

Comments or suggestions regarding
this publication or its contents should
be directed to the Vice President of
Student Services
Room 433, (707) 864-7102



Student Handbook

Rights, Responsibilities,

&

Procedures

4000 Suisun Valley Road
Fairfield, CA 94534

Accuracy

Solano Community College has made every reasonable effort to determine that everything stated in this handbook is accurate. The College reserves the right to change any of the provisions or requirements of this handbook when such action serves the interest of the College and its students. The provisions of this handbook are **not** to be construed as substitutes for or in place of municipal, State or Federal laws that may apply to the matters covered herein.

Students are held responsible for knowing and understanding the contents of this handbook.

If you are a victim of a sexual assault, do not touch or change anything at the scene. Do not wash, take a shower, or change your clothing, you may destroy important evidence. Sexual assault victims will be transported to the nearest hospital for examination and collection of important evidence by trained medical personnel.

Services available on campus include a police officer trained in sexual assault investigation, and during the fall and spring semesters, a nurse and an abuse counselor are located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 422-RAPE or 9707) 644-RAPE.

Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, social probation, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Solano Community College to inform students and staff, in a timely manner, of any criminal activity or security problems that may pose a reasonable threat to their physical safety. Another critical element of a campus safety program is training. The Campus Police Department, the ASSC and the Office of Student Services sponsor on-going training programs on various topics, ranging from sexual assault awareness to the prevention of substance abuse.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be **ALERT, SECURITY-CONSCIOUS, and INVOLVED**. Call the Campus Police, via the Campus Emergency Extension 355, whenever you see suspicious behavior or activity.

Off-Campus Crime

The local police departments have been requested to provide Solano Community College with crime data for the areas surrounding the facilities operated by the College. When a security problem arises, the Campus Police will notify persons using these facilities.

Contents

INTRODUCTION.....	IV
MATRICULATION.....	1
Student Responsibilities.....	1
College Rights.....	1
Student Rights.....	1
MATRICULATION PROCEDURES (§5210).....	2
PERSONAL RIGHTS	3
PRIVACY OF STUDENT RECORDS	3
THE STUDENT RIGHT TO KNOW.....	3
CIVIL RIGHTS.....	4
Open Access & Non-Discrimination.	4
Affirmative Action.....	5
Student Equity.....	5
Academic Freedom — Students.	5
Academic Freedom — Faculty.	5
Sexual Harassment.....	6
QUESTIONS OR COMPLAINTS SHOULD BE DIRECTED TO THE DIRECTOR OF HUMAN RESOURCES.	7
STUDENT RESPONSIBILITIES	8
ATTENDANCE AND PARTICIPATION.....	8
ATTENDANCE AND PROGRESS OF VETERANS.....	8
WITHDRAWAL FROM CLASS	9
WITHDRAWAL FROM COLLEGE.....	9
ACADEMIC HONESTY.....	10
Cheating.....	10
Fabrication	10
Aiding and Abetting Dishonesty.....	10
Forgery.....	10
SANCTIONS	11
COMPLAINT/GRIEVANCE PROCEDURES.....	12
STUDENT CONDUCT & DISCIPLINE (§5300).....	12
GROUNDS FOR DISCIPLINARY ACTION.....	12
TYPES OF DISCIPLINARY ACTION.....	14

STUDENT DISCIPLINARY PROCEDURES	14
SEXUAL HARASSMENT AND UNLAWFUL/PROHIBITED DISCRIMINATION POLICIES AND PROCEDURES (FOR EMPLOYEES AND STUDENTS) (§4270)	14
STUDENT GRIEVANCE: NON-CIVIL RIGHTS (§5350)	15
ACADEMIC COUNCIL PETITIONS	16
A DRUG-FREE CAMPUS.....	19
HEALTH CONSEQUENCES	19
LEGAL SANCTIONS	20
SMOKE-FREE CAMPUS/WORKPLACE	21
SAFETY FOR THE COLLEGE COMMUNITY.....	23
CRIME REPORTING PROCEDURES	23
ACCESS TO CAMPUS FACILITIES	23
COLLEGE PROPERTY	24
CAMPUS POLICE SERVICES	24
SEXUAL ASSAULTS	24
CRIME PREVENTION.....	25
OFF-CAMPUS CRIME.....	25
ACCURACY	26

Keys should **never** be loaned to other staff members or students. Campus Police personnel will confiscate any keys which have **not** been specifically issued to a particular individual. Unauthorized duplication of Solano College District keys is a misdemeanor.

