

## COLLEGE POLICIES

### **ACADEMIC ACCOMMODATION (Policy 3105)**

The District is committed to the fundamental principles of nondiscrimination and accommodation in academic programs and to all provisions of Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. District Policy 3105 provides for academic adjustments for students with disabilities.

### **ACADEMIC FREEDOM & FREEDOM OF EXPRESSION**

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community. Academic freedom affords the faculty the right to speak freely; write, without unreasonable restrictions or prejudices; and evaluate and be evaluated fairly and objectively, based upon academic merit. In accordance with the doctrine of academic freedom, faculty should have the following rights:

- Collective primacy in designing and approving curriculum, as well as in determining appropriate instructional methods, in accordance with professional standards;
- Individual faculty selection of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;
- Individual faculty freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;
- Individual faculty authority to evaluate enrolled students solely on the basis of the academic merit of the students' performance in the section;
- Individual faculty choice of research topics and methods of investigation-subject only to professional and peer-determined standards-as well as unconditional freedom to publish results, the dissemination of which is essential to the public good;
- Collective faculty participation in shared governance, curriculum review, and accreditation processes;
- Individual faculty liberty to address issues of public concern, outside of the classroom, regarding which the scholar has academic professional expertise.

**FREEDOM OF EXPRESSION** - Freedom of expression affords the faculty, staff and students the right to speak and write freely in accordance with the constitutional protections of free speech.

### **CODE OF CONDUCT (Policy 3100)**

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when

committed on District-owned or controlled property or District-sponsored activities as described in Policy 3100.

- The taking of and passing off as one's own work or ideas of another; plagiarism and academic cheating.
- Falsification, alteration or misuse of campus/District documents and records.
- Act or threat of damage to, or theft of, property belonging to or located on District-controlled property or facilities.
- The physical or verbal disruption of instructional or student services activities, administrative procedures, public services functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
- The physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
- Disorderly, lewd, indecent or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the community college. (Ed. Code 76120).
- Assault or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.
- Participation in hazing (California Education Code Sections 32050 through 32052).
- Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- Participating in activities that are in violation of federal, state, or local laws or ordinances while on district premises or at district-sponsored activities or college/center attendance.
- Smoking on district premises, or in vehicles provided by the district used for transporting students; except as permitted by applicable ordinances, laws, college guidelines and District procedure 0505.2.
- Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting any poison classified as such by the California Business and Professions Code Section 4160, Schedule 'D', except as provided by law, is prohibited when on district premises.
- Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.

## **CRIME AWARENESS AND CAMPUS SECURITY**

The San Diego Community College District Annual Security Report, titled, "Safe and Sound, A Guide to Safety and Security in the San Diego Community College District," includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the San Diego Community College District; 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 on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting any campus Admissions Office, the Vice President of Student Services Office, or College Police Business Office. You may also view a full copy by accessing the following website:

<http://police.sdccd.edu/crimestats.htm>

Note: "Pursuant to State and Federal Law, information concerning registered sex offenders enrolled or employed by the college may be obtained through the College Police Office."

## **DRUG AND ALCOHOL USE**

The San Diego Community College District is committed to providing a drug free environment. Any type of drug use, including alcohol, is dangerous and potentially life threatening. Drugs and alcohol adversely affect the body, mind and behavior. The effects vary from person to person and from usage to usage. Even low doses of drugs and alcohol can impair judgment and coordination. If you use drugs or alcohol, you risk overdose, accidents, dependence, ill health, as well as legal, financial and personal problems. The federal laws against drugs are divided into two categories: possession and distribution. The penalties are severe depending upon the type of drug, quantity of the drug, and any prior offenses. Possession will earn up to one year in prison and a \$5,000 fine. Distribution will earn up to life in prison and an \$8 million fine. State laws vary and may be more severe. District Policy 3100-Code of Conduct-states that use, possession, or distribution of narcotics or other controlled substances is prohibited while on the college premises or at college sponsored events.

