

STUDENT HANDBOOK

Rights, Responsibilities, & Procedures

4000 Suisun Valley Rd.
Fairfield, CA 94534

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Solano Community
College

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STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

SSSP is a process that brings students and their college into an agreement about the choices and processes needed for the student to realize their educational objectives.

The agreement acknowledges the responsibilities and rights of both parties. As part of its on-going SSSP, Solano Community College provides a full range of services, including:

- Admission to the College
- Orientation to the College
- Counseling and advising
- Registration for courses
- Follow-up of student progress
- Various support services

Each student has the following responsibilities regarding SSSP services:

- Express a general educational goal at the time of admission
- Meet with a counselor to discuss academic choices and to develop an educational plan
- Identify a specific educational goal upon completion of 15 semester units of degree-applicable, credit coursework
- Attend classes and complete assigned course work
- Maintain progress toward the specified educational goal

The College has the following responsibilities:

- Use multiple sources of information as the basis of assessment for course placement.
- Provide special accommodations for students with learning or physical disabilities
- Provide a mechanism for changing a specified educational goal
- Inform students of their responsibilities and rights regarding matriculation services
- Upon request, provide students with written District procedures concerning challenges, complaints or appeals of SSSP services

The student has the right, and is strongly encouraged, to receive all SSSP services provided by the College. The student also has the right to refuse any or all of these services.

Exemptions:

The following students may be exempt from orientation, and education planning:

- Students who have completed an Associate Degree or higher
- Students who seek to enroll only in non-credit courses
- Students indicating an educational goal of:
 - Job Skills – to maintain current job
 - Personal Interest – not for employment
- Complete credits for High School
- Maintain a Certificate or License (for example, in Nursing, Real Estate)

Privacy of Student Records (FERPA)

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

These rights include:

1. The right to inspect and review official college records.
2. The right to challenge the accuracy of the records.

3. The right of controlled access and release of information.

These rights are designed to protect the privacy of all students. A photo identification is required before releasing information. Official College records are kept in the Admissions and Records office. The Dean of Enrollment Services has been designated "Records Officer," as required by the Act.

Release of Student Information: Student information cannot be released without the written consent of the student as provided for in the FERPA, *Family Educational Rights and Privacy Act of 1974*.

Rights to Privacy: While the College does not provide general directory services, it may (by law under special circumstances) release the following information about a student: name, address, telephone number, date of birth, major field of study, participation in officially recognized sports, height and weight of members of athletic teams, dates of attendance, and degrees and awards received. If a student does not wish such information to be released, notify the Admissions and Records office in writing.

Directory information may be released at the discretion of the College to persons or agencies, such as the National Student Clearinghouse, which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be sent to the Admissions and Records office.

The College is required to release student names, addresses, and telephone numbers to armed forces recruiters, per the Solomon Act, without first obtaining a student's permission. In addition, the College is required to release information to the U.S. Department of Education and the Federal Internal Revenue Services about fees paid and financial aid received according to the *Hope and Opportunity for Post Secondary Education Act of 1997*.

Students 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 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.

Compliance with the Student Right-to-Know and Campus Security Act of 1990 completion and transfer rate statistics can be viewed at <http://srk.ccco.edu/index.asp>.

Civil Rights/Title IX

Open Access & Non-Discrimination is the policy of the Solano Community College District, based on California Title 5 regulations, that no person, on the basis of ethnic group identification, national origin, religion, sexual orientation, age, sex, race, 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, sexual orientation, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified another form of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status. Complaints should be filed with Human Resources. No one shall retaliate against anyone who

files a discrimination complaint or participates in an investigation, or against anyone who is a representative of an alleged victim or an alleged offender.

“TITLE IX” of the Education Amendment of 1972 provides the starting point that guarantees the right of students, faculty, staff, and administration to be free of sexual discrimination and harassment. These guarantees apply to access to educational opportunities and courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance, the educational environment and work experience. Any inquiries related to “Title IX” concerns of sexual discrimination or harassment should be reported directly to the Title IX Administrator of the Solano Community College District, through Human Resources.

The Americans with Disabilities Act of 1990 provides individuals with disabilities equal educational opportunities, programs, and services. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. Academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal educational opportunity. If students feel their accommodations have not been made, they may file a complaint with 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 College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

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.

Academic Freedom – Faculty

The Solano Community College District affirms its belief in the academic freedom of its full time and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

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

“...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 they do not speak, necessarily, for the College.

