A G E N D A

1. Minutes Dated December 5, 2011 (Page 3)

OLD BUSINESS:

2. AP 5075 ‘Credit Course Adds and Drops’ (Keith) (Page 7)
3. AP 2411 ‘Interim Administrative Procedures’ (Utpal) (Page 9)
   a. Discuss BOT comments
4. AP 7217 ‘Faculty Prioritization Process’ (Utpal) (Page 11)
   a. Discuss BOT comments
5. AP 5500 Student Conduct Code and Disciplinary Procedures (Keith) (Page 17)
   a. End of Constituent Review
6. AP 3435 Discrimination and Harassment Investigations (Ahn)
7. BP/AP 3430 Prohibition of Harassment (Ahn)

NEW BUSINESS

8. BP/AP 5300 Student Equity (Keith) (Page 47)

POLICIES AND PROCEDURES CURRENTLY OUT FOR CONSTITUENT REVIEW

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<td>Tables pending BOT discussion</td>
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## REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council  
7351 Tompkins Hill Road, Eureka, CA, Board Room  
Monday, December 5, 2011

### MEMBERS PRESENT
Mark Winter, Mike Richards, John Johnston, Kasey Merten (ASCR), Mark Renner (phone), Marcia Williams (phone), Utpal Goswami, Lee Lindsey, Keith Snow-Flamer, Roxanne Metz, Ahn Fielding, Jolene Gates (phone)

### MEMBERS ABSENT
Jose Ramirez, Ron McQueen, Isaac Cameron (ASCR),

### CALL TO ORDER
Utpal Goswami called the meeting to order at 3:00 p.m.

### MINUTES
The minutes of 11/21/2011 were approved as presented.

### UNFINISHED BUSINESS

#### AP 5031 INSTRUCTIONAL MATERIALS FEES
Utpal reported that the constituent review period for AP 5031 ended 12/05/2011. A motion was made, seconded and passed unanimously to approve AP 5031 with the following revision:

Under “Establishing Required Materials and Related Fees,” paragraph two, after sentence one add:

> At least once every three years the Chief Instructional Officer will review existing fees to ensure that fees are appropriate in relation to the cost being incurred.

#### AP 5055 ENROLLMENT PRIORITIES
A motion was made, seconded, and passed unanimously to approve AP 5055 with the following revisions:

1. Under priority 1 strike and add: “Documented eligible students actively participating in Disabled Student Programs and Services (DSPS) or in Extended Opportunity Programs and Services (EOPS); documented member or former member of the Armed Forces of the United States within two four years of leaving active duty; and foster youth or former foster youth.”

2. Under priority 2a add: “completed 45 or more but less than 100 units at College of the Redwoods; or is an ASCR Student Government Officer or ASCR Senate Board Member, a continuing student athlete, or an Honors Program student;”

#### AP 5020 NONRESIDENT TUITION
After discussion regarding non-resident fee exemptions for foreign students, a motion was made, seconded, and passed to approve as presented AP 5020.

#### AP 5070 ATTENDANCE REPORTING
A motion was made, seconded and passed unanimously to approve AP 5070 with the following revisions:

1. Add ‘Reporting’ to the title of AP 5070 so the title becomes “Attendance Reporting”
2. Under item 2.0 *add*: “The number of days in each academic year shall be *at least* 175 days.”
3. Strike item 5.0 and 5.1: Regular attendance is expected of every student. Attendance at the first class meeting is strongly recommended and any student not attending the first class meeting may be dropped by the instructor.
   5.1 Specific procedures regarding student attendance and absences are published in the college catalog.

**AP 5075 CREDIT COURSE ADDS AND DROPS**

The Council reviewed a March 2011 legal opinion distributed by the CCC Chancellor’s Office regarding instructor authority to drop students from courses after census date if attendance requirements are not met.

A motion was made, seconded and passed unanimously to table AP 5075 to allow revision incorporating guidelines for drops due to excessive absences. Cheryl Tucker agreed to work with the Academic Senate to draft the revisions to AP 5075.

**AP 5610 VOTER REGISTRATION**

The Council discussed methods to make voter registration forms ‘widely available.’

A motion was made, seconded and passed unanimously to approve as presented AP 5610.

**BP/AP 5700 ATHLETICS**

A motion was made, seconded and passed unanimously to approve BP and AP 5700 with the following revisions:

1. BP 5700 paragraph two, *add* and *delete*: “The President/Superintendent shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Association Constitution, and appropriate Conference Constitution regarding student athlete participation.

**AP 2411 INTERIM POLICIES**

The Council discussed the practice of constituent review regarding interim policies. A motion was made, seconded and passed unanimously to approve AP 2411 with the following revision:

1. Paragraph two, sentence one, *add*: “The President/Superintendent will notify the membership of College Council when an interim policy is adopted *and will distribute the interim policy for constituent review.*”

**AP 4023 DEFINITION OF A CREDIT HOUR**

After addressing a number of typographical errors, a motion was made, seconded and passed unanimously to approve AP 4023.

**AP 5530 STUDENT COMPLAINTS OTHER THAN ACADEMIC COMPLAINTS OR UNLAWFUL**

After discussing privacy issues, a motion was made, seconded and passed unanimously to approve as presented AP 5530.
DISCRIMINATION

AP 7217 FACULTY PRIORITIZATION PROCESS

The Council discussed the Council’s role in approving policies and procedures developed through ‘mutual agreement.’ Council members agreed that constituent input could only help to inform policy and procedure, and that if substantive changes were suggested by a third party after mutual agreement had been achieved, the suggested changes could be forwarded to the Academic Senate and administration for consideration.

Utpal noted that forms developed through mutual agreement should include the date of approval by both Academic Senate and Administration. Utpal suggested that when voting on draft policies and procedures developed through mutual agreement, the Council could vote to ‘place’ the policy and/or procedure.

The Council discussed the District’s hiring and retention practices regarding grant funded faculty. Ahn Fielding noted that grant-funded faculty are only tenure track when the District commits (in the grant application) to maintaining the faculty position after grant funding has concluded. Utpal recommended that a policy and procedure be developed regarding grant funded faculty positions.

A motion was made, seconded and passed unanimously to approve AP 7217 with the following revisions:

1. Under ‘Process’ item 5 add: “Temporary grant-funded positions will not be included in this process. Proposals to convert grant-funded to tenure-track faculty positions will be included in the process.”

2. Under ‘Membership’ add and delete: “At-large Faculty representatives selected by the Academic Senate co-presidents Executive Committee (2)”

3. Regarding Exhibit No. AP 7217, add ‘OR’ between the first three rows so that the ‘Faculty Replacement Position,’ ‘Growth Position,’ and ‘New Program/Discipline Position’ sections are mutually exclusive.

BP/AP 3050 INSTITUTIONAL CODE OF ETHICS

Utpal noted that the constituent review period for BP and AP 3050 had concluded. There being no new constituent feedback, a motion was made, seconded and passed unanimously to approve as presented BP and AP 3050.

NEW BUSINESS

BP/AP 3280 GRANTS

Roxanne Metz reported that the CCLC Policy and Procedure Service recommended both a policy and procedure regarding grants, and that the drafts presented were based on the CCLC templates. Roxanne also noted that ‘best practices’ of other CA community colleges were considered.

John Johnston noted that if instructional programs were going to be developed or augmented through grants then faculty should be involved in the grant development process, and that the institution should engage in some sort of grant planning process.
Utpal noted that the grants planning process should include checks and balances but at the same time should allow grant applications to move forward if the grant would help the institution achieve its mission, even if the concept is not unanimously approved by all. The process needs to include mechanisms by which discipline disapproval can be overridden by general institutional approval.

A motion was made, seconded and passed unanimously to distribute as presented BP and AP 3280 for a 60 day constituent review period.

BP 4030 ACADEMIC FREEDOM

Mark Winter reported that the draft BP 4030 was authored by ASPC and approved by Academic Senate.

A motion was made, seconded and passed unanimously to distribute as presented BP 4030 for a 30 day constituent review period.

SPRING 2012 COLLEGE COUNCIL MEETING SCHEDULE

The Council reviewed the proposed Spring ’12 College Council meeting schedule. No revisions were suggested.

