

Student Rights and Conduct

Rules and Regulations for Student Behavior

Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5500). Saddleback students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by Saddleback College is cause for disciplinary action.

Code of Conduct

In compliance with California Education code Section 66300 and in keeping with the above, the following regulations have been established to effectively and efficiently guide the approved educational programs, approved student activities, and community services.

Students may be disciplined for one or more of the following causes related to college activity or attendance while on campus, at satellite locations, and online.

- A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of or persistent abuse of, District personnel.
- B. Assault, battery, or any threat of force or violence upon a student, District personnel, or an authorized visitor.
- C. Willful misconduct resulting in injury or death to a student or District personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or District personnel, or students in attendance at the colleges or programs of the District.
- D. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.
- E. The unlawful use, sale, or possession on District property or presence on District property while under the influence of any controlled substance or any poison classified as such by state or federal law.
- F. Smoking in an area where smoking has been prohibited by law or by Board policy or administrative regulation.
- G. Disorderly, lewd, indecent, or obscene conduct on District property or at District sponsored functions.
- H. Sexual assault (as defined in Board Policy 3540 - *Sexual and Other Related Assaults on Campus*) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.
 - I. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on District property or at a District-sponsored function without the prior authorization of the disciplinary officer.
- J. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
- K. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of their family or the threat of such physical abuse when related to a District program or activity.
- L. Misrepresentation of oneself or of an organization as an agent of the District.
- M. Soliciting or assisting another to do any act which would subject a student to discipline.
- N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on District premises, or at District-sponsored events, or appearance on District property or at District-sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and District policy.
- O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
- P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender identity, gender expression, sexual orientation, or any other status protected by law, or because of the perception that the other person has one or more of these characteristics.
- Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.
 - a. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
 - 1. forging signatures on official documents such as admissions cards and financial aid applications.
 - 2. changing or attempting to change official academic records without proper sanction.
 - 3. misrepresenting or falsifying successful completion prerequisites.

4. providing false information, such as immigration materials, during the admission or matriculation process.
5. falsifying one's identification or falsely using another's identification.
6. logging in or otherwise gaining access to a computer, computer network, or protected website using the password or identity of another.
7. citation of data or information not actually in the source indicated.
8. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper, or other academic exercise.
9. submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
10. submitting as the student's own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
11. taking a test for someone else or permitting someone else to take a test for a student.
- b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas, or data as one's original work, including, but not limited to, the following:
 1. intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 2. taking sole credit for ideas and/or written work that resulted from collaboration with others.
 3. paraphrasing or quoting material without citing the source.
 4. submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
 5. sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
 6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 7. modifying another's work and representing it as one's own work.
- c. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
 1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
 2. completing, in part or in total, any examination or assignment for another person.
 3. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
 4. copying from another student's test, paper, lab report or other academic assignment.
 5. copying another student's test answers.
 6. copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
 7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
 8. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
 9. employing aids excluded by the instructor in undertaking course work.
 10. looking at another student's exam during a test.
 11. using texts or other reference materials (including dictionaries) when not authorized to do so.
 12. knowingly gaining access to unauthorized data.
 13. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.
- R. Contravention of Copyright Laws.
- S. Violation of District Board Policies and Administrative Regulations.

Access to Records and Release of Information

The congressional legislation entitled The Family Educational Rights and Privacy Act is designed to protect the privacy of student information (*BP 5040/AR 5040*)

In compliance with this law, the college provides students access to specified official records directly related to the student and an opportunity to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate, while providing for the challenge of the actual grade received.

The college will not release, except by subpoena from state, local, and federal government officials, personally identifiable data about students without their prior written permission. The following directory items are exceptions to this policy.

Saddleback College regards as public information:

1. Terms for which a student is enrolled
2. The enrollment status (full time, part time, as defined by financial aid regulations) for the term in which the student is enrolled
3. Declared major
4. Participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
5. Degrees and awards received including honors, scholarship awards, athletic award and Dean's List recognition.

Students who do not wish to have the above directory information released must submit a written request to the Dean of Enrollment Services.

Students wishing to challenge information in their files should contact the Vice President for Student Services, who will cause a hearing to be held.

A standard fee has been established to cover the cost of furnishing copies of some college records to the student. Students wishing to have a copy of other records will be furnished copies at the actual reproduction cost except when copies of transcripts of coursework completed at other institutions must be obtained from those institutions.

The act applies to educational records only and does not include administrative records.

Catalog Rights and Continuous Enrollment

Effective Fall 2009

Catalog Rights

Because course requirements for degree and certificate completion may change from one catalog year to the next, students may establish "catalog rights" when they first take classes at Saddleback. Establishing catalog rights protects the student from being held for additional requirements that may be added to a later catalog. Policies printed in the college catalog are in effect for the academic year, fall, spring, and summer.