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, visual, or physical conduct of a sexual nature or communications constituting sexual harassment made by someone from or in the work place or educational setting when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors programs, or activities available at or through the district.

Examples of Sexual Harassment:

1. Making unsolicited verbal, physical, written, and/or visual contact of a sexual nature.

Verbal: Offensive and/or inappropriate comments, epithets, whistling, jokes and innuendos of a sexual nature, including but not limited to, comments of a sexual nature about another person's or one's own physical appearance, attire, sexual thoughts, sexual behavior, marital status or sexual orientation.

Physical: Offensive and/or inappropriate touching, interference with movement, or sexual assault, including but not limited to, kissing, touching intimate places, unnecessary and unwelcome touching of non-intimate places, or blocking of free bodily movement.

Written: Sending or delivering sexually suggestive letters, notes, invitations, electronic media transmissions, or other reading materials.

Visual: Displaying sexually suggestive posters, pictures, drawings, cartoons, computer graphics or objects; making sexually suggestive or obscene gestures; leering or staring at another person with sexual intent.

The above types of conduct of a sexual nature may be considered sexual harassment whether or not they are directed at a specific person. A workplace or educational setting which is permeated with sexual communications or behaviors may create a hostile environment to all persons within that setting.

Whether an environment is hostile depends on the totality of the circumstances, including such factors as the frequency and severity of the conduct and whether the conduct has a negative impact on a person's work or educational environment.

2. Continuing to express sexual interest after having been informed that the interest is unwelcome.
3. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the career, salary, or work environment of another person, including but not limited to promises or threats regarding appointments, promotions, transfers, changes of assignment, or performance evaluations which are explicitly or implicitly made contingent on the person tolerating or submitting to the sexual behavior.

4. Coercive sexual behavior such as making reprisals, threats of reprisal, or implied threats following a rebuff of harassing behavior used to control, influence, or affect the educational opportunities, grades, or learning environment of a student, including but not limited to promises or threats regarding grades earned or deserved, course admission, suggesting poor performance evaluations, letters of recommendation, benefits or services such as scholarships, financial aid, or work study jobs which are explicitly or implicitly made contingent on the student tolerating or submitting to the sexual behavior.

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.

Graduation and Maintaining Catalog Rights

Graduation requirements at all campus locations are determined according to the Catalog in effect at the time of first enrollment at SCC. If enrollment is in any credit course and is continuous (at least one course is taken each academic year), then graduation requirements are taken from the Catalog in effect at the time of first enrollment.

Students enrolled at another regionally accredited public institution of higher education and meeting the SCC definition of continuous enrollment shall not lose their original catalog rights. In order to maintain catalog rights, enrollment must begin with Solano Community College. Students may select a more recent catalog for catalog rights. Please visit solano.edu/catalog/index.php for more information. Please visit www.solano.edu/graduation/ for information about commencement at Fairfield campus.

Attendance and Participation

Students must attend the first meeting of their classes each semester in order to verify their class enrollments. Students failing to appear may be dropped from class rosters. Regular attendance, completion of examinations and assignments, and participation in class activities and discussion is expected. 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. Students who fail to attend their classes may be dropped by their instructors no later than the end of 62.5% of a full-term class, short-term class, or summer session.

Students have the responsibility of verifying their enrollment status. **If students stop attending, it is their responsibility to drop themselves via *MySolano* or contact Admissions & Records.**

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.

Attendance and Progress of Veterans

Veterans and their dependents must initiate their claim for educational benefits through the Veterans Resource Center on campus. After classes begin, students are required to notify the Veterans Resource Center 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 Resource Center staff member for specific details concerning readmission.

Withdrawal from Classes

Students are responsible for officially dropping from classes through *MySolano* before established deadlines. Non-attendance or non-payment of fees is not a guarantee of removal from a course and does not alleviate responsibility to pay fees.

Courses dropped after 20% of instruction through the end of 62.5% of instruction will be recorded as a “W” on the student’s record. A student must petition for a “W” after the last day to drop if extenuating circumstances apply. Documentation may be required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 20% of the class will not appear on the student’s record. Courses dropped 21% to 62.5% of the term/session will be recorded as a “W” on the student’s record.

Students should refer to their Schedule Bill for course specific deadlines

Withdrawal from College

Students who find it necessary to drop all courses during the semester are required to drop within published deadlines. It is important to clear any debts owed to the College before leaving the College. Failure to drop properly could result in failing grades and a student debt.