<table>
<thead>
<tr>
<th>Date</th>
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<th>Location</th>
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<tr>
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<td>Monday, Feb 6</td>
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<td>Monday, Feb 27</td>
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<td>Monday, March 19</td>
<td>3:00 – 4:30</td>
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<td>Monday, April 9</td>
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<td>Monday, April 23</td>
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<tr>
<td>Monday, May 7</td>
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ADJOURN DE

Utpal Goswami adjourned the meeting at 4:55 p.m.
CREDIT COURSE ADDS AND DROPS

Adding Courses

Students may add classes through the registration period.

Students may use the online registration process to add classes as detailed on the college’s website.

After the registration period concludes, classes may only be added by obtaining permission from the class instructor.

Classes may not be added after the census date.

Withdrawals

While an instructor may drop a student for excessive absences, it is the student’s responsibility to officially withdraw from a class. Instructor approval is not required to withdraw from class(es). Students must drop their class(es) by the appropriate deadline date through the current registration system.

Withdrawals, or drops, are authorized through the last day of the tenth week of instruction or 62.5% of the class, whichever is less.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for the course section. Census rosters will be utilized to report dropped students before census day. Instructors may continue to drop students from a semester length class until the end of the tenth week of the semester (62.5% of the class for all other classes and in the summer). To drop students, instructors shall submit signed drop cards to the Admissions and Records Office. Instructors shall drop students from classes by the appropriate deadline date using census rosters. Instructors must indicate a last date of attendance. Inactive students are those who were no shows or those who have discontinued participation in instructional activities. Include:

A. Students identified as no-shows.
B. Students who officially withdraw.
C. Students who are no longer participating in the courses and are therefore dropped by the instructor.
D. Students with excessive absences as defined by the instructor in the syllabus for the course.
Reference: Title 5, Sections 55024 and 58004.

Adopted: XXXX/XXXX

(New)
INTERIM POLICIES-ADMINISTRATIVE PROCEDURES

Administrative policies and procedures are adopted after approval by College Council following constituent input (AP 2410). The President/Superintendent may modify or adopt an operational policy or administrative procedure on an interim basis for compelling legal, fiscal or operational reasons without College Council approval. Interim operational policies or administrative procedures will be identified in operational policies or administrative procedures as such (e.g. Interim Administrative Procedure on Utility Trenching).

The President/Superintendent will notify the membership of College Council when an interim operational policy or administrative procedure is adopted and will distribute the interim operational policy or administrative procedure for constituent review. Within six months College Council will ratify, revise or reject the interim operational policy or administrative procedure.

Approved: xx/xx/xxxx
(New)
FACULTY PRIORITIZATION PROCESS

Process:

1. Each academic year, as part of Program Review, Department chairs Deans/Area Coordinators will have the opportunity to fill out a faculty position request form, providing relevant data and a narrative justifying the need for a full-time position. All faculty request forms will be forwarded by the Program Review Committee (PRC) to the Academic Senate co-presidents and to the Deans’ Council.

2. Faculty requests for new programs (those not yet in existence) will be submitted by the appropriate dean or faculty member, directly to the PRC.

3. Faculty requests will include both teaching and non-teaching faculty positions. Replacement requests due to tenure track attrition are not part of this process and are filled automatically, unless there is mutual agreement to the contrary.

4. Requests shall be campus and site specific. In the case of a failed search, processes outlined in the “Contract Faculty Appointment Procedures” will be followed.

5. Temporary grant-funded positions will not be included in this process. Proposals to convert grant-funded to tenure-track faculty positions will be included in the process.

6. The data required on the Faculty Request forms and the criteria used for ranking on the Prioritization Rubric will be articulated and revised as necessary by joint agreement of the Program Review Committee, the Academic Senate, and the Deans’ Council.

7. Each year, prior to the evaluation of the faculty requests, members of the Faculty Prioritization Committee (FPC) will be trained (normed) in using the criteria on the rubric. Data will be used as much as possible in evaluating the requests, but as every program is different, many factors must be considered. Not all criteria are hierarchal in nature.

8. The FPC will review the data from the request forms and will evaluate each request on the basis of the specified criteria (See Prioritization Rubric and Directions).

9. The co-chairs of the Faculty Prioritization Committee are voting members.

10. In the event that the Faculty Prioritization Committee needs more information, the co-chairs of the committee may ask for a representative from the department in question to
11. All faculty requests will be ranked, regardless of how many positions may be available.

12. The initial ranking will be done by ballot as follows: each member will assign a score to each rubric category for each position request. The total of the average scores in each rubric category will determine the initial ranking. The initial ranking may be revised as described in (13) below.

13. Once the draft list has been completed, any member of the Faculty Prioritization Committee can suggest an override of a ranking. Overrides are permitted when a supermajority (7/10 of the committee members are required) votes to re-rank a single position. In positions 1-5, a position may be moved one slot up or down; in positions 6-10, a position may be moved two slots up or down; in positions 11-20, a position may be moved three slots up or down.

14. Once a prioritization list is completed, it will be presented to the President/Superintendent, the Academic Senate, Budget Planning Committee, and the Deans’ Council. Should the president override any of the ranked positions, he or she must present a detailed written explanation of that decision to the Academic Senate and to the Deans’ Council within one week.

15. The timeline shown below is for typical prioritization and faculty hiring cycle. The process will also apply to out of cycle faculty requests.

Membership of the Prioritization Committee:

- Academic Senate Co-Presidents or designees (2)
- Program Review Committee faculty representatives (2)
- At-large faculty representatives selected by the Academic Senate Co-Presidents (2)
- Vice President, Instruction
- Deans or Associate Deans with at least one non Eureka representative (5)

Leadership: The senior Academic Senate Co-President and Vice President of Instruction will serve as co-Chairs of the Faculty Prioritization Committee.

Faculty Appointments: The Academic Senate Co-Presidents are responsible for all faculty appointments to the Faculty Prioritization Committee.

Timeline:

Spring Deans/Area Coordinators fill out faculty request forms as part of Program Review.
Nov Faculty Prioritization Committee evaluates and ranks the requests. Ranked list is forwarded to the President/Superintendent, the Budget Planning Committee, the Deans’ Council, and to the Academic Senate.

Jan/Feb President/Superintendent announces the number of positions to be funded for the next academic year. HR initiates the process for faculty hiring.

Faculty Prioritization Committee reconvenes, debriefs, and evaluates the process (in order to improve it).

March Screening committees review applications.

April/May Candidates interviewed; finalists selected.

May/June Board of Trustees approves contracts

**Directions for Using the Rubric:**

1) Prior to the Faculty Prioritization Committee meeting, each Co-Chair will be tasked with determining three interests.

2) During the Faculty Prioritization Committee meeting, the group will decide upon a single shared interest that will be scored under the category “Other.”

3) All faculty requests will fall into one of the first three blocks on the rubric: Faculty Replacement Positions (for programs/disciplines that have lost full-time faculty due to retirement or other reasons); Growth Positions (for established programs requesting additional full-time faculty); New Program/Discipline Position (for programs/disciplines not yet established or newly established with no full-time faculty).

4) Within the appropriate block, each request will be assigned 0-5 points based on the criteria listed.

5) All requests will be evaluated in blocks four, five and, if applicable, six. In each of these blocks, each request will be assigned 0-5 based on the criteria listed.

   NOTE: Not all criteria within a block are hierarchal in nature. Requests must be evaluated holistically within each block, based on a variety of factors.

6) The positions will then be ranked in order of the total points earned. In the case of ties, the committee will vote to rank the positions; a simple majority is all that is required for this procedure.

Approved: xx/xx/xxxx

Former Administrative Regulation 305.03 “Priorities for Tenure Track Faculty Positions” Approved: June 6, 1994, Revised: 11/15/96; 10/3/97; 2/4/03; 4/5/04
PRIORITY FOR TENURE-TRACK FACULTY POSITIONS

In order to allow sufficient time for effective recruitment of the highest quality faculty, priorities for tenure-track faculty positions should be established in the fall of each year for the subsequent year. While the responsibility for determining the final priorities resides with the President/Superintendent, he or she will rely primarily on the advice of the faculty and of the campus administrators in establishing those priorities.