Beginning in fall 2009, the number of years allowed for students to complete a certificate or degree program and maintain catalog rights from when they first took classes at Saddleback College will be no more than six years.

Students who were enrolled prior to fall 2009 shall be afforded the catalog rights from when they first took classes at Saddleback College, if they have met the standards for continuous enrollment given below.

For the purposes of meeting graduation or certificate requirements, students may elect to meet the requirements of any of the following, provided they maintain continuous enrollment and meet the six year time frame for certificate and degree program completion:

1. The catalog was in effect at the time they began taking courses at Saddleback College, or
2. Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
3. The catalog that is in effect at the time they file an application for a degree or certificate.

Continuous Enrollment

Students maintain catalog rights by maintaining continuous enrollment in the South Orange County Community College District- that is by receiving a letter grade of "A", "B", "C", "D", "F", "P"(C), "NP" (NC), "RD", "W", "MW", "EW", "FW", or "I" on their transcripts for at least one course per academic year.

Catalog rights apply only to Saddleback College graduation and program requirements. If other institutions change their requirements for entrance, graduation, satisfaction of general education patterns, or in other ways, it may be necessary for the student to meet the new requirements upon transfer, even if continuous enrollment has been maintained.

Unless otherwise requested by the student on the Petition for Graduation, the catalog used to determine eligibility will be the catalog in effect at the time the student began continuous enrollment at Saddleback College.

Documented military or medical leave will not be considered an interruption of enrollment. Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing the absence does not exceed two years.

Some programs require that students complete specific courses within an established time frame. In such cases, recency requirements supersede catalog rights.

Student Right-to-Know Disclosure

- Completion Rate: 44.13%
- Transfer Rate Statewide: 12.79%

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the South Orange County Community College District and Saddleback College to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2017, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

Based upon the cohort defined above, a "completer" is a student who attained a degree or certificate or became "transfer prepared" during a three-year period, from fall 2017 to spring 2020. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer prepared" during a five-semester period, from spring 2018 to spring 2020, are transfer students.

Information about Student-Right-to-Know rates for Saddleback College and how they should be interpreted can be found at the California Community Colleges Student-Right-to-Know Information Clearinghouse website: <http://srtk.cccco.edu/index.asp>(link is external).

NOTE: SRTK rates do not represent the success rates of the entire student population at Saddleback College, nor do they account for student outcomes occurring after this three-year tracking period. Additionally, the rates do not describe other important features about the college and its students.

Nondiscrimination and Harassment Policies

(BP 3430/AR 3430)

The South Orange County Community College District is committed to providing an academic and work environment free of unlawful discrimination and harassment. Federal and state laws and District policies afford students and employees the right to work or learn in an environment free from discriminatory intimidation, ridicule and insult.

The District prohibits illegal harassment including the acts of students, employees, and non-employees. Prompt and equitable action, including appropriate disciplinary action, will be taken against any student, employee (supervisory or otherwise), or agent of the District, who engages in such conduct. The action will be prompt, effective, and commensurate with the severity of the offense.

General Harassment

Discrimination and/or harassment based on race, color, sex, gender, gender identity, gender expression, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military

service, sexual orientation, marital status, pregnancy, or any legally protected characteristic, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. Harassment comes in many forms, including but not limited to the following conduct:

- Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status.
- Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other legally protected status.
- Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other legally protected status; or gratuitous comments regarding gender, race, nationality, sexual orientation or other legally protected status that are not relevant to the subject matter of the class or activities on the job.
- Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Sexual Harassment

(AR 3433)

In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- 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; or
- 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 college.
- An individual who feels they have been subjected to sexual assault may file a complaint with the police department or the designated Title IX Officer for Saddleback College: Vice President for Student Services 949/582-4566

Complaint Procedures

Informal Procedures

The District strongly encourages students and staff who believe they are being harassed to file a complaint in a timely manner. Since failure to report harassment impedes the District's ability to stop the behavior, the District strongly encourages that such complaints be made within 30 days of the alleged incident. Any complaint not involving employment may be made orally or in writing within one year of the date of the alleged discrimination or harassment.

The District has established "designated officers" who are charged with receiving complaints. The designated officer will explain the rights and options available to the individual bringing charges of unlawful discrimination or harassment. If there is a simple misunderstanding or the individual does not wish to file a formal complaint, the individual may elect to pursue an informal resolution process. The informal process is not a prerequisite for filing a formal complaint.

An individual who feels they have been subjected to sexual assault may file a complaint with the police department in addition to any other complaint.