College Property

Solano Community College property may **not** be removed from the campus without expressed, written permission from the division dean or area supervisor. Unauthorized removal of College property from the campus is a violation of the law and may be prosecuted by the College.

Campus Police Services

It is the policy of the Solano Community College Board of Trustees to protect the members of the College community and to protect the property of the District (*Board Policy §3410 & §3800*). Under the general direction of the Vice President of Administrative and Business Services, the Campus Police Department shall ensure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

Campus Police Officers have peace-officer authority while making arrests, pursuant to *California Penal Code (§830.32A)* and *Education Code (§72330)*. They have peace-officer training, as prescribed by the *California Penal Code (§832)*. They have the same authority on or about the campus as a municipal police officer or a county deputy sheriff. The Campus Police Department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime. Drivers should be aware that Campus Police Officers are authorized to enforce all provisions of the *California Vehicle Code* relative to both moving and non-moving violations on campus.

Solano Community College Police work closely with the local law enforcement agencies that have dual jurisdiction for criminal matters and may request assistance for major incidents that require resources **not** available to the Solano Community College Police Department.

The *Campus Crime Statistics Report* is published annually and is available in the Solano Community College Police Department.

Sexual Assaults

Sexual assaults including rape, acquaintance rape, and other sex offenses should be reported to campus police immediately. Campus police can be contacted in room 1109 or emergency phone extension 355. The non-emergency number for campus police is extension 369 or (707) 864-7131. If the crime occurred off campus, call the 911 police emergency number.

Safety for the College Community

The following information is published in accordance with Public Law 101.542 (§201), as amended by Public Law 102.26, the *Crime Awareness and Campus Security Act of 1990*.

Crime Reporting Procedures

Working together, security at Solano Community College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Solano Community College maintains a campus police department. The department is located in building 1100. A person may report any criminal action or other emergency by calling extension 355. The non-emergency number is extension 369 or (707) 864-7131. Off campus dial 911 to report any emergency.

Access to Campus Facilities

Buildings. Most campus buildings are open from 7 a.m. until 10 p.m. Monday through Thursday and 7 a.m. to 5 p.m. on Fridays. If there is a question about authorization to be in a specific area or building, staff, students and visitors may be asked to produce identification to Campus Police.

The main campus is closed to the public from 11 p.m. until 5 a.m., unless specifically authorized events are scheduled during that time. Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should obtain prior permission for that date and time from the departmental supervisor and notify the Campus Police Department of both their presence and the length of time they will be at that location.

Unless scheduled for authorized use, campus buildings will be locked from 5 p.m. Friday until 7 a.m. Monday and on all holidays. Campus Police will unlock doors and buildings for weekend classes and other events as published in the "Facilities Use Schedule" and the current "Schedule of Classes."

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College staff (police or maintenance personnel) will check many of the areas of the campus during off hours but the primary responsibility for security lies with the user.

Keys. Keys are provided to individual staff members on a need-to-enter basis, as determined by the appropriate supervisor. Lost keys **must** be reported immediately to one's supervisor and to the Maintenance Department and the Campus Police.

Introduction

From the Vice President of Student Services

Our mission at Solano Community College is to help you achieve your educational goal by providing you with access to high quality courses and a positive learning environment. We believe that a major aim of education at Solano is the development of a reasoned commitment to the core values of a democratic society. Because we also are part of a multi-racial, multi-ethnic society, we are committed to the promotion of respect for the diverse makeup of the College community.

The College is an institution composed of many individuals. The behaviors and interactions of institutions and of individuals are channeled by society through the enactment, application and enforcement of laws. Laws can be thought of as falling into one of three categories¹: *prohibitive* (something you **can't** do); *prescriptive* (something you **must** do); and *empowering* (something you **may** do, if you so choose). It is this third type of law that defines both *entitlements* (i.e., legally enforceable **rights**) and correlated *duties* (**responsibilities**).