The priorities for each year will be determined according to the needs of the college as a whole. Tenure-track positions that are vacated within the tenure probationary period will be refilled without being subject to the prioritization process, unless the following steps are taken:

- The college president recommends that the vacated tenure-track position is subject to the prioritization process; and
- The Academic Senate affirms by majority vote the college president's recommendation that the vacated tenure-track position is subject to the prioritization process.

The criteria used for establishing priorities will be tied to the college's Strategic Plan and may include the following:

- The ratio of full-time to associate faculty
- Current availability of associate faculty
- Relation to program review recommendations
- Effect on diversity of the faculty
- Effect on academic offerings and ability to serve students and the community
- Effect on the vitality and future direction of a program and/or the college
- Effect on student learning

In an effort to reach institutional consensus on priorities for tenure-track faculty, the following process will be used in developing the recommendations made to the President/Superintendent:

Spring Semester:

- At an April faculty meeting, the administration will present their goals and needs for faculty appointments, with consideration given to the Strategic Plan, the budget, and community input.
- Requests for proposals will be distributed by April 15. The proposals will be due two weeks before the August Academic Senate retreat.

Fall Semester:
• Completed proposals will be distributed to senators at the August Academic Senate retreat.
• Position presentations will take place at a September Senate meeting.
• The administrative team will meet with the Academic Senate at an October Academic Senate meeting. In consultation with their departments, senators should create a position preference list to bring to this meeting to support discussion. A moderator will chair the meeting, with the goal of reaching a consensus on a final position priority.
• Any retirements announced after the September Academic Senate meeting will also be considered at the October Academic Senate meeting. Every effort will be made to encourage proposals for anticipated retirements prior to the August Academic Senate retreat.
• Any administrative change in the number or priority order of the positions must be presented by the college president to the Senate at a regular Academic Senate meeting.

Approved: June 6, 1994

Revised: 11/15/96; 10/3/97; 2/4/03; 4/5/04
## RUBRIC FOR PRIORITIZING FULL-TIME FACULTY POSITIONS

### Faculty Replacement Position
- Stable or growing discipline or program needs replacement for FT faculty who have left within this academic year
- Stable or growing discipline or program needs replacement for FT faculty who have left within 1-2 years
- Stable discipline or program needs replacement for FT faculty who have left within three-four years
- Stable discipline or program can justify replacement for FT faculty who have left within five years or more
- Outside accreditation is at risk without FT hire

### Growth Position
- Enrollment data over past two years indicate program is *growing*
- Enrollment data over past two years indicate program is *stable*
- Enrollment data over past two years indicate program is *declining*
- Independent marketing or other data indicate growth potential

### New Program/Discipline Position
- Program Initialization process complete
- State curriculum approval complete
- New program has shown significant growth without FT faculty
- Independent marketing data suggest viability of new program

### FT/PT Ratio
- Program has no full-time faculty
- FT/PT ration below 50/50 percent
- FT/PT ratio below 60/40 percent
- FT/PT ratio below 75/25 percent
- FT/PT ratio results in critical lack of effective oversight for associate faculty
- Reliable pool of well-qualified associate faculty is unavailable

(In the case of non teaching faculty positions, the criteria will be the deviation from norms obtained from like institutions)

### Program/Student Outcomes
- Narrative justification demonstrates clear need for FT faculty in order to maintain program outcomes
- Narrative justification demonstrates clear need for FT faculty in order to achieve student learning outcomes

### Other (Shared Interest)
- Shared interest determined by the Faculty Prioritization Committee. Scoring rubric will be mutually agreed and will be based on the nature of the shared interest.

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Article I. Purpose of the Code

The purpose of this code is to recognize student’s rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities of the College. Consistent with the College of the Redwoods’ mission is an expectation that students will govern themselves in a manner that demonstrates appropriate behavior with emphasis on self-respect and respect for others. It is the practice of all employees and representatives of the College to respect the properly exercised rights of its students.

The College has adopted a Student Conduct Code and Disciplinary Procedure in order to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member and the academic department administrator. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Article II. Student Conduct Policies

Procedural fairness and due process are basic to the proper enforcement of all College regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard, with the exception that a hold status (may, shall, or will) be placed on student records until the specific complaints have been resolved, and except in cases where interim suspension is warranted for the health and safety of the community.

All College regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students or student organizations. Each student is responsible for knowledge and compliance with the Student Conduct Code and Disciplinary Procedure.

Article III. Chief Student Services Officer

In general, the District President/Superintendent delegates authority for implementation of this regulation to the Chief Student Services Officer (CSSO), or in the case of the Education Centers, the Campus administrator. The CSSO may designate other College officials to conduct investigations and student disciplinary hearings, if appropriate.

The CSSO shall be responsible for maintaining complete records pertaining to all activities relating to the implementation of the Student Conduct Code. Those records shall include a summary of the business of the Conduct Review Committee and report of the disposition of each disciplinary case handled by any person or group authorized to impose disciplinary sanctions or other recommendations in the name of the College.
The CSSO will provide written reports annually to the Board of Trustees of the disposition of student conduct cases reviewed during that academic year. Student Conduct activities will be reviewed and analyzed as a program of the College through the annual program review process.

Article IV. Student Rights

Any student facing possible disciplinary action is entitled to the following procedural rights:

1. The right to be notified in writing of the charges against him/her;
2. The right to know the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es);
3. The right to present information and witnesses relevant to his/her defense;
4. The right to freedom from compulsory self-incrimination; and
5. The right to appear with an advisor.

Article V. Proscribed Conduct of the College

Sanctions may be imposed for prohibited conduct, which occurs on College premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at College-sponsored extra-curricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that materially and substantially interferes with the College’s operation or education programs or the safety and welfare of the College community. Examples of prohibited conduct are described in Article VII. Code of Conduct Violations and Sanctions.

Jurisdiction is maintained between periods of enrollment unless the accused individual’s official record in the Records Office shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration of the published deadline for registration for the succeeding fall term.

Unless state or federal law requires disclosure or unless the student and the College determine otherwise, proceedings under this regulation shall be confidential. Records created and maintained by a law enforcement unit of an educational institution (e.g., campus security), which were created by that law enforcement unit for purposes of law enforcement, are not considered “student records” under the Family Educational Rights and Privacy Act (FERPA) and may be released to third parties as necessary without violating FERPA.

Article VI. Student Code of Conduct Procedures

A. Complaint, Notice, and Response

Any member of the College community may file a complaint against any student for alleged prohibited misconduct. Complaints must be presented in writing to the CSSO or his/her designee and should be submitted as soon as possible after the event takes place, preferably within fifteen business days.

Within five business days of receiving a complaint, the CSSO or his/her designee will notify the accused student in writing of the complaint and afford the student an opportunity to meet with
the CSSO or designee to respond to the complaint and/or evidence provided in relation to the complaint.

A student against whom a complaint has been filed and/or disciplinary charges are pending will have a hold status placed on his/her records and will not be permitted to withdraw from the College with a clear education record (e.g., a record without notation of disciplinary charges and sanctions) until such charges have been resolved.

B. Investigation and Notice to Student

Upon receiving a report regarding alleged violation(s), the CSSO or designee will review the information provided by the reporting party and will conduct further investigation. If the CSSO or designee determines that there is not sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice of that determination to the reporting party.

If the CSSO or designee determines that there is sufficient information to proceed with the student conduct hearing process, the CSSO or designee will provide written notice to the student that he or she has allegedly engaged in prohibited behavior under College policy or campus regulations and that, if repeated, such behavior may be subject to the disciplinary process.