Individuals who believe they have been subjected to unlawful discrimination, including harassment, may report complaints to the designated officer for Saddleback College:

Vice President for Student Services
28000 Marguerite Pkwy.
Mission Viejo, California 92692
(949) 582-4566

Formal Procedures

If an informal process does not resolve the matter and/or the complainant wishes to pursue formal charges, he or she may elect to follow formal complaint procedures. The informal process may not be appropriate for complaints of sexual assault. Formal complaints of unlawful discrimination or harassment must be filed in writing on a form prescribed by the State Chancellor. Approved complaint forms are available from any one of the following sources:

Vice President for Student Services
28000 Marguerite Pkwy.
Mission Viejo, California 92692
(949) 582-4566

Director of Human Resources
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, California 92692
(949) 582-4348 or (949) 582-4850

Saddleback College - www.saddleback.edu

South Orange County Community College District - www.socccd.edu/departments/human-resources/title-ix-information/file-title-ix-complaint

California Community Colleges Chancellor's Office - www.cccco.edu (link is external)

Upon receiving a formal written complaint, the District will determine whether the complaint has met the necessary requirements, which include but are not limited to whether it was filed in a timely manner, on an appropriate form, and whether it alleges unlawful discrimination as stipulated in Title 5, section 59300. The District will investigate properly filed complaints according to procedures prescribed in Board policy. The District will complete its investigation within 90 days of receiving the complaint and report its administrative determination. The District must provide written notice to both the complainant and the State Chancellor of whether there is probable cause to sustain the charges raised in the complaint; a description of the action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District and the State Chancellor.

Further Information

For more comprehensive information about discrimination and harassment, students are encouraged to read the Harassment Policy and Complaint Procedure brochure, which is available on-line at the Vice President for Student Services website: www.saddleback.edu/administration/office-student-services. Comprehensive policy information and complaint form are also available at the District's Title IX Complaint website: www.socccd.edu/departments/human-resources/title-ix-information/file-title-ix-complaint.

Students may also refer to Administrative Regulation 3433 for more information regarding filing a complaint and investigation procedures.

Disability Discrimination

Students who have specific questions related to disability discrimination are encouraged to contact Special Services at (949) 582-4885, Student Services Center, Room 113. Formal complaints may be filed with Dean of Student Equity and Special Programs, ADA/504 Officer. The office is located in the Student Services Center, Room 140G. For more information, please call (949) 582-4535.

ADA Academic Adjustments

Students with verified disabilities who believe they have not been given reasonable academic accommodations are urged to immediately contact DSPS, (949) 582-4885 (voice) or (949) 482-4430 (video phone for deaf) to see if their

concerns or issues regarding accommodation and/or district policies can be satisfactorily resolved. A copy of the Saddleback ADA Academic Adjustment Procedure is available on request.

Formal complaints may be filed with the Dean of Student Equity and Special Programs, Student Services Center, SSC 140G, (949) 582-4535.

According to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities may file a complaint with the Office for Civil Rights, U.S. Department of Education.

Drug Free Workplace and Smoke Free Campus

Drug-Free Workplace Policy

The purpose of this regulation is to implement the provisions of the Drug-Free Workplace Act of 1988 (Public Law 100-690, 41 U.S.C. 5151, et seq.), which requires federal grant recipients to provide a drug-free workplace.

The Chancellor shall:

1. Distribute the following statement to all employees:

You are hereby notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in Schedules I-V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), is prohibited in the workplace.

You are further notified that, as a condition of your continued employment in this district which accepts federal grants, you will abide by the terms of this statement, and will notify the district of any criminal drug statute conviction (including a plea of nolo contendere), occurring in the workplace. Said notice shall be delivered no later than five (5) days after such conviction.

The district will take appropriate personnel action, up to and including dismissal, against any employee found to have violated the provisions of this statement.

2. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The district's policy of maintaining a drug-free work place;
 - c. Drug counseling, rehabilitation, and assistance programs available to eligible employees through the Employee Assistance Program; and
 - d. The penalties that may be imposed by the district on employees for drug abuse violations.

Smoke Free Campus

It is the policy of the South Orange County Community College District to maintain a smoke free/tobacco free environment for all district sites. The use of cigarette and/or all tobacco products is prohibited within any District facility and/or on any property. This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the general public attending events at any site within the district. Additionally, this policy shall apply to all District facilities or properties, owned or leased, regardless of location; and all state and auxiliary vehicles.