A student may be suspended or expelled for violation of this policy. A complete list of legal sanctions is available in the Vice President, Student Services Office. The colleges provide information on drug and alcohol treatment and prevention through seminars, courses, and the Student Health Services. Contact Student Health Services or the Vice President, Student Services Office for additional information.

## **ELDER AND DEPENDENT ADULT ABUSE**

An elder is defined as a resident of the State of California who is 65 years of age or older; or a dependent adult, defined as a resident of the State of California between the ages of 18 and 64 years, who has a physical or mental limitation that restricts his or her ability to carry out normal activities or to protect his/her rights.

Post-secondary educational institutions serving dependent adults are designated as mandated reporters with an individual, personal responsibility to comply with the reporting requirements.

Any mandated reporter, who, in his or her professional capacity, or within the scope of his or her employment, has observed or had knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, or neglect, or reasonably suspects abuse shall report the known or suspected instance of abuse immediately to Adult Protective Services at 1-800-510-2020.

## **HONEST ACADEMIC CONDUCT (Procedure 3100.3)**

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Students Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 describes the Academic and Administrative Sanctions for students who are found to be cheating. A copy of Procedure 3100.3 can be obtained in the Office of the Vice President, Student Services.

## **NONDISCRIMINATION POLICY (Policy 4105)**

The San Diego Community College District has a policy which prohibits discrimination in accordance with state and federal laws. Students wishing to file complaints based upon discrimination should contact the campus Equal Employment Opportunity (EEO) Officer. Appeals may be made to the District EEO Compliance Manager at the District Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108. Students with disabilities who want to file a grievance under Section 504 of the 1973 Federal Rehabilitation Act should contact Disability Support Programs and Services on campus. Students who want to file a grievance under the Americans with Disabilities Act (ADA) should contact the campus Equal Employment Opportunity (EEO) Officer.

## **PRIVACY ACT/STUDENT RECORDS (Procedure 3001.1)**

Pursuant to the "Family Rights and Privacy Act of 1974" Public Law 93-380 and the California Administrative Code, this is to inform you of your rights regarding school records. Students may request an opportunity to inspect any and all official school records, files, and data classified as Student Records. Records will be available for such review at any mutually convenient time during regular working hours. Contact the Vice President, Student Services Office for additional information. If information in the file is inaccurate, misleading or inappropriate, you may request removal of the information or include a statement disputing the material that you challenge pursuant to District Procedure 3001.1. In addition, the law provides that except in those cases specifically indicated as exceptions, no individual, agency or organization shall have access to

your student records without your consent. Those considered as exceptions are as follow: (a) School officials within the District with "legitimate educational interest." The criteria used to determine legitimate educational interest include:

- Instructional staff when such information will assist such staff in determining or improving the academic competence of students under their jurisdiction;
- Counseling staff when such information will assist the student in achieving his/her personal, academic or vocational goals or in understanding and following prescribed campus/District regulations;
- Classified staff who are involved in the creation, analysis, distribution, correction, compilation or processing of student records;
- Management or supervisory staff when such information is directly related to the successful completion of management or supervisory duties as prescribed by the Board of Trustees;
- Board of Trustees;
- Specified federal and state educational officials; State and local officials to the extent that such information is required to be reported pursuant to state law adopted prior to November 19, 1974;
- School or colleges of intended enrollment provided that you have been notified and given the opportunity to challenge the content; Organizations conducting studies for the District; Persons in connection with an emergency needed to protect the health or safety of students;
- Agencies in connection with financial aid;
- Court officials pursuant to a court order or Subpoena provided the college/center makes a reasonable effort to notify you in advance of such compliance.

Information which cannot be classified as student records, is as follows: (a) information provided by your parents in conjunction with financial aid, (b) confidential letters of recommendations on file prior to January 1, 1975, (c) information maintained by a District official or employee which remains in his/her sole possession, (d) information about you maintained by a physician, psychiatrist, psychologist, or other professional or paraprofessional acting in his/her professional capacity for the college/center, (e) information about you maintained by a college/center law enforcement unit, (f) information about you maintained in the normal course of business pertaining to your employment, if you are employed by the campus/center.