1. This written “Notice to the Student” will address the following:

a) A description and outline of the student conduct procedures, including timelines;

b) A clear statement to the student that he/she has five days from the date of the “Notice to Student” to contact the Office of the CSSO or designee for the purpose of scheduling an initial meeting, and that the meeting shall be scheduled within seven days of the date the student contacted the Office;

c) The nature of the conduct in question and the basis for the allegation, including a brief statement of the factual basis of the charges, including the date or period of time and the location of the alleged incident, as well as the College policies and/or campus regulations allegedly violated;

d) A clear statement to the student that if he/she does not contact the CSSO or designee within the five-day period, or fails to keep any scheduled appointment, a hold status may be placed on the student’s records and the student will be notified that this action has been taken. The placement of hold status on the student’s records may, for example, prevent the student from registering and from obtaining transcripts, verifications, or a degree from the College. The Hold status will be removed only after the student either attends a scheduled meeting, or requests in writing that the case be referred to the Student Conduct Committee for a hearing; and the Hold status will not be lifted, and no degree may be conferred on a student, until any pending disciplinary charges against a student are fully resolved.

e) The CSSO or designee may direct the student to act or refrain from acting in a manner specified. These may include directing the student not to intentionally contact, telephone, or otherwise disturb the peace of others specifically named for a specified period of time.
These directions will not terminate the student’s status as a student, and will not be construed as a finding of responsibility on the part of any student. Violation of these directions is separate misconduct under Article VII, Section A, item 21 (Failure to Comply).

2. At the initial meeting with the student, the CSSO or designee will:

a) Ensure that the student has been provided information on how to access the Student Conduct Code;

b) Confirm with the student the confidentiality of all meetings and proceedings. Inform the student that the content of this and all subsequent communication with the Office of the CSSO or designee regarding information not relevant to the case will, 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, including but not limited to the Student Conduct Committee;

c) Describe to the student as completely as possible the nature of the conduct in question, and the College policy(ies) and/or campus regulation(s) allegedly violated, hear the student's response to such allegations, and counsel the student as appropriate; and

d) Provide the student with an opportunity to inspect all documents relevant to the case which are in the possession of the Office of the CSSO or designee. (Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)

3. Any documents relevant to the case arriving in the Office of the CSSO or designee after the case has been referred to the Student Conduct Committee will be forwarded to the Hearing Coordinator. (Note: all documents will be redacted to comply with state and federal laws and regulations and College policies.)

Although meeting with the CSSO or designee provides the student with an opportunity to resolve the case without a hearing before the Student Conduct Committee, the student may opt to forgo a meeting with the CSSO or designee by requesting, in writing, that the case be forwarded to the Student Conduct Committee for a hearing.

If a Student absents herself or himself from the disciplinary process, or has withdrawn from the College while subject to pending disciplinary action, the case may be referred to the Student Conduct Committee, where it may proceed to disposition without the Student’s participation.

C. Preliminary Investigation

The CSSO or his/her designee will conduct a preliminary investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved. The CSSO, his/her designee or campus administrator shall conduct an investigation, inform the student of options and rights, and take any of the following actions:

a) Make findings of fact on the nature of the complaint;
b) Dismiss the case;
c) Create an Agreement of Resolution (behavior contract) in conjunction with the student and faculty;
d) Refer the student for counseling; or
e) With or without the student’s agreement, refer the case to a formal disciplinary hearing and give the student proper notice.

If the complaint can be disposed of at the preliminary investigation stage, such disposition will be final, and there will be no subsequent proceedings. If it is determined that the complaint has merit, and if the complaint cannot be disposed of after the accused student meets with the CSSO or designee then the CSSO or designee will, within five business days after meeting with the student, notify the student in writing that the charged misconduct will be referred for an informal student disciplinary hearing, or formal hearing by the Conduct Review Committee.

D. Disposition of the Case by the CSSO

After conducting any further necessary investigation, the CSSO or designee may take one of several actions listed below. The CSSO or designee will confirm that action in a notice to the student within seven days of the action.

Additionally, the results of any disciplinary action or Agreement of Resolution by the College regarding an allegation of theft, stalking, sexual harassment or sexual assault, sexual misconduct or violent physical assault, will be disclosed to the alleged victim by the Office of the CSSO or designee. The scope of information to be provided under this provision will be:

a) the University’s final determination with respect to the alleged theft, stalking, sexual harassment, sexual assault or sexual misconduct or other violent physical assault; and

b) any sanction that is imposed against the alleged offender with respect to the alleged theft, stalking, sexual assault or sexual misconduct or other violent physical assault.

1. Imposing Sanctions

If the student does admit responsibility, and if the CSSO or designee concludes that there is sufficient information to sustain a finding of responsibility, the CSSO or designee may impose or defer one or more of the sanctions listed under Article VII. Code of Conduct Violations and Sanctions. No sanction involving separation from the College (i.e., Suspension or Expulsion) will be imposed by the CSSO or designee. Such sanctions are to be recommended to the President by the Student Conduct Committee. Where a student has committed a violation of the code, the College may request that the student provide relevant medical information to consider the severity of the offense or the likelihood of recurrence. Similarly, the student may request that the College consider this information in the context of the disciplinary proceeding.

2. Referral to the Student Conduct Committee

The CSSO or designee will refer the case to the Student Conduct Committee for a hearing when:

a) The student does not admit responsibility;
b) The CSSO or designee concludes that an Agreement of Resolution (see below) is not appropriate; and

c) The CSSO or designee concludes there is sufficient information such that a Student Conduct Committee would be more likely to find that the student has not violated the Student Conduct Code.

d) At any time before the Student Conduct Hearing occurs, if the CSSO or Designee receives new information that establishes a clear lack of truth of prior information submitted to the CSSO or designee such that it determines that the prior evidence must be disregarded and if in disregarding that prior information the CSSO or designee concludes that there is insufficient information to sustain a finding of responsibility, then the CSSO or designee will withdraw the case from Committee. This disposition is binding and terminates all Student Conduct Committee proceedings.

e) At any time until the Student Conduct Committee or Hearing Officer makes its report to the CSSO, the student may make an admission of responsibility to the CSSO or designee. The CSSO or designee may then withdraw the case from Committee and impose or defer one or more of the sanctions listed in the Code, with the exception of sanctions involving separation from the college (i.e., Suspension or Expulsion). This disposition is binding and terminates all Student Conduct Committee proceedings.

3. Insufficient Evidence

If the CSSO or designee concludes that there is insufficient information to find the student responsible, the case will not be referred to the Student Conduct Committee for a hearing.

4. Agreement of Resolution (aka Behavior Contract)

When the CSSO or designee and the student agree that the above dispositions are not appropriate, an Agreement of Resolution may be used to conclude the matter. This Resolution, while not considered to be a finding of responsibility, is binding. If the student fails to abide by the terms of the Agreement of Resolution, that failure may be regarded as actionable misconduct and may subject the student to disciplinary action by the College. An Agreement of Resolution may include such terms as:

a) Agreement by the student to refrain from specific behaviors, and/or to refrain from contacting others involved in the case;

b) Agreement by the student to participate in specified educational programs and/or reconciliation processes such as mediation; and/or

c) Agreement by the student to participate in specified community service activities.

The Agreement of Resolution is not a formal disciplinary action but will be retained in the case file in the Office of the CSSO for seven years from the date of the Agreement. During that time, should the CSSO or designee have a reasonable basis to believe that the student has engaged in misconduct related in nature to the conduct which occasioned the Agreement, both cases may be the subject of College disciplinary action.

E. Formal Hearing
1. **Conduct Review Committee**

The accused student may request, or the CSSO may require, that the charges be resolved at a formal hearing provided by Conduct Review Committee. The CSSO shall consider the preference of the accused student, the nature of the charges, and the availability of the committee members when assigning the case for a hearing. The Conduct Review Committee will hear cases and make decisions on appropriate sanctions. The Committee will be established at the beginning of each academic year and will be composed of:

   a) One member of the administration (and an alternate) appointed by the President/Superintendent.

   b) Two members (and an alternate) of the classified staff appointed by the President of the College from a list of staff members submitted by the classified bargaining unit. Vacancies of classified staff members shall be filled by action of the classified bargaining unit.

   c) Two members (and an alternate) of the faculty appointed by the President/Superintendent from a list of faculty members submitted by the Academic Senate. Each faculty member must be a full-time or part-time faculty member at the College. Vacancies of faculty members shall be filled by action of the Senate.

   d) Two members (and an alternate) of the student body appointed by the President/Superintendent from a list of students submitted by the President of the ASCR. Each student must be enrolled not less than half-time (6 units minimum) and have a cumulative GPA of at least 2.0. Vacancies of student members shall be filled by recommendation of the Associated Students.

   e) The President of the College will appoint the chair of the Conduct Review Committee.