Students are advised to speak with faculty members and a counselor before deciding to withdraw.

Students should access their *MySolano* account to drop or do so in person at any of our Admissions and Records campus locations.

ACADEMIC HONESTY POLICY

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. Violation of the Academic Honesty Policy includes but is not limited to:

1. Plagiarism – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are also encouraged to visit the

- Academic Success and Tutoring Center (ASTC) for free help in understanding and preventing plagiarism. Students are always responsible for any plagiarism in their work.
2. 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 computer generated class notes, except as permitted by any college policy or administrative procedure.

Sanctions for Academic Dishonesty

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination. Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Vice President, Student 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, or given a lesser sanction if they are 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.

STUDENT CONDUCT STANDARDS

Standards of Student Conduct

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 and in the activities of the 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, or given a lesser sanction may come within, but is not limited to, one or more of the following categories:

1. **Academic Violations:**
 - a) Violation of the Academic Honesty Policy includes but is not limited to cheating or plagiarism. An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. "F") grade, or numerical equivalent, for the assignment or examination.
 - b) Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student's exam, etc.
 - c) 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 computer generated class notes, except as permitted by any college policy or administrative procedure.
2. **General College Violations:**
 - a. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or

- knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
- b. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
 - c. Engaging in an 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 administrative procedures, or the substantial disruption of the orderly operation of the college.
 - d. Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
 - e. Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
 - f. Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
 - g. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of the college.
 - h. Causing or attempting to cause damage to district
 - i. property or to private property on campus.
 - j. Littering on campus property, including grounds, facilities, and parking lots.
3. **Computer Usage Violations:** Students are to conduct themselves in accordance with Governing Board Policy 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:
- a. Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another person's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
 - f. Use of computing facilities to interfere with normal operation of the college computing system.
 - g. Use of computing facilities for student's personal financial gain or for solicitation of any kind
4. **Behavior Violations**
- a. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
 - b. Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
 - c. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
 - d. Gambling on District property.
 - e. Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
 - f. Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.

- g. Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel.
- h. Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i. Committing or attempting to commit robbery or extortion.
- j. Committing sexual harassment as defined by law or by college policies and procedures.
- k. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

5. Substance Violations

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, 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, on college property, or at any college sponsored event.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

6. Weapons Violations

- a. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the college Superintendent-President.
- b. Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

7. *Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.*

Types of Disciplinary Action: Sanctions may be imposed for violation of the Standards of Student Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure is administered by the Vice President, Student Services, or designee. Previous violations of the Student Conduct Code will be considered when determining appropriate sanctions for violations.

Non-Appealable Sanctions

- 1. Official Warning
- 2. Reprimand
- 3. Temporary Suspension by Instructor
- 4. Administrative Withdrawal from Class
- 5. Disciplinary Probation
- 6. Short-Term Suspension
- 7. Restitution
- 8. Campus Community Service
- 9. Withdrawal of Consent to Remain on Campus/ Short- Term Suspension
- 10. Mental Health Clearance

Appealable Sanctions

- 1. Suspension

2. Expulsion

The definition, process and implication of each of these are detailed in the District's procedures on "Standards of Student Conduct (§5300)," available in the Student Life office (Room 1425/1426), the Office of the Vice President, Student Services (Room 604), and the Counseling office (Bldg. 400).

Student Disciplinary Procedures: The Vice President, Student Services, or designee 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 "Standards of Student Conduct (§5300)" are available free, upon request, from the Office of the Vice President, Student Services (Room 604, Building 600).

COMPLAINT/GRIEVANCES PROCEDURES

Student Complaints: Unlawful/Prohibited Discrimination Policy and Complaint Resolution Procedures (§4285) and Sexual Harassment Policy (§4270)

In the event that any student believes that an act of prohibited and unlawful discrimination involving ethnic group identification, religion, age, sex, color or physical or mental disability, race, national origin, marital status, pregnancy, political activities or affiliation, medical condition, veteran status, or sexual orientation has been directed against them by another student, staff member, group or campus organization, the student may file a complaint with the Human Resources Department, (707) 864-7128.

At any time the student may submit their complaint to any of the following agencies: California Department of Fair Employment and Housing at (800) 884-1684; U.S. Department of Education, Office for Civil Rights at (800) 872-5327; California Community College Chancellor's Office at (916) 322-4005, and Equal Employment Opportunity Commission at (800) 669-4000.