The purpose of this handbook is to collect and present a single source of information concerning various aspects of your rights and responsibilities as a student at Solano Community College. These synopses are derived from federal and state laws as well as from policies established by our local Governing Board. Copies of the referenced laws and policies are always available through the offices of the deans of Academic Affairs and of Student Services.

The California Community College System offers some of the finest academic and vocational education available anywhere. Solano's faculty and staff are dedicated to providing not only a quality education but also a positive educational experience for each SCC student. We are ready to furnish you with any support and assistance you may need to order to achieve your personal educational goal.

Lisa J. Waits, Ed.D.
Vice President of Student Services

¹Anthony A. D'Amato, *How to Understand the Law* (New York: Transnational Juris Publications, Inc., 1989)

Matriculation

Matriculation is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize his or her educational objectives. This agreement acknowledges the responsibilities and rights of both parties. As part of its on-going Matriculation Program, Solano Community College provides a full range of easily used services, including:

- Admission to the College
- Testing in writing, reading
- Orientation to the College
- Assessment of abilities and interests
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Student Responsibilities

Each student has the following responsibilities regarding matriculation services:

- _ To express an educational goal at the time of admission
- _ To meet with a counselor to discuss academic choices and to develop an educational plan
- _ To identify a specific educational goal by the completion of 15 semester units of degree-applicable, credit coursework
- _ To attend classes and complete assigned coursework
- _ To maintain progress toward the specified educational goal

College Rights

The College has the right to withdraw from actively offering matriculation services to a matriculant who does **not** complete all steps in the matriculation process by the thirteenth week of his/her first term. The College has the right to refuse to enroll a student for more than thirty (30) units of remedial coursework. Exemptions will be considered on a case-by-case basis.

Ethnic and language minority students and students with learning or physical disabilities have the right to modified or alternate services, if necessary, within each matriculation component that directly serves students.

Student Rights

The student has the right, and is strongly encouraged, to receive all matriculation services provided by the College. The student also has the right to refuse any or all of these services. The student's refusal, however, does **not** prevent the use of these services in the future. [Nothing contained herein affects services to which students are entitled under special federal or state programs.]



A Round Tuit

This is a Tuit. Guard
it with your life, as Tuits
are hard to come by, especially
the round ones. This is an indispen-
sable item. It will help you become a
more efficient student. For years we
have heard people say, "I'll do it as
soon as I get a Round Tuit." Now
that you have one, you can
accomplish all those things
you put aside until
you get a Round
Tuit!



Smoke-Free Campus/Workplace

For reasons of health and safety, Solano Community College District does **not** permit smoking in any campus building; smoking is only permitted outside and more than 20 feet from building entrances. (*Board Policy §4215*). It is the responsibility of all students and employees to observe this policy. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. [This policy does **not** supersede more restrictive policies that may be in force in compliance with State or Federal regulations.]

Students have the right to change a specified educational goal and to read or be provided with written procedures established by the District (ref. *Board Policy §5210*) to challenge matriculation regulatory provisions, appeal requirements of any prerequisite or corequisite based on unavailability of the necessary course, and file complaints concerning matriculation service components.

Matriculation Procedures (§5210)

Procedures for implementing the various components of the College's on-going matriculation process are contained in the College/District Matriculation Plan, approved by the Chancellor's Office and on file in the offices of the Solano Community College Superintendent/President, Vice Presidents of Academic Affairs and of Student Services, and the Matriculation Coordinator.

Students appealing requirements of any prerequisite or corequisite based on unavailability of the necessary course should file a written complaint with the Solano Community College Vice President of Academic Affairs. If the necessary course cannot be made available, the Vice President of Academic Affairs must waive the requirement for the student.

Students may file written complaints concerning matriculation service components with the Solano Community College Vice President of Student Services, whose responsibility it will be to contact the manager in charge of the component to investigate the complaint and, if warranted, direct any corrections to be made. The Vice President of Student Services will report to the student concerning the disposition of the complaint and action taken, if any.

The Solano Community College Matriculation Coordinator will ensure that an explanation of student rights and responsibilities regarding matriculation services is included in the *College Catalog*, the *Schedule of Classes*, and other print and non-print materials, as appropriate.

Students challenging the matriculation regulatory provisions should follow the steps established in *Student Grievance Procedures (§5350)*.