Conduct Review Committee members and alternates serve on the committee for the academic year. Alternate members may be reappointed to serve as full members for the next academic year.

The CSSO or designee shall serve as non-voting Secretary and advisor to the Conduct Review Committee.

No Conduct Review Committee member may sit on the Committee during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student.

The Chair of the Conduct Review Committee may establish a hearing format consistent with this Code. In cases involving more than one accused student, the Chair of the Conduct Review Committee and the CSSO or designee will determine if hearings or conferences concerning each student will be conducted jointly or separately. The decision of the Committee Chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by other members of the panel to the contrary.

2. **Formal Hearing Process**
Formal hearings will be conducted by the Conduct Review Committee according to the following guidelines:

Quorum for a hearing requires that five (5) of the seven Conduct Review Committee members are present for the hearing. If the case is to be heard at the Mendocino or Del Norte site, a quorum will be three (3) members of the Committee.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the Chair of the committee agree to the contrary.

The student will be notified by certified mail of a hearing at least seven business days in advance of the hearing. The letter will inform the student of:

a) The charges alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood;

b) The time, location and place of the hearing;

c) A statement of the respondent student’s rights as stated in the Code; and

d) The name of the person(s), group, or College office filing the charges.

In all cases, the evidence in support of the charges will be presented and considered whether or not either party is in attendance.

The accused student may be accompanied by an advisor if so desired conditional on 24-hour notice to and approval of the CSSO or designee. The advisor may attend the hearing with the student to counsel him/her and suggest questions. The accused student and advisor may be present during the entire time of the hearing, except during the deliberations of the Conduct Review Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the Chairperson.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice. Except that the student shall not be represented by an attorney unless, in the judgment of the Conduct Review Committee Chair, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented with the name and office address of the attorney not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College representative may request legal assistance. The Conduct Review Committee may also request legal assistance; any legal advisor provided to the committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

The facts regarding the case shall be presented by a College representative.

The accused student, the complaining parties, and the College representative may present evidence, including witnesses and written statements. The Conduct Review Committee Chair will determine the format of the hearing, and the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant.
The accused student is not required to answer questions of an incriminating nature. The Chair of the Conduct Review Committee retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.

Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.

The Chair of the Conduct Review Committee may opt to hear the testimony of witnesses separately.

Unless the Committee Chair decides otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

There will be a single verbatim record, such as a tape recording, of all hearings before the Conduct Review Committee. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the College at all times, unless released to a professional transcribing service. Access is limited to reviewing the verbatim record only on College premises and in the presence of the CSSO or designee. The verbatim record will be the property of the College.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered unavailable.

The Conduct Review Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where as determined in the sole judgment of the CSSO to be appropriate and in the best interests of the College.

Determination of violations shall be made based on the preponderance of evidence.

Decisions by the Conduct Review Committee shall be by majority vote.

The CSSO shall notify the accused student via certified mail, return receipt requested, of the Conduct Review Committee’s findings within the shortest reasonable time after the decision has been rendered (not to exceed ten business days of the hearing). The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of Student Conduct Code were violated. The decision shall also include the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the
original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

If the student is found not to be in violation of the Student Code of Conduct, and if coursework has been missed as a direct result of action taken against the student, appropriate action will be taken in order to assist the student to complete the course, reimburse the cost of tuition, or reach other alternatives.

3. Appeals of Formal Hearing Decisions

A decision reached and/or sanction imposed by the Conduct Review Committee at the formal hearing may be appealed by the accused student in writing by certified mail within ten calendar days after receipt of the Committee’s decision to the President/Superintendent. The President/Superintendent will not hold a hearing. Rather, resolution of the appeal shall be based upon the written findings and decision from the Conduct Review Committee, the record of the hearing, as well as any written documentation submitted by either party during the hearing. The CSSO or designee will provide all relevant documentation to the President/Superintendent.

The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals, including rationale, must be made on the basis of one or more of the following:

   a) The sanction imposed is too severe for the offense and is unwarranted;
   b) The student's due process rights were violated; or
   c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

The President/Superintendent shall render a decision within ten business days after receipt of the appeal and shall inform the student immediately by certified mail.

In all cases but expulsion, the President/Superintendent’s decision regarding the appeal will be final.

If the President/Superintendent upholds an expulsion decision that the student wishes to contest further, the student may appeal in writing to the Board of Trustees. In this instance, the following procedure will be followed:

The Board of Trustees shall consider any appeal at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.
Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the President/Superintendent and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the College.

**Article VII. Code of Conduct Violations and Sanctions**

A. **Violations**

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Students are required to engage in responsible social conduct that reflects credit upon the CR Community and to model good citizenship in any community. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. **Academic Dishonesty**

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student’s status in the course is left solely to the discretion of the faculty member. In such cases, where the College representative determines that a student has demonstrated academic dishonesty, the representative is encouraged to report the incident of dishonesty to the CSSO or designee in order to discern potential patterns of egregious dishonesty. Acts of academic dishonesty for which sanctions may be imposed includes, but is not limited to, the following:

a) Cheating which includes, but is not limited to:
   i. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
   ii. Having another individual take an exam.
   iii. Submitting the same paper in two different courses without specific permission of the current faculty member(s).
   iv. Falsifying a laboratory experiment or report of an experiment.
   v. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
   vi. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community. Students need not employ the materials; they need only to possess them in order to violate this code.
vii. Electronic devices, which include, but are not limited to: abuse of cellular devices with photographic capability for the purposes of photographing test questions or other notes and materials.

viii. Furnishing false information to any CR official, faculty member, or office.

ix. Forgery, alteration, or misuse of any CR document, record, or instrument of identification.

x. Knowingly helping another to commit an act of academic dishonesty.

b) Plagiarism which includes, but is not limited to:

i. Using, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement.

ii. The unacknowledged use of another writer’s ideas without proper citation. Borrowing all or part of another individual’s work or using someone else’s outline to write your own work.

iii. Copying another individual’s computer printout and/or computer files and using it as one’s own.

iv. Using an agency or Internet website engaged in the selling of term papers or other academic materials.

c) Hampering or discrediting the academic work of others by, but not limited to, the following:

i. Misusing, damaging, hiding, or stealing library resources.

ii. Altering or misusing computer programs or equipment.

iii. Interfering with the rightful computer access of others.

2. Disrupting or Obstructing the Work and Operation of the College

a) Making false statements to any College official.

b) Physical abuse or other conduct which threatens or endangers the health or safety of any person.

c) Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the educational environment or members of the College community.

d) An individual shall not engage in any activity involving hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.

3. Defamation: An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and/or expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person’s occupation, business, or office.

Initiation of or participation in a hate crime.

4. Using electronic technology which includes, but is not limited to: internet, e-mail, telephone, fax machines, or instant messaging to intimidate another member of the College community.
5. Theft (actual or attempted) or destruction of College property or property belonging to a member of the College community or other abuse of College computer facilities, programs, technology and equipment, including, but not limited to:
   a) Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
   b) Unauthorized transfer of a file including the use of peer-to-peer-file-sharing.
   c) Unauthorized use of an individual’s identification and password.
   d) Use of computing facilities to interfere with the work of a student, faculty member or College official.
   e) Use of computing facilities to interfere with operation of the College computing systems.
   f) Unauthorized use or copying of copyrighted software.
   g) The unauthorized installation or use of an unauthorized program.
   h) Unauthorized use of computer time for personal or business purposes.
   i) Use of the College computer facilities, programs, equipment or technology to send obscene or abusive messages.
   j) Unlawful or unauthorized use of the Internet; the unauthorized connection of technological and computing equipment to the College’s computers and/or network.
   k) The unauthorized use of any form of a digital camera or imaging equipment.
   l) Unauthorized use of cell phones, pagers and other communication devices in all instructional areas and the Library, including all labs and classrooms during instructional sessions.

6. Coercion, which is defined as attempting to compel, control, or manipulate another through the threat of force, intimidation, exploitation of fear or anxiety, including explicit and implied physical and verbal threats against another person.

7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other CR activities, including its public service functions on or off campus, or of other authorized non-CR activities when the conduct occurs on CR premises. Intentionally obstructing or denying access to facilities or services to individuals entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on campus.

8. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual’s work performance, or participation in extracurricular activities. Sexual harassment and/or actions of a sexual nature as defined by law or by College policies, which creates an intimidating, hostile, or offensive working or educational environment.

9. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite College interest is involved and where the student misconduct distinctly and adversely affects the College’s pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the College.

10. The College prohibits anyone from wearing, transporting, storing, or possession of firearms or other weapons on College property (including College-owned vehicles and parking
lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College premises. Individuals who commit such acts may be removed from College premises and/or subject to disciplinary action, criminal penalties, or both.

Possession of “weapons”, which includes but is not limited to firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air), knives (including any bowie knife, spring blade knife, dagger, switchblade knife), explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, any object which by use, design, or definition may be used to inflict injury upon a person, and any object if used, attempted to be used, or threatened to be used to cause bodily harm. “Weapons” does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.

This does not apply to any certified law enforcement personnel engaged in official duties. Activities requiring use of the prohibited items may be conducted on approval of the activity by the President or his/her designee.

11. Intentional obstruction of the freedom of movement of pedestrian or vehicular traffic on College premises. This does not apply to any certified law enforcement personnel in official duties or law enforcement students engaged in official course activities.

12. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community.

13. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

14. Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the College or at any College sponsored or supervised functions.

15. Failure to comply with reasonable directions of College officials or public safety officers acting in performance of their duties on campus or affecting conduct on campus.

16. Unauthorized possession, duplication or use of keys to any CR premises or unauthorized entry to or use of CR premises.

17. Being an accessory to any person on the College campus who is or who is not a member of the College community who violates this code.

18. Violation of College Board policies, published college policies, rules, procedures, or regulations.
19. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on CR premises or at functions sponsored by, or participated in by, CR or members of the College community.

20. Abuse of the Student Code of Conduct, including but not limited to:

a) Failure to obey the notice from the Conduct Review Committee or CR official to appear for a meeting or hearing as part of the Conduct Review Committee.

b) Falsification, distortion, or misrepresentation of information before the Conduct Review Committee.

c) Disruption or interference with the orderly conduct of the Conduct Review Committee proceeding.

d) Institution of a student conduct code proceeding in bad faith.

e) Attempting to discourage an individual’s proper participation in, or use of the student conduct system.

f) Attempting to influence the impartiality of a member of the Conduct Review Committee prior to, and/or during the course of, the Student Conduct Board proceeding.

g) Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Committee prior to, during, and/or after a student conduct code proceeding.

h) Failure to comply with the sanctions(s) imposed under the Student Code.

i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.

21. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.

23. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

24. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

25. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.

26. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
27. Unauthorized preparation, giving, selling, 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, except as permitted by any district policy or administrative procedure.

28. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons without prior authorization of the President/Superintendent.

29. Disengaging smoke or fire detection equipment.

B. **Sanctions**

Any time a sanction is specifically provided for herein, the employee or officer authorized to impose such sanctions may impose a lesser sanction. For the purposes of this rule, expulsion is the most severe sanction, followed by suspension, probation, and written and oral warning. A student may be given an interim suspension and, subsequently, may be subjected to further disciplinary action by the College, up to and including expulsion, if such further sanction is found to be appropriate in light of the conduct of the student. In all such cases, the fact of the earlier sanction shall be taken into consideration in determining the extent of any further sanctions. Disciplinary actions will be enforced by the College. Consequently, each campus, education center, or instructional site within the District will honor sanctions imposed by the College.

1. **Individual Sanctions.**

   a) **Warning** - a written or oral notice to the student that continuation or repetition of certain conduct may be cause for disciplinary action under this regulation.

   b) **Probation** - a reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). If a student violates any condition of probation or again is charged with a violation of the standards of student conduct during the probationary period, such action shall be grounds for revocation of the student's probationary status and for further disciplinary action to be taken in accordance with this regulation.

   c) **Loss of Privilege** - a denial of specified privileges for a designated period of time. This may include, but is not limited to, access to facilities, services or offices or participation in clubs, organizations, or College-sponsored events.

   d) **Restitution** - a requirement of any student who has caused non-accidental damage to College property to pay the College the cost of replacing or repairing the property in question. The College may withhold, after appropriate written notice to the student, grades, transcripts, certificates, diplomas, registration privileges, or any combination thereof from any student who fails to repay or refuses to repay any valid debt owed to the College (Education Code Section 72237).
e) Community Service - the performance of community service as a sanction for misconduct. Determination of the type of work to be performed, the number of hours of service, and the responsibility for supervising the service will be made in consultation with the CSSO.

f) Withdrawal from class - an administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

g) Limited Access - an administrative restriction to selected parts/locations of campus buildings.

h) Other penalties - the student may be denied a transcript or degree until all of the obligations specified by a disciplinary body are met or other penalties as may be imposed as ones determined to fit the misconduct.

i) College suspension - the separation of the student with consequent loss of tuition and fees from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j) College expulsion - the permanent separation with consequent loss of tuition and fees of the student from the College.

k) Discretionary Sanctions - a work assignment, service to the College or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the disciplinary advisor).

l) Counseling or Education Seminars - the requirement to participate in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.

m) Revocation of Admission or Degree - the admission to the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to the admissions process. The granting of a degree by the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to obtaining the degree.

n) Deactivation - the loss of privileges, including College recognition, for a specified period of time for any student club, group, or organization.

o) Mental Health Clearance: A mental health clearance is a restriction that requires a student to obtain the opinion of a mental health professional indicating whether the student (a) presents a danger to himself/herself or others or (b) is likely to repeat the same or similar misconduct. A student shall not be required to provide a mental health clearance unless such requirement is imposed by the College’s Student Conduct Review committee or Behavior Intervention Team.

C. Disruptive Classroom Behavior

1. Instructors
Course instructors at College of the Redwoods Community College District have the professional responsibility and authority to maintain order in instructional settings, which include but are not limited to classrooms, libraries, group meetings, tutorials, lab sessions, office hours, and off-campus venues. To assure the best presentation of the course material, a course instructor shall determine the manner and times during which students may ask questions, request clarification or express opinions or points of view in the instructional setting.

2. Students

Student behavior or speech that disrupts the instructional setting or is clearly disrespectful of the instructor or fellow students will not be tolerated. Disruptive conduct may include, but is not limited to: rude or disrespectful behavior, unwarranted interruptions, failure to adhere to instructor's directions, vulgar or obscene language, slurs or other forms of intimidation, physically or verbally abusive behavior.

3. Records

Instructors are advised to keep careful written records regarding any incident of disruptive behavior, including dates, times, names of those present, and details of the incident. Instructors should inform their department chair or supervising faculty and the CSSO Office of any such incidents and provide written documentation, if requested. The parties involved, in conjunction with the department chair or supervising faculty and appropriate administrator, should strive for acceptable solutions or mediate appropriate intervention strategies.

4. Removal from Class

Any faculty member may, for good cause, order a student removed from his or her class for the day of the removal and the next class meeting. (Education Code Section 76032)

The faculty member shall immediately report the removal to the Division Representative and the CSSO or designee. The CSSO or designee shall arrange for a conference between the student and the faculty member regarding the removal. If the faculty member or the student requests, the CSSO or designee shall attend the conference.

The student shall not be returned to the class during the period of the removal without the concurrence of the faculty member. Nothing herein will prevent the CSSO or designee from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

5. Appeals

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

a) The sanction imposed is too severe for the offense and is unwarranted;
b) The student's due process rights were violated; or
c) New evidence has come to light which clearly alters the circumstances on which the action was taken.
When the faculty member or academic administrator determines that College disciplinary action beyond that taken by the faculty member is appropriate, the matter shall be referred to the CSSO who will review the case.

6. Students Who May Present a Danger to Themselves or Others

The College seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Code of Conduct prohibits a student from engaging in violent conduct and threatening behaviors toward any member of the College community, including a student’s threat to harm him or her self. In cases of this type, the special procedures set out in this section below may be used to attempt to determine if the student (1) presents a danger to himself/herself or others, and/or (2) is likely to repeat the misconduct. All threats or threats to do violence must be taken seriously and responded to immediately.