The following guidelines shall apply:

1. Smoking and the use of all tobacco products is prohibited in all District buildings and on all District property.
2. District owned or rented vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.
3. As new related medical research and information becomes available, this Administrative Regulation and corresponding Board Policy will be reviewed by the Student Health Centers and the Employee Wellness Program and distributed as appropriate.
4. The Student Health Centers will serve as referral agencies and provide guidance for students and staff as requested.

5. A district committee composed of representatives from the college and the district will review the regulations periodically.

Tobacco products include, but are not limited to, the burning of any type of cigar, cigarette, or pipe. In addition, the use of electronic cigarettes (vapor) and smokeless/chewing tobacco are prohibited. Tobacco products shall not be commercially sold or distributed in any manner on any district site. This includes free sample distributed by vendors. Advertising and sponsorship of events by tobacco companies is also prohibited.

Violators of this regulation may be subject to a citation.

Parking

Traffic and Parking Regulations

(BP 6750, AR 6750)

These regulations are intended to promote the safe and orderly movement of traffic on all District and college property for vehicles and bicycles. All applicable provisions of the California Vehicle Code (CVC) are expressly applicable to the traffic upon the roadways, driveways, paths, parking facilities, and grounds of the District and colleges.

Fee permits are required for motor vehicles. Parking of motor vehicles and bicycles is limited to specially designated areas. Vehicles or bicycles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to these provisions. All persons who enter on District and/or college property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

I. DEFINITIONS

Every word or phrase relating to traffic and parking used in this regulation shall have the same meaning as defined in Division I of the California Vehicle Code, unless otherwise defined in this regulation.

- A. **District** - Means the South Orange County Community College District
- B. **Board** - Means the South Orange County Community College District Board of Trustees
- C. **IVCPD**-Irvine Valley College Police Department
- D. **SCPD** - Saddleback College Police Department
- E. **ATEP**-Advanced Technology and Education Park
- F. **Authorized Service Vehicle**- Means any of the following:
 1. A district owned, leased, or operated vehicle when operated in an authorized manner.
 2. An authorized emergency vehicle as defined by the California Vehicle Code 39.
 3. A state, county, city, or local government vehicle registered with a California Exempt 40 License Plate.
 4. A vehicle owned, leased, or operated by a state or local educational institution to conduct authorized official business with or for the District.
- G. **Vehicle Code or CVC**- Vehicle Code shall mean the Vehicle Code of the State of California.

II. ENFORCEMENT

The IVCPD and SCPD are authorized to issue traffic and parking citations within the boundaries of District properties pursuant to:

- A. Traffic and parking regulations established by these regulations.
- B. California Vehicle Code, California Education Code, and California Penal Code.
- C. Applicable codified Ordinances of the County of Orange and the City of Tustin, City of Irvine Municipal Codes, and Mission Viejo Municipal Codes.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these articles (Education Code Sections 67301, 76360, Calif. Vehicle Code, Sections 21113, 42001, 40000.1, Calif. Penal Code Section 118).

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the regulation itself. IVCPD and SCPD staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

III. GENERAL TRAFFIC REGULATIONS (WITH THE EXCEPTION OF AUTHORIZED VEHICLES)

- A. No person shall drive or ride a motor-driven scooter, motorcycle, electric or self-propelled bicycle on any campus sidewalk or landscaped area.
- B. No person shall ride a skateboard, roller skates, roller blades, self-propelled scooter, Segway, hoverboard, or similar devices on District property.
- C. No person shall ride or walk a horse within the confines of the campus without the written approval of the college president, with the exception of a miniature horse service animal.
- D. No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field or any lawn or landscaped area except emergency or maintenance vehicles, or approved vendors.
- E. No person shall drive a motor vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel only in the direction indicated by traffic signs or markings.
- F. No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the prior written approval of the Chancellor, college president or designee.
- G. No person shall sleep in, or remain overnight in, any vehicle parked on campus without the prior written approval of the Chancellor, college president or designee.
- H. No person shall walk on a campus road which is paralleled by a sidewalk except when crossing the street in a marked pedestrian crosswalk. Where there is no sidewalk, pedestrians shall walk on the side of the road, in single file, and facing oncoming traffic.

III. SPEED Regulations

- A. Unless otherwise posted, no person shall operate a motor vehicle or bicycle within the confines of any District facility at a speed greater than 15 miles per hour or as posted, except for emergency vehicles.