*P*ersonal Rights

Privacy of Student Records

Students at Solano College are guaranteed certain rights regarding their school records and information which they provide to the College. These rights are defined in *Public Law 93-380 (§438)*, the *Family Educational Rights and Privacy Act (FERPA) of 1974* and include:

1. The right to inspect and review official student records;
2. The right to challenge the correctness of these records; and
3. The right of controlled access and release of information.

Solano College is committed to protecting the right of privacy of all persons about whom it holds information, records, and files. Access to and release of such records are restricted to the student concerned, to other individuals who have been authorized by the student (only with the student's written consent), to officials within the College, to a court of competent jurisdiction and, otherwise, pursuant to law.

As provided for in the Act, a student's personal information **cannot** be released to any other person without the written consent of the student. A photo identification will be required to access information. Official student records are kept in the Office of Admissions and Records. The Dean of Admissions and Records has been designated "Record Officer," as required by the Act.

Under Section 76230 of the *Education Code*, current and formerly-enrolled students have an absolute right of access to their *own* records. One exception is that under Section 76231 of the *Education Code*, students may waive their right of access to confidential reference letters.

Under Section 49061 of the *Education code*, parents of community college students **do not** have a right of access to their children's student records, regardless of whether the student is under the age of 18. Although under federal law (Section 1232g of Title 20 of the United States Code) there is a general right of parental access to student records, it does not apply to college students, regardless of age.

Under Section 76244 of the *Education Code*, a District must make a "reasonable effort" to notify a student in advance of the release of his or her records under subpoena.

The Student Right to Know

Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students

- impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems.
- ◆ Any drug used intravenously can spread AIDS and hepatitis.
- ◆ Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, brain damage, and many other health problems.
- ◆ Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancers, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, call the following:

- **SCC Student Health Center:** 864-7163
- **Solano County Alcohol and Drug Abuse Services:** 421-6615
- **Solano County 24-hour Crisis Services:** 428-1131

Legal Sanctions

If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function after using drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted.

- **Possession or use of alcohol:** less than one year in jail and/or a fine
- **Possession of marijuana (less than 1 oz.):** criminal citation and a fine
- **Possession of cocaine:** imprisonment in a state prison
- **Sales of any illegal drug:** imprisonment in a state prison
- **Possession or use of alcohol by a minor:** one year in jail and/or a fine
- If you are a student employee, your employment may be terminated.
- You are required to report any convictions within five (5) days of the occurrence.
- You will be ineligible for financial aid.

For more detailed information and a listing of assistance programs (including on-campus meetings of Alcoholics Anonymous and AI-Anon), contact:

Student Health Center — Room 1407

Counseling Department — Building 400

Disability Services Program — Building 400

A Drug-Free Campus

In accordance with *Public Law 101-226, the Drug-Free Schools and Communities Act Amendment of 1989*, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

District procedures for *Student Conduct and Discipline (§5300)* prohibit: The unlawful sale, possession, use, or distribution of any drug or substance controlled by State or Federal law on District or College-controlled property or at any District or College-sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. Additionally, such controlled substances, as defined in the *California Education Code (§87011 and §88022)*, include: cocaine, LSD, heroin, methadone, mescaline, peyote, and methaqualone, among others.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Solano Community College or termination from employment for violation of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees, after consideration of the recommendation of Superintendent/President of Solano Community College.

The possession, use and sale of alcoholic beverages by anyone on property controlled by Solano Community College, except as authorized under *Board Policy (§1180)*, is a misdemeanor, as per *California Business Code (§25608)* and a violation of the standards of student conduct. The use, sale or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We, therefore, ask you to actively support the creation of a drug-and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed at the end of each of the next two sections.

Health Consequences

- ◆ Even occasional substance misuse may cause:
 - impaired learning due to drowsiness, poor concentration, memory loss, and indifference to academic achievement.

at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

In conformance with the "Student Right-To-Know Act" of 1990, completion and transfer rate statistics are available in the office of the Vice President of Student Services, and can be viewed at the California Community Colleges Chancellor's Office website, <http://www.cccco.edu>, under the listing "Reports and Student's Right to Know."

Civil Rights

Open Access & Non-Discrimination.