7. Responding to Student Conduct Involving Threats or Violence

Any College employee, student, or visitor who observes or otherwise becomes aware of violent or threatening student conduct, including a student’s threat to injure himself/herself, or any other student conduct that indicates that the student may present a danger to himself/herself or others, should do the following:

In the case of an emergency, immediately contact the College’s Security office by calling the emergency number 476-4111. In severe cases, call 911. In these cases, Security will write an incident report to be filed in situations where an incident report is deemed warranted.

In cases that do not involve an immediate emergency, promptly either (a) file an incident report with Security or (b) inform either the Dean of the campus or site, or the CSSO or his/her designee campus of the situation. Once the information is provided to the CSSO or designee, the CSSO or designee shall promptly inform the appropriate administrator and the Behavior Intervention Team of the situation.

If a student misconduct incident report has not been prepared by the person reporting the matter, the campus dean or administrator shall prepare an incident report if he/she determines that preparation of an incident report is warranted.

In the event of any threat on a person's life, whether spoken or written, the following procedure will be undertaken even if the person hearing/seeing the threat does not believe it is viable:

The police will be immediately called.

The person(s) threatened will be immediately informed.

The person(s) doing the threatening will be referred to a psychologist/psychiatrist/counselor for evaluation as to the viability of the threat and a recommendation made to the District.

A letter of immediate suspension will be issued and conditions placed upon the person(s) return.
Parents will be notified of the person(s) behavior (if FERPA conditions are met) and violation of the college's code of conduct.

The College will continue to follow-up with faculty, staff, law enforcement, parents, etc. and communicate essential information to one another.

**Article VIII. Immediate Suspension and Denial of Access**

**A. Immediate Suspension**

The President/Superintendent may impose an immediate suspension on a student only where such action is required in order to protect lives or property and to ensure the maintenance of order on the campus or at a campus function. To the extent the circumstances reasonably permit, the District's legal advisor will be consulted on the issue of whether an immediate suspension is appropriate.

If a student engages in conduct that is alarming and threatening, but does not violate the student code of conduct, and the behavior is likely a "direct threat" to himself or others, the College may act promptly to require a mandatory assessment to determine if the student is in fact a "direct threat." A “direct threat” is defined as “a high probability of substantial harm” to the health or safety of the student or others. In making the "direct threat" determination, the College will make an individualized assessment of the student's behavior considering the relevant factors outlined in the threat assessment outline in Appendix A.

Notice of such suspension shall be given to the student either orally or in writing. Such notice shall advise the student of the right to a hearing. If it is determined that a “direct threat" is imminent, the College may defer due process so that the College can immediately address the exigent circumstance, typically a referral to the police in accordance with Welfare and Institutions Code section 5150.

Within 48 hours of ordering an immediate suspension, the President/Superintendent or designee shall forward written notice to the student of the basis for the action. Such notice shall be addressed to the student's last known address and shall advise the student of a right to a hearing and the time and location of such hearing. Unless the student agrees otherwise, such hearing shall be held no later than ten (10) days following suspension.

**B. Withdrawal of Consent to Remain on Campus**

The CSSO or his/her designee may notify a student that the consent to remain on campus or other facility under the control of the College has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility. To the extent the circumstances reasonably permit, the College’s legal advisor will be consulted on the issue of whether consent to remain on campus should be withdrawn. Whenever consent is withdrawn by any authorized officer or employee other than the President/Superintendent, such officer or employee shall, as soon as is reasonably possible, submit a written report to the President/Superintendent. Such report shall contain all of the following:
a) Description of the person from who consent was withdrawn, including, if available, the person's name, address, and telephone number.

b) A statement of the facts giving rise to the withdrawal.

If the President/Superintendent or designee, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee.

If the President/Superintendent or designee does not confirm the action of the officer or employee within 24 hours after the time the consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect.

The notice given to the student may be given orally or in writing and shall advise the student of the right to a hearing as set out herein.

In no case shall summary withdrawal of consent under this Article be withdrawn for longer than 14 days from the date upon which the consent was initially withdrawn.

Consent to return to the campus within the maximum 14-day period shall be reinstated by the President/Superintendent whenever he or she has reason to believe that the presence of the student from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility.

C. Denial of Access

After a hearing, any suspension or expulsion based on conduct that disrupted the orderly operation of a campus or other facility and that also violates a provision of a California statute may include denial of access to the campus or facility as a condition of such suspension or expulsion for the period of the suspension or in the case of expulsion for a period not to exceed one year (Penal Code, Section 626.2). A student who willfully and knowingly enters the campus or facility during the period for which access has been denied is guilty of a misdemeanor pursuant to Penal Code, Section 626.2. In the case of a suspension, such entry may be grounds for further disciplinary action.

D. Disciplinary Action by a Faculty Member

Any College faculty member, for good cause, may remove any student from his or her class for the day of the suspension, or the day of the suspension and the next class day.

Except where circumstances require immediate action, a faculty member, before ordering the suspension of any student from his or her class, shall first give or make reasonable efforts to give the student an oral notice of the reasons for the proposed suspension.

Upon delivery to the student of the notice, the faculty member shall give or make reasonable efforts to give the student an opportunity to present any oral rebuttal to the accusation or otherwise to offer relevant comment on the proposed suspension.
After considering any rebuttal or any other information relevant to the issue offered by the student, the faculty member shall then decide whether to revoke, modify, or proceed with the proposed suspension. The faculty member’s decision may be given to the student either orally or in writing.

The student may only appeal the decision of a faculty member to the appropriate Academic administrator on the following grounds:

a) The sanction imposed is too severe for the offense and is unwarranted;
   b) The student's due process rights were violated; or
   c) New evidence has come to light which clearly alters the circumstances on which the action was taken.

Following the suspension the faculty member shall notify the appropriate Academic administrator and the CSSO of the suspension in writing and shall provide both parties with copies of all documentation related to the incident. A copy will also be provided to the student.

In no instance shall a student be returned to the class from which he or she was suspended under this Article during the period of suspension without the concurrence of the faculty of the class and the appropriate Academic administrator.

Article IX. Fees, Denial of Aid, and Readmission

A. Fees

No fees paid by or for a student for the semester, summer session, or other term in which he or she is suspended or expelled shall be refunded, except as may be required by law. If the student is readmitted before the close of the semester, summer session, or other term in which he or she is suspended, the student will not be charged any additional fees as a result of the suspension.

B. Denial of Aid

Any recipient of financial aid who willfully and knowingly commits any act likely to disrupt the peaceful conduct of College activities, and who is arrested and convicted of a public offense arising from such act, may be determined to be ineligible for any financial aid for a period not to exceed the ensuing two academic years.

Any recipient of such financial aid who, after a disciplinary hearing, is found to have willfully and knowingly disrupted the orderly operation of the College but who has not been arrested and convicted may be determined to be ineligible for any further financial aid for such period not to exceed the ensuing two academic years.

Any such recipient who is suspended from the College for such acts shall be ineligible for financial aid for a period not less than the time of such suspension.

C. Admission or readmission
Admission or readmission may be denied to any person who, while not enrolled as a student, commits such acts which, were he or she enrolled as a student, would be the basis for disciplinary proceedings under this regulation. In addition, admission or readmission may be denied to any person who, while a student, commits acts that are subject to disciplinary action pursuant to this regulation. Any conduct for which admission or readmission may be denied must be related to a College activity or College attendance. Appeals regarding denial of admission or readmission shall be made to the CSSO or, in the case of the education centers, the Campus administrator.

**Article X. Definitions**

Attorney: Any person who is admitted to practice law before any state or federal court.

Behavior: Shall include conduct and expression.

Cheating: Intentionally using or attempting to use unauthorized materials in any academic exercise.

Class: Any duly authorized class session or other College function, whether on or off campus, whether for credit or not, whether offered in a day, evening, or summer program, and shall include any duly scheduled field trip, excursion, field placement, or work experience program under the auspices of the College and the faculty member.

College: The Redwoods Community College District

College premises: Includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

College property: Real or personal property in the possession of, or under the control of, the Board of Trustees of the Redwoods Community College District; College food, bookstore, or retail facilities, whether operated by the College or by the students of the College; and other property or facilities leased or rented by the College.

College-sponsored event: Any event or activity on or off College premises that is directly initiated, sponsored, supported, or supervised by the College.