V. PARKING REGULATIONS

- A. Painted curbs are an indication of restricted parking. The color denotes the type of parking allowed as indicated below:
 - 1. Red Zone (No Parking Area/Tow Away Zone) - no parking or stopping anytime whether the vehicle is attended or not.
 - 2. Yellow Zone (Loading/Unloading Only) - loading and unloading of vehicles and the parking of service vehicles.
 - 3. Green Zone - parking time is limited to the designated time, which is indicated by signs or other markings.
 - 4. Blue Zone - disabled persons parking area by permit only.
- B. No person shall park in an area posted or marked as disabled parking unless a valid disabled persons placard, or distinguishing license plate is displayed on or in the vehicle for such parking in conjunction with a valid college parking permit.
- C. No person shall park in an area posted or marked as parking by student permit only unless a valid parking permit is displayed on or in the vehicle.
- D. No person shall park in an area posted or marked as staff parking unless a valid parking permit authorized for staff parking is displayed on or in the vehicle.
- E. No person shall park in an area posted or marked as reserved parking, except by special permit.
- F. No student, faculty or staff member shall park in an area posted or marked as visitor parking only.

- G. No person shall stop, park or leave standing any vehicle in any area posted or marked as no parking, regardless of whether or not the vehicle is attended.
- H. No person shall stop, park or leave standing any vehicle in any area where the curb is painted red, regardless of whether or not the vehicle is attended.
- I. When signs or markings that restrict, prohibit or limit parking are erected on any street, road or area, no person shall park or leave any vehicle upon such a street, road or area.
- J. No person shall park or leave standing a vehicle on the interior of any campus or on any sidewalk, pathway, landscaped area or field that is not designed for parking except by special permit.
- K. No person shall park or leave standing on any campus a vehicle that blocks any traffic lane, roadway, parking lot, or vehicle.
- L. Motorcycles and bicycles must be parked in designated areas.
- M. All vehicles shall be parked clearly within a designated parking stall.
- N. All vehicles shall be parked heading into a parking stall.
- O. Meter payment is required for parking in metered spaces during the hours posted on the meters. With the exception of VIP staff permits, parking permits do not authorize parking in metered spaces.
- P. No vehicle shall be left parked on campus after 11 p.m. or before 6 a.m., except by special permit.
- Q. No person shall park in a designated low emitting or fuel-efficient vehicle parking space unless the vehicle is an American Council for an Energy Efficient Economy (ACEEE) approved low emitting or fuel efficient vehicle.
- R. Only electric vehicles displaying a valid college parking permit and actively charging shall park in a designated Electric Vehicle Charging Station (EVCS) parking space. All other vehicles shall be subject to a citation.
- S. No person shall plug in an electric vehicle unless they are in a designated electric vehicle charging parking space.
- T. The District will charge the following additional usage fees to cover the costs for electricity and EVCS services to all users using the chargers that are owned and operated by the District:
 - 1. 25 cents per kilowatt hour.
 - 2. \$3.00 per hour once the vehicle has been fully charged with a 45 minute grace period.
 - 3. The fees shall be posted on the IVCPD and SCPD websites.
 - 4. At Saddleback College, there may be chargers on campus that are owned and operated by San Diego Gas and Electric (SDGE) in which case SDGE sets their own rate.

VI. ABANDONED VEHICLES/RECREATIONAL VEHICLES

- A. No person shall abandon or leave standing any vehicle on any campus for 72 or more consecutive hours. All such vehicles may be stored under authority of Section 21113A of the California Vehicle Code. Unless prior arrangements have been made with the IVCPD or SCPD, recreational vehicles are not allowed to park overnight, nor are persons allowed to sleep overnight in their vehicles while on District property.
- B. Any person who abandons a motor vehicle on any campus will be responsible for all towing and storage charges.

VII. PARKING PERMITS

- A. All parking permits will be issued under the authority of IVCPD or SCPD.
- B. A valid parking permit must be visibly displayed within the five inch square in the lower corner of the windshield nearest the driver in any vehicle parked on campus (metered spaces excepted) at all times, 24 hours a day, seven days a week.
- C. **Staff Parking Permits** for automobiles and motorcycles may be purchased from the IVCPD or SCPD by employees of the District, excluding student help and college work/study students. To park on campus, employees shall purchase Staff Parking permits annually by August 31. These parking permits will allow parking in areas posted or marked as staff parking, These permits are not valid in metered areas.
- D. **Student Parking Permits** will allow parking in areas posted or marked as parking by permit only. These permits are not valid in visitor or metered areas. Student Parking Permits may be purchased during the student registration process online or from the IVCPD or SCPD. Students must be registered and enrolled in one or more classes to purchase a parking permit.
- E. **Motorcycle Parking Permits** will allow parking in areas posted or marked as motorcycle parking only. These permits are not valid in student, staff, visitor, or metered areas. Motorcycle Parking Permits may be

- purchased from the IVCPD or SCPD. Students must be registered and enrolled in one or more classes to purchase a motorcycle parking permit