital partners that offer a range of legal downloading options, including download and subscription services, legitimate peer-to-peer services, video-on-demand, podcasts and CD kiosks. For a list of sources that offer legal downloading sites, access [www.riaa.com](http://www.riaa.com)



### ACCURACY STATEMENT

The Santa Clarita Community College District and College of the Canyons have made every reasonable effort to determine that everything stated in this publication is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the college for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the college. The college further reserves the right to add to, amend, or repeal any of the rules, regulations, policies and procedures, consistent with applicable laws.

## Let's make the SMOKING POLICY work!

### BOARD POLICY

#### BP 3900 Smoking/Tobacco Usage In and On Campus Facilities

In the interest of promoting health and well being of district students, staff and visitors and maintaining the safety of district facilities, it shall be the policy of the district to limit or prohibit smoking/tobacco usage in and on campus facilities.

#### ADMINISTRATIVE PROCEDURE

##### AP 3900 Smoking/Tobacco Usage In and On Campus Facilities

- A. Student, employee, and visitor health is a primary concern of the Santa Clarita Community College District. Because of the clear evidence of the harmful nature of smoke inhalation and air contamination, the district, in accordance with state law, bans smoking/tobacco usage within all campus buildings and in any outdoor area except in designated smoking areas. This policy includes all college-leased and college-occupied buildings. In addition, smoking/tobacco usage shall be prohibited at events held on campus initiated by internal district users or external agencies as defined by the Civic Center Act. Further, smoking/tobacco usage is banned in the swimming pool area, in the Cougar Stadium, and in all college vehicles.
- B. Smoking shall be allowed in a designated area near Cougar Stadium. In addition, smoking is allowed in perimeter parking lots away from the central campus.
- C. Smoking is not permitted in the parking area directly adjacent to Boykin Hall and the lot adjacent to the Early Childhood Education Center
- D. Following recommendations from the Health and Welfare Committee, other smoking areas may be designated by the chief executive officer of the district.
- E. All other tobacco usage in and on district facilities is expressly prohibited.
- F. Violators shall be subject to appropriate disciplinary action.
- G. Questions regarding this policy shall be directed to the chief executive officer of the district or his/her designee. Any review and decision by the chief executive officer of the district or his/her designee shall be deemed to be final.



#### Santa Clarita Community College District

26455 Rockwell Canyon Road, Santa Clarita, CA 91355  
[www.canyons.edu](http://www.canyons.edu)