It is the policy of the Solano Community College District, based on California Title V regulations, that **no** person, on the basis of ethnic group identification, religion, age, sex, color or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with State law, will **not** tolerate behavior by students or staff, which insults, degrades, threatens, stereotypes or otherwise discriminates on the basis of marital status, pregnancy, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified other forms of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status and sexual orientation. Complaints should be filed with the Director of Human Resources.

"Title IX" of the *Education Amendment of 1972* guarantees the right of students to be free of sex discrimination. This applies to the following: access to courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance and work experience. Student inquiries concerning "Title IX" complaints should be directed to the Director of Human Resources.

The *Americans with Disabilities Act of 1990* guarantees individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, a services, programs or activities conducted by the College or under College sponsorship. To support these rights, it is the responsibility of the College to provide appropriate auxiliary aids and services to ensure effective communication with individuals with hearing or visual impairments. Complaints should be directed to the Director of Human Resources, Building 600. Alternatively, an individual who believes that he or she or a specific

class of individuals has been subjected to discrimination on the basis of disability may file a complaint directly with the Federal Department of Education.

Affirmative Action.

The Solano Community College District is subject to all laws governing Affirmative Action and equal opportunity including but **not** limited to the *Civil Rights Act of 1964 (Titles VI & VII)*, "Executive Order #11246 of 1965," the *Educational Amendments of 1972 (Title IX)*, the *Rehabilitation Act of 1973 (§504)*, *California Fair Employment Practices of 1959*, and the *Age Discrimination and Employment Act of 1972*. Solano Community College does **not** discriminate on the basis of sex, race, color, religious creed, political affiliation, national origin, marital status, sexual orientation, veteran status, pregnancy, medical condition, age (over 40) or physical/mental disability in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the Director of Human Resources.

Student Equity.

The mission of the California Community Colleges is to serve the educational needs of all residents of the State, regardless of the educational or socioeconomic background, ethnic or cultural heritage of students seeking higher education opportunities. The Solano Community College District is committed to the principle that all students equally achieve their educational goals.

Academic Freedom — Students.

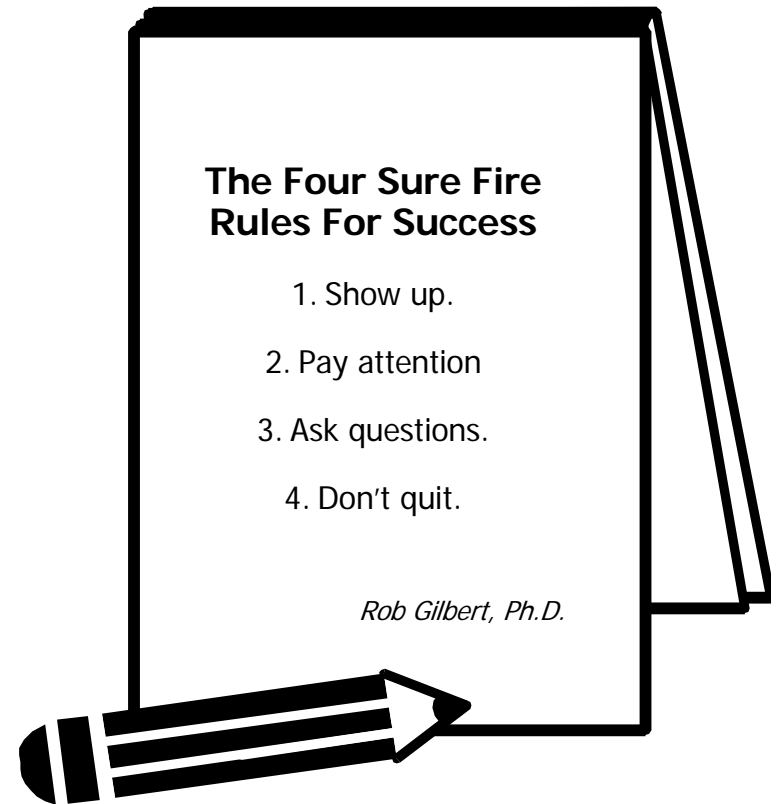
Every student is guaranteed the right of full expression and advocacy (consistent with established District policy and regulations (*Board Policy §5580*). To this end, a "Hyde Park" location has been designated near the Student Center (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups **must** be sponsored by a campus organization, faculty member or administrator.