Complainant: Any person who submits a charge alleging that a student violated this Student Code and the term “Accused Student” means any student accused of violating this Student Conduct Code.

Complicity: Knowingly helping another to commit an act of academic dishonesty.

Conduct Review Committee: Refers to the disciplinary board.

Days: A day during which the College is in session and regular classes are held, including summer session days and excluding Saturdays and Sundays, unless otherwise specified in this regulation.
Deadly Weapons: Includes, but is not limited to, any instrument or weapon of the kind commonly known as a blackjack, slingshot, billy, sand-club, sandbag, or metal knuckles; any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade; a pistol, revolver, or any other firearm; any metal pipe or bar used or intended to be used as a club; or any other dangerous object of no reasonable use to the student.

Expulsion: Exclusion of the student from all College premises for one or more terms. Permanent separation of the student from all courses and activities offered by the District. Faculty Member: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Hazing: Any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger or physical or emotional harm to any member of the College community; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

Lewd or indecent: A person who removes his/her underclothing and exposes himself or herself, masturbates, engages in voyeurism, or performs any other act in a public place or under circumstances which the person should know will likely cause affront or alarm to another person.

Long-term Suspension: Exclusion of the student for good cause 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.

Member of the College Community: Community College District trustees, certificated, classified and administrative personnel; students; and other persons while such other persons are on College property or at a College function.

Plagiarism: Using another’s work or ideas as if they were one’s own without giving credit to the source.

Preponderance of evidence: When considering all the evidence in the case, the decision maker is persuaded that the allegations are probably more true than not.

Removal from class: Exclusion of the student by a faculty member for the day of the removal and the next class meeting.

Rules of Privilege: The rules of privilege adopted by the California Legislature. Rules of privilege exist because maintenance of confidentiality of certain relationships is considered of greater value than the disclosure of evidence which is acquired within those relationships. Examples of such communications are those made in the course of the lawyer-client, physician-patient, and psychotherapist-patient relationship.
Short-term Suspension: Exclusion of the student for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Student: Any person currently enrolled as a student at any college or in any program offered by the District.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the CSSO or his/her designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the CSSO or his/her designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Written or verbal reprimand: An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Article XI. Interpretation and Revision

Any question of interpretation regarding the Standards of Student Conduct and Disciplinary Process will be referred to the CSSO or his/her designee for final determination.

Technical departures from the provisions of this regulation and errors in their application shall not be grounds to void the College's right to take disciplinary action against a student, unless, in the opinion of the President/Superintendent, the technical departure or error prevented a fair determination of the issue.

This regulation is applicable to actions taken against a student based on that student's failure or refusal to abide by the Code of Conduct. This regulation is not applicable to matters that are covered by student grievance procedures such as those that arise under Title IX (sex discrimination), College Policies regarding sexual harassment, or Federal Rehabilitation Act of 1973, Section 504 (students with disabilities); residence hall licensure terminations; withholding of services, including certificates, diplomas, or transcripts for non-payment of debts to the College; student activity members, such as student councils; residence determination; and academic matters such as, but not limited to, admission and enrollment decisions, the assignment of classes or grades, and probation, suspension or dismissal for academic reasons.

The Campus Security Act of 1992 requires statistics on various kinds of crimes, including sex offenses. Statistics are required on forcible and non-forcible sex offenses. Forcible sex offenses are "any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of "unlawful," non-forcible sexual intercourse," and includes incest and statutory rape. (Complying with the New Federal Laws: Sex Offenses on Campus, prepared by the American Council on Education and National Association of Student Personnel Administrators, March 1993).
References: California Education Code Sections 66300, 66301, 72122, 76030; Accreditation Standard II.A.7.b

Revision Adopted: XX/XX/XXXX

Amended: 11/6/07

Former Administrative Regulation #505.01, “Student Code of Conduct,” Approved: 2/80

Revised: 10/4/93; 2/2/98; 5/17/04; 4/4/05;

“Appendix for Student Code of Conduct,” Approved by the Academic Senate: 2/20/04
Appendix A

THREAT ASSESSMENT
Factors to Consider

Name of Student: ____________________
Date: ______________________________

1. Describe all aberrant behavior.
   - Harassment, bullying, threats, etc.
   - Is the misbehavior getting worse?
   - Is it occurring on or off campus?
   - What is “the nature, duration and severity” of the behavior?

2. Escalation to violence?
   - Has the student overtly threatened violence?
   - Does the student have access to weapons?
   - Is there any history of violence?
   - Court check regarding TROs and criminal/civil history.

3. Explanations for the behavior.
   - Substance abuse?
   - Life situations that are stressful (e.g. divorce, death of family member).
   - Mental illness.
   - Likelihood of recurrence?
   - Mitigating factors.
   - Aggravating factors.
   - Medical/expert consultation?

4. The effect of the behavior on others.
   - Is the behavior disrupting the college environment?

5. Does the behavior violate the student conduct code?

6. Is the student a “direct threat” to himself or others?
   - Has there been an individualized and objective assessment of the student’s ability
to participate safely in the college program?
   - Due process: notice and an opportunity to be heard.

7. Strategies for response.
   - Call the police. Section 5150 detention.
   - Seek restraining order?
   - Voluntary counseling.
   - Voluntary leave of absence.
• Reasonable accommodation.
• Emergency suspension with later hearing.
• Suspend or expel for violating the student conduct code.
• Involuntary withdrawal.
• Conditions for readmittance.
• Psychological clearance.
• Still a “direct threat?”

8. Other issues.
   • Is the student “fit” to participate in a disciplinary proceeding?
   • Has the student conduct code been applied in a consistent manner?
   • FERPA issues.

Questions

1. Strict weapons policy (no weapons)?
2. Expand student conduct code – behavioral standards?
3. Use of the word “discipline” vis a vis a mentally ill student.
4. Different panel for “direct threat?”
### Board Policy / Administrative Procedure Cover Sheet

**Title of Policy/Procedure:** BP and AP 5300 Student Equity

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**This section to be completed by author**

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**This section to be completed by Policy and Procedure Review Subcommittee (PPRS)**

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**College Council Tracking**

| First Review | |
| Back to PPRS | |
| 30/90 day Review | |
| Second Review | |
| Date sent to Board of Trustees | |
| Date approved by Board of Trustees | |
REDWOODS COMMUNITY COLLEGE DISTRICT
Board of Trustees Policy

PROPOSED BP 5300

STUDENT EQUITY

The Board is committed to assuring student equity in educational programs and college services. The President shall implement the Student Equity Plan (that meets the Title 5 standards for such a plan) guided by the recommendations of the Student Equity Committee and it will be maintained and updated under the direction of both the VP of Academic Affairs and the Chief Student Services Officer.

See Administrative Procedure AP 5300

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Former BP# 537 “Student Equity” Adopted by Board of Trustees November 7, 1994
The District has a student equity plan. The plan is filed as required to the Chancellor’s Office for the California Community Colleges, following approval by the Board. The District’s Student Equity Plan addresses:

- the active involvement of constituent groups on campus.
- involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.
- campus-based research as to the extent of student equity.
- institutional barriers to equity.
- goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.
- activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.
- sources of funds for the activities in the plan.
- a schedule and process for evaluation of progress towards the goals.
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and
- the District officer or employee who can be contacted for further information.

The President/Superintendent is responsible for the implementation of the Plan and shares joint responsibility with the Senate for the collective promotion of the plan and its activities through the Student Equity Plan Committee. General oversight continues throughout the year under the supervision of the Chief Student Services Officer. The Student Equity Plan Committee updates the plan, after at least one annual cycle, and promotes the Plan and reports its progress annually to the Board of Trustees, the Academic Senate and College Council. The Student Equity Plan Committee Chair shall be appointed by the President / Superintendent from the membership as stipulated in the Plan:

- The President/Superintendent
- Co-President of the Academic Senate
- College Council Representative
- Two additional members appointed by the College Council
- Senior Vice President, Chief Instructional Officer
- Vice President, Chief Student Services Officer
- One Senator of the Academic Senate
- One individual from the administrative team of the College

Reference: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Approved: XX/XX/XXXX
New Administrative Procedure