Student Grievances: Non-Civil Rights (§5350)

A grievance may arise from a decision or action that has an adverse effect on a student with respect to their educational rights. It may arise when a student believes they have been denied educational rights provided by college, state, and federal policies, rules or regulations.

Copies of Solano Community College's current procedures on "Student Grievances: Non-Civil Rights (§5350)" are available free, upon request, from the Vice President of Student Services, or designee (Room 604) solano.edu/district_policies/series5300_student_rights These procedures outline the steps to file a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

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 Office, located in the 400 Bldg.. 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.

- **Repeating a course previously failed** – after second failed attempt, a repeat petition must be signed by a Counselor.
- **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 in the Targeted Academic Persistence (TAP) office and the Dean of Academic Support Services.
- **Requesting Academic Renewal**—Students may petition for the elimination of up to 30 units of clearly substandard coursework (grades of D or F) in the calculation of their GPA, provided (1) those courses were taken **three or more semesters** (not including summer session) prior to petitioning, and (2) at least 15 units with a grade of "C" or better have been completed at a **regionally accredited postsecondary institution** subsequent to the coursework to be alleviated. The permanent academic record will be coded to indicate that the original grades will not be reflected in the grade point average; however, the courses will remain on the permanent record. Courses eliminated under this policy may not be applied toward any degree or certificate requirement. Official transcripts are required for subsequent coursework submitted from accredited postsecondary institutions other than Solano Community College. Students shall file an Academic Renewal Petition with the Office of Admissions and Records.
- **Requesting Substitutions/Waiver of Requirements** — Students should first meet with a counselor before submitting the Substitution/Waiver of Graduation/ or Major Requirements petition.

A DRUG AND SMOKE FREE CAMPUS

Drug and Smoke 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 policies for Student Conduct Standards (§5300) prohibit, on college property, or at any college-sponsored event:

- a. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, 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.
- b. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

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 the 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 (§1120), 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.

For reasons of health and safety, the Solano Community College District has instituted a Tobacco-Free policy. Tobacco use is prohibited on all District-owned property, including buildings, grounds, and parking lots (Board Policy §4215). It is the responsibility of all students and employees to observe this policy. SCC will follow discipline procedures for those reported to be violators. (This policy does not supersede more restrictive policies that may be in force in compliance with State or Federal regulations.)

SAFETY FOR THE COLLEGE COMMUNITY

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 - No community or campus 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.

All law enforcement services are provided by the Solano County Sheriff's Office under a Memorandum of Agreement with Solano Community College District. The department is located in Bldg. 1800B. When on campus report any criminal action or other emergency by calling (707) 580-6526 or 911. The non-emergency number is (707) 864-7131. Off campus dial 911 to report an 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."

College Property - Solano Community College property may not be removed from the campus without the expressed, written permission from the school 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 Finance and Administration, the Campus Sheriff's Office shall ensure that reasonable protection is provided by using methods that fit within and contribute to the educational

philosophy and process of the institution. The non-emergency number for campus police is (707) 864-7131 or, after hours: (707) 580-6526.

Sexual Assaults - Sexual assaults including rape, acquaintance rape, and other sex offenses, should be reported to the campus Sheriff's Department immediately. Deputies can be contacted in Bldg. 1800B or by calling (707) 580-6526. The non-emergency number for campus Sheriff's Department is (707) 864-7131.

A victim of sexual assault should not touch or change anything at the scene. They should not wash, take a shower, or change clothing; which 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 deputy trained in sexual assault investigation. During the fall and spring semesters, a nurse is located in Bldg. 1400. The rape crisis hotline for Solano County is (707) 258-9404. 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. All criminal investigations are conducted independently of College rules of conduct inquiries.

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 Sheriff's 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, SAFETY- CONSCIOUS, AND INVOLVED.

The Campus Crime Statistics Report is published annually and is available in the Solano Community College Sheriff's Department and on the College's website at <http://www.solano.edu/police/statistics.php>.

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 safety problem arises, the campus Sheriff's Department will notify persons using these facilities.

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.

Printed copies of this handbook can be found at the following locations:

Student Life Office (1425), Counseling Office (Bld. 400), Vallejo Center, Vacaville Center, TAFB Center, Nut Tree Airport

Solano Community College Student Handbook

Comments or suggestions regarding this publication or its contents should be directed to:

***Vice President, Student Services, Building 600
(707) 864-7173***