The "Hyde Park" area is available seven days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area **must** be done through the Office of Student Development **prior** to the activity.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College, including classroom instruction, registration procedures, public programs and athletic events. The expression of obscene, libelous or slanderous statements, according to current legal standards, or statements which so incite students as to create a clear and present danger of the commission of unlawful acts on campus premises or the violation of College regulations or the substantial disruption of the orderly operation of the College are prohibited.

Academic Freedom — Faculty.

The Solano County Community College District affirms its belief in the academic freedom of its full and adjunct faculty and students to engage in any teaching,



missions and Records. Courses eliminated under this policy may not be applied toward any degree or certificate requirement.

If the request is approved, the student's academic record will be annotated to reflect the change, but all work will remain legible. Solano Community College may honor the Academic Renewal Policy of other accredited institutions in disregarding previous academic work.

Requesting Substitutions/Wavier of Requirements – Students must first meet with a counselor before submitting the Substitution/Waiver of Graduation/ or Major Requirements petition.

studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in the *Academic Freedom and Tenure, 1969* (Handbook of American Association of University Professors):

...academic freedom consists in the absence of, or protection from, such restraints or pressures — chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society — as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached.

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that he or she does not speak, necessarily, for the College.

Information on posting materials and conducting fund-raising activities is available in the Student Development Office.

Sexual Harassment.

Sexual harassment is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, appointment, admission, or academic evaluation;
- submission to such conduct is used as a basis for evaluation in personnel decisions or academic evaluations affecting an individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, offensive or otherwise adverse working or educational environment; **or**
- the conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment or adversely affecting any student.

Sexual harassment happens to both men and women. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct should be considered. Sexual harassment may include one or more of the following:

- questions about one's sexual behavior;
- sexually-oriented jokes;
- inappropriate comments about one's body and clothing;
- conversation filled with innuendoes and double meanings;
- sexually suggestive pictures or objects displayed to embarrass or humiliate;
- pinching, fondling, patting or kissing;
- requests for sexual favors;
- repeated, unwelcomed propositions for dates;
- demands for sexual intercourse;
- unfavorable consequences for refusing to submit.

Questions or complaints should be directed to the Director of Human Resources.

Academic Petitions

Any student who has a problem regarding his/her academic performance, enrollment status or registration/withdrawal procedures may petition the college through the Office of Admissions & Records. . Petition forms are provided on the College's website at www.solano.edu, and are available in the Office of Admissions and Records and the Counseling Division Office. Petitions can relate to any of the following issues and circumstances:

- » **Dropping a class after the deadline has passed** — due to extenuating circumstances, specifically, illness, accident or conflict with hours of employment [a physician's statement on letterhead stationary is required to support medical reasons; a employer's statement on letterhead stationary is required to support the change of hours as a condition of continuing (**not new**) employment]. The petition must be signed by the instructor.
- » **Adding a class after the deadline has passed** — The instructor's signature is required and the petition must be submitted to the Office of Admissions & Records within five (5) business days of receiving the instructor's signature.
- » **Repeating a course previously completed successfully (with a grade of "C/CR" or better)** due to extenuating circumstances that affected the previous grade [three or more semesters **must** have passed since the course was completed and there **must** be a compelling reason why a grade higher than a "C/CR" is required in the course]. Students must first meet with a counselor and obtain their signature on the petition prior to submitting it to the Office of Admissions & Records.
- » **Receiving a refund of fees after the deadline has passed** — only under extenuating circumstances.
- » **Being readmitted after academic disqualification** — the petition **must** be reviewed and signed by a counselor before the Dean of Admissions & Records will consider this request.

Requesting Academic Renewal— Students may petition for the elimination of past substandard coursework in the calculation of the their grade point average (GPA) provided that coursework eligible for consideration under this regulation shall be no more than thirty (30) units; clearly sub-standard coursework, defined as those courses in which the student earned grades of D, F or No Credit; courses taken at Solano Community College and courses taken three or more semesters (not including summer session) prior to petitioning.

