2013-2014
A CALIFORNIA COMMUNITY COLLEGE

ACCREDITED BY
The Western Association of Schools and Colleges
Accrediting Commission for Community & Junior Colleges
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APPROVED BY
The Board of Governors of the California Community Colleges
The California Department of Education
The University of California
The California State Universities

APPROVED FOR
The training of U.S. veterans and other eligible persons

COLLEGE OF THE CANYONS
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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 catalog is accurate. Courses and programs offered, together with other
matters contained herein, are subject to changes 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.
3. No person shall destroy evidence relevant to an investigation of sexual discrimination.

**Behavior Prohibited by all persons**

1. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall create a hostile or offensive work environment for any other person by engaging in any sexual harassment or by tolerating it on the part of any employee or student.

2. No supervisor, manager, administrator, faculty member, student, or any other person in the District shall assist any individual in doing any act which constitutes sexual discrimination against any employee or student of the District.

**VII. RESPONSIBILITIES**

**A. College Community - Faculty, Students or Staff Personnel**

If faculty, students or staff personnel believe that they have been subjected to sexual harassment or any unwanted sexual attention, they should:

- If possible, communicate the unwelcomeness of the behavior to the harasser.
- If practical, communicate to their supervisor (or instructor) that unwelcome sexual behavior has occurred. However, under no circumstances shall a faculty member, student or staff personnel of the District, who believes that she/he has been the victim of sexual harassment by their supervisor (or instructor) be required to first report that harassment to their supervisor (or instructor).
- Make a written record of the date, time, and nature of the incident(s) and the names of any witnesses; and
- Report the incident to the District's Affirmative Action Officer, supervisor, or appropriate District officer.
- Cooperate with any investigation of any alleged act of sexual harassment conducted by the District or by an appropriate state or federal agency.

**B. Administrators, Managers and Supervisors**

Administrators, managers and supervisors must deal expeditiously and fairly with allegations of sexual harassment within their division/office whether or not they are reported to them. Faculty members must:

- Act promptly to investigate sexual harassment or inappropriate sexually oriented conduct;
- Ensure that harassment or inappropriate sexual behavior is reported to an appropriate administrator or directly to the District's Affirmative Action Officer;
- Take corrective action to prevent prohibited conduct from reoccurring;
- Follow-up, as appropriate, of any reported incident of sexual harassment to determine whether the victim has been subjected to any further forbidden conduct;
- Immediately inform the District's Affirmative Action Officer at any time they learn that employment or other benefits have been withheld or denied as a consequence of sexual harassment, and shall take steps to rectify any harm suffered by the victim. Administrators, managers and supervisors who knowingly allow or tolerate sexual harassment are in violation of this policy and subject to discipline.

**C. Faculty**

Faculty members must deal expeditiously and fairly with allegations of sexual harassment observed within their classrooms or on campus whether or not they are reported to them. Faculty members must:

- Ensure that harassment or inappropriate sexually oriented conduct is reported to an appropriate administrator or directly to the District's Affirmative Action Officer.
- Discuss sexual harassment policy with their students, as appropriate. Students should be informed of their rights under this policy.

**D. All Employees**

All employees of the District shall:

- Report any conduct, including that directed toward a student, which fits the definition of sexual harassment, to their immediate supervisor or appropriate authority figure. This includes conduct of non-employees, such as sales representatives or service vendors.

**VIII. NON-REPRISAL**

No faculty, administrator or staff, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment complaint, testify, assist or participate in any manner in the investigation, proceedings, or hearing of a sexual harassment complaint.

**IX. MALICIOUS, FALSE ACCUSATIONS**

A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action which may include, but is not limited to, informal reprimand, formal reprimand, demotion, transfer, suspension, or dismissal.

**X. CONFIDENTIALITY**

District administrators will make every reasonable effort to conduct all proceedings in a manner which will protect the confidentiality of all parties. Information will be revealed strictly on a need-to-know basis. All parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

**STUDENT GRIEVANCE POLICY**

In the pursuit of academic ends, the student should be free of unfair or improper action by any members of the academic community. A grievance may be initiated by a student when it is believed she/he has been subject to unjust action or denied rights as stipulated in published
college regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress through the following policy and procedures.

Note: Complaints involving alleged discrimination on the basis of race, color, national origin, sex, age, religion or disability should be submitted under the discrimination complaint procedure below.

Students may initiate a grievance for any of the following actions:

1. Prejudicial or capricious action in the evaluation of the student's academic performance. Such grievances may be referred to the chief instructional officer.

2. Acts or threats of intimidation, harassment, or physical aggression. Such grievances may be referred to the Dean, Student Services.

3. Arbitrary action or imposition of sanctions without proper regard for academic due process as specified in published College rules and regulations. Such grievances may be referred to the Dean, Student Services.

Procedure to File Grievances Preliminary Action

1. Not later than twenty (20) school days after a student believes an injustice has been done, she/he shall first attempt to resolve the grievance by informal consultation with the following persons, preferably in sequence:
   a. Student, faculty member, or administrator concerned,
   b. Coordinator, Student Activities,
   c. Dean, Student Services,
   d. Chief instructional officer where an academic grievance is concerned.

2. Within ten (10) school days, if the student still believes that the issue has not been resolved by informal consultation, the student may submit a signed statement specifying the time, place, and nature of the grievance to the Dean, Student Services or chief instructional officer, as appropriate, who shall arrange for the meeting of a hearing committee to consider the grievance.

Formal Hearing

1. The Chancellor, the Chairperson(s) of the Academic Senate and the President of the Associated Students shall form a hearing committee within five (5) school days as follows:
   a. Two faculty members and two alternates, three students and three alternates, one administrator and one alternate.
   b. Six students and three alternates or the existing Student Judiciary, in cases where only students are involved, if the parties so desire.
   c. Committee members shall select one of their members as chairperson. The chairperson shall have the privilege of voting on all issues.

2. The President of the Associated Students shall notify each party of the membership of the committee within five (5) school days. Each party shall be allowed one peremptory challenge and two challenges for cause. Challenges will be communicated to the President of the Associated Students. Released members will be replaced by alternates.
   a. Legitimacy of challenges for cause against faculty members shall be decided by the Chairperson(s) of the Academic Senate.
   b. Legitimacy of challenges for cause against students shall be decided by the President of the Associated Students.
   c. Legitimacy of a challenge for cause against an administrator shall be decided by the Chancellor.

3. The hearing committee shall conduct its proceedings according to academic due process standards.

4. Hearings shall be closed and confidential unless it is the request of all parties that a hearing be open to the public.

5. The hearing committee shall submit its findings of fact and recommendations to both parties and the Student Judiciary (when only students are involved) for Associated Students' constitutional review.

6. The findings of fact and recommendations, along with any judicial review, will be sent to the Chancellor no later than twenty (20) school days from the formation of the formal hearing committee.

Final Action

1. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the Chancellor may accept or reject the committee recommendation within five (5) school days.

2. If the Chancellor rejects the committee recommendation, the Chancellor shall submit the decision with stated reasons to the hearing committee within five (5) school days.

3. The Chancellor shall transmit the decision to both parties, the Chairperson(s) of the Academic Senate and the President of the Associated Students. The Chancellor shall submit a report on the matter with the decision to the Board of Trustees.

Appeal

Either party may appeal within five (5) days the Chancellor's decision, either in writing or by appearance to the Board of Trustees. Within fifteen (15) days after submission of the appeal, the Board of Trustees shall complete its review of the record and make a final determination of the matter.

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