Welcome to College of the Canyons. As you may know, College of the Canyons is already the choice of over 22,334 students in and around the Santa Clarita Valley. The college offers a wide variety of programs designed to assist our students in meeting their academic, personal, and professional goals. You can find information on programs, procedures, and college policies in this handbook, and by visiting our web page at www.canyons.edu. Information is also available in the schedule of classes, and the college catalog. Additionally, this year the student handbook features advice and resources that, if utilized, will enhance your experience at College of the Canyons.

Students enter the college with various levels of academic preparation and with a variety of personal and educational goals. Because student interest ranges from transferring to a university to the completion of a job-related certificate, the college has established comprehensive student assistance programs.

Financial Aid is available for students with established financial need. Programs such as EOPS can assist with academic preparation, the cost of books, and the transition to college life. Students with physical or learning disabilities receive assistance from DSPS. Of course, all students receive academic and professional advice from the Counseling department. Many students visit the Transfer Center and Career Center to receive information about their particular goals; and many students make use of the Student Health Center.

One of the best ways to ensure your success in college is to make use of the academic assistance services. At College of the Canyons the most popular is the TLC lab. Another popular pathway for success is to get involved in campus life. The Office of Student Development provides information on clubs and organizations, student government, and opportunities to volunteer in the community. In my judgment the very best way to succeed in college is to get involved with your faculty, fellow students, and campus life. Work hard to avoid the trap of being a commuter student. Join a club, volunteer, find a job on campus, and do extra projects with your favorite faculty member. When you achieve your goal you will look back on the experience and realize that you made the most of what is available at the College.

Whatever your goal, I am confident that you will find that College of the Canyons is a wise choice. You will find that the faculty and staff are committed to our students, and that the institution is one of the finest two-year colleges in the state.

Once again, welcome to College of the Canyons.

Sincerely,

Michael Wilding
Vice President, Student Services
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.

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. 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.

E. 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.

F. Unauthorized entry into, unauthorized use of, possession of, or misuse of, College property.

G. Disorderly, lewd, indecent, obscene or offensive conduct on College-owned or controlled property or at College-sponsored or supervised function.

H. 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 Chancellor-President or designee.

I. 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.

J. Obstruction or disruption, on or off campus, of the College’s education process, administrative process, or other College function.

K. Violation of any order of the College Chancellor-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, or by posting on an official bulletin board designated for this purpose.

L. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

M. Abusive behavior directed toward, or hazing of, a member of the College community.

N. Any other cause not listed above which is identified as good cause by Education Code Sections 76032 and 76033.

O. Attempting to do any of the causes for disciplinary action identified above.

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, 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.

STUDENT CONDUCT - DISCIPLINARY ACTION

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: Notice 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. 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 two 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.

4. 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 no less than one college month nor longer than a college year. Repetition during the probationary period of conduct resulting in disciplinary probation may be cause for suspension or other, more stringent, disciplinary action.