The information listed below may be considered "Directory Information" and may be released as specified unless you notify the Registrar otherwise.

- (a) Information related to sports activities which appears in official programs, campus/District newspapers or is released to the news media.
- (b) Information pertaining to graduation which appears in commencement programs, campus/District newspapers or is released to the news media.
- (c) Information pertaining to the receipt of awards which appears in campus/District newspapers.

No other information is considered directory information. The campus/center will maintain a log in the Records Office for your student records which lists all persons,

agencies or organizations requesting or receiving information from your records. Such log will also indicate why such information is requested. If you feel that this campus/center has not complied with the provisions of the privacy act as specified herein or in the statutes, you may file a complaint with the United States Department of Health and Human Services.

### **RIGHTS & RESPONSIBILITIES (Policy 3100)**

Student Rights and Responsibilities are governed by District Policy 3100, and Procedures, 3100.1, 3100.2 and 3100.3 which describe standards of conduct, administration of discipline, administrative due process, and student grievances. The policy prescribes procedures by which the student or the District may formally initiate action to resolve disputes. The document is available for review in the Vice President, Student Services and the Dean of Student Affairs Offices.

### **SMOKING REGULATIONS**

This procedure is applicable to all District facilities. It implements the Board policy of consonance with the City of San Diego's ordinance regulating smoking in public facilities.

The success of this program is dependent upon the voluntary cooperation of the smoking and nonsmoking public. The District recognized the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, discourages the practices of smoking, but provides for opportunities for those who smoke as long as there is no impact upon the rights and health of non-smokers. It is not the intent that the program be a prohibition of smoking, rather it is intended to recognize the individual rights of the smoking/nonsmoking public.

The posting of no smoking signs without the corresponding designation of smoking permitted areas is not in consonance with the intent of the procedure.

- All campuses of the San Diego Community College District operate in compliance with Government Code 7597. As required by this law, City College, Mesa College, Miramar College and Continuing Education Centers will not permit smoking within 20 feet (25 feet at Miramar College) of main entrances to buildings, exits, or any operable windows. Mesa College is a smoke-free campus. Hourglass Park at Miramar, including the pool and Field House, is a smoke-free facility. As required by this law, City College, Mesa College, Miramar College and Continuing Education Centers will not permit smoking within 20 feet of main entrances to buildings, exits, or any operable windows. Mesa College is a smoke-free campus. In addition, smoking is prohibited inside all public buildings. The colleges and centers will enforce the new ordinance at all times. Additional information is available in the College Police Office on each campus.
- Smoking is not permitted in District facilities which are open to the public and used as: Classrooms, Meetings Rooms, Theatres, Restrooms, Libraries, Cafeterias, Bookstores, Service Lines, Elevators, and Faculty Offices.

- Smoking is not permitted in vehicles used for transportation of students.
- Site presidents/provost/facility managers may designate facilities or areas in addition to those listed above as NO SMOKING facilities or areas.
- Each site determines areas for smoking and areas for nonsmoking in accordance with the SDCCD procedure and San Diego Municipal Code.
- Signs indicating SMOKING PERMITTED and NO SMOKING should be posted conspicuously in each area.
- Site presidents/provost/facility managers may designate areas within NO SMOKING areas where smoking is permitted, under the general guidance of San Diego Municipal Code.  
For complete Smoking Policy, please reference SDCCD Procedure 0505.2.

**STUDENT RIGHT TO KNOW**

In compliance with the Student-Right-to-Know and Campus Security Act of 1990, it is the policy of our college district to make available its completion and transfer rates for all certificate, degree and transfer seeking first-time, full-time students who began in Fall 2005. These rates do not represent the success rates of the entire student population at the college, nor do they account for student outcomes occurring after this three-year tracking period. The completion and transfer rates are listed below:

	<b>Completion Rates</b>	<b>Transfer-Out Rates</b>
City	14.42%	19.45%
Mesa	21.22%	25.26%
Miramar	24.14%	17.87%