Students are not eligible for relief under the academic renewal policy until they have completed at least fifteen (15) units, with a grade of "C" or better at an accredited post-secondary institution subsequent to the coursework to be alleviated; met the three semester (not including summer session) time requirements; and filed an Academic Renewal Petition with the Office of Ad-

Copies of the District's current procedures on *Sexual Harassment and Unlawful/Prohibited Discrimination Policies and Procedures (For Employees and Students) (§4270)* are available free, upon request, from the Director of Human Resources (Room 616) or the Vice President of Student Services' Office (Room 433). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

At any time within the grievance procedure of Solano Community College, the student may submit his/her grievance to the United States Department of Education, Office of Civil Rights. The Office of Civil Rights is located in San Francisco and the phone number is (415) 556-4275.

Student Grievance: Non-Civil Rights (§5350)

A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her individual rights. It may arise when a student believes he/she has been denied rights and/or due process as stipulated by college policies, regulations and/or state or federal laws.

Copies of the District's current procedures on *Student Grievances: Non-Civil Rights (§5350)* are available free, upon request, from the Vice President of Student Services' Office (Room 433). These procedures describe the hearing process, include specific, step-by-step actions that must be followed to register a grievance, and establish the time limits under which these procedures operate.

S **Student Responsibilities**

Students are expected to be familiar with the information contained in the SCC *General Catalog* (issued annually), the *Schedule of Classes* (issued each term), and other publications relating to student attendance and conduct.

The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources and enrollment conditions. Students should consult the current *Schedule of Classes* and *Catalog Supplement* for supplementary information and updated requirement.

Attendance and Participation

Students **must** attend the first meeting of their classes to assure verification of their enrollments. Students failing to appear may be withdrawn from class rolls (*Board Policy §6050*).

Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should **not** exceed the number of hours or the number of days, as determined by the instructor, that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors **no** later than the end of 75% of a full-term class, short-term class, or summer session. Students have the responsibility for verifying their enrollment status. Failure to appropriately drop a class may result in a grade of "F" for the course. [Refer to the section below entitled "Withdrawal from Class".]

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card **must** be submitted to the Office of Admissions and Records.

Attendance and Progress of Veterans

Veterans and their dependents **must** initiate their claim for educational benefits through the Veteran's Affairs Office on campus. After classes begin, students are required to notify the Veterans' Affairs Office promptly of any change in their unit loads or changes of address.

Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits.

A veteran who is academically disqualified **must** contact a Veterans' Affairs Office staff member for specific details concerning readmission.

Withdrawal from Class

Students are responsible for officially withdrawing from classes. To officially withdraw from a class, students must:

1. Drop the course(s) using online services at www.solano.edu
2. Turn in a completed drop card at the Office of Admissions and Records (Building 100).

Refunds are not automatic. If you are entitled to a refund, you must submit a completed "Refund Request" form (available from the Office of Admissions and Records, Building 100). Refer to the current *Schedule of Classes* for applicable time frames and policies regarding refunds.

A student may withdraw from a class during the first four weeks of instruction. Courses dropped by the end of the first four weeks of instruction will **not** appear on the student's record.

Courses dropped after 30% of instruction through the end of 62.5% (full term classes only) of instruction will be recorded as a "W" on the student's record. A student **must** petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation is required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 30% of the class will **not** appear on the student's record. Courses dropped 31% to 62.5% of the term/session will be recorded as a "W" on the student's record. Courses dropped after 62.5% of the term/session may be recorded as a "W" if extenuating circumstances apply. Failure to appropriately drop a class may result in a grade of "F" for the course.

The student **must** petition the Academic Council and provide documentation to verify cases of accidents, illnesses, or other circumstances beyond the control of the student.

Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Office of Admissions and Records. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed

Types of Disciplinary Action

There are several types/levels of discipline that may be imposed for violations of the policies or the Rules and Regulations of the District or College:

1. **Official Warning**
2. **Reprimand**
3. **Social Probation**
4. **Restitution**
5. **Suspension by Teacher**
6. **Emergency/Summary Suspension**
7. **Disciplinary Suspension**
8. **Disciplinary Probation**
9. **Expulsion**

The definition, process and implication of each of these are detailed in the District's procedures on *Student Conduct and Discipline* (§5300). Copies of the procedures are available in the Vice President of Student Services' Office (Room 433).

Student Disciplinary Procedures

The Vice President of Student Services administers the disciplinary procedures and is authorized to take appropriate action, subject to the approval of the Superintendent/President and the Governing Board as required in the current District policies and procedures. Disciplinary action taken under these procedures may be taken regardless of anticipated, pending or completed civil or criminal proceedings arising out of the same act or event.

Copies of the District's current procedures on *Student Conduct and Discipline* (§5300) are available free, upon request, from the Vice President of Student Services' Office (Room 433).

Sexual Harassment and Unlawful/Prohibited Discrimination Policies and Procedures (For Employees and Students) (§4270)

In the event that any student believes that an act of unlawful/prohibited discrimination has been directed against him/her by another student, staff member, group or campus organization, the student should contact the Solano Community College Staff Diversity Coordinator. Unlawful/prohibited acts of discrimination could be based on ethnic group identification, race, religion, religious creed, age, sex or sexual orientation, color, physical or mental disability, national origin, status as Vietnam-era veteran, marital status, pregnancy, political activities or affiliation, or medical condition.

intimidation, or the threat of abuse, to the person or property of any member of the campus community, or of members of his or her family.

7. Engaging in disorderly conduct, gambling, lewd, indecent, obscene or offensive behavior on District-owned or controlled property or at any District or College-sponsored or supervised function or activity.
8. The unlawful sale, possession, use or distribution of any drug or substance controlled by state or federal law on District- or College-controlled property or at any District- or College-sponsored or supervised function. Such drugs or substances include but are **not** limited to legally controlled hallucinogenics, narcotics, depressants, stimulants, marijuana and its products, toluene, and alcoholic beverages. This regulation does **not** apply to lawful possession of prescription drugs by the person named on the prescription or possession or contraband drugs or substances by peace officers and College instructors for use as evidence or teaching aids.
9. Theft of, or intentional damage to, campus property, or property in the possession of, or owned by, a member of the campus community, theft of software by copying; unauthorized entry into, unauthorized use of, or misuse of campus property to include "computer piracy," which is unauthorized entry into information which is campus property.
10. Illegal operation of a motor vehicle on the Solano Community College campus.
11. Possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a college function.
12. Violation of any order of the Superintendent/President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspapers, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any other provision of this Section.
13. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.
14. Littering on campus property including grounds, facilities and parking lots.
15. 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.

to the College before leaving the College. Failure to withdraw properly could result in a failing grade.

Academic Honesty

The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the College community. Such instances of dishonesty include:

Plagiarism: Although difficult to define, plagiarism consists in taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take.

1. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
2. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
3. Failure to use quotation marks when quoting directly from another, whether it is a paragraph, a sentence or even a part thereof.
4. Close and extended paraphrasing of another.

Cheating:

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name.

Fabrication:

Presenting data in a piece of work which were **not** gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty:

Providing material or information to another person with knowledge that these materials or information will be used improperly.

Forgery:

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Sanctions

Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President of Students Services for action in accordance with the established disciplinary procedures as set forth in Solano Community College *Board Policy, §5300*. Following procedures consonant with due process, a student may be expelled, suspended, placed on social probation or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

*C*omplaint/*G*rievance Procedures

Student Conduct & Discipline (§5300)

Introduction

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn.

Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

Grounds for Disciplinary Action

Student conduct at Solano Community College **must** conform to and be compatible with the College's function as an educational institution. College-related misconduct for which students may be expelled, suspended, placed on social probation or given a lesser sanction may come within, but is **not** limited to, one or more of the following categories:

1. Failure to comply with the directions of District or College officers or employees acting in the performance of their duties; or violation of District or College policies or regulations.
2. Violating District regulations concerning the registration of student organizations, use of College facilities, and the time, place or manner of public expression, distribution of leaflets, pamphlets or other materials.
3. Academic dishonesty, such as cheating or plagiarism.
4. Forgery, alteration, misuse, misappropriation or theft of College papers, documents, records or identification or knowingly furnishing false information to the District or College or its officers or employees.
5. Disruption or obstruction of classes, meetings, disciplinary proceedings, or other authorized functions or activities of the District or College, whether conducted on the Solano Community College campus or elsewhere including, but not limited to, the use of headsets, walkmans, cellular telephones or pagers in the classroom.
6. Abusive behavior directed toward, or hazing of, a member of the campus community on or off campus property, including verbal abuse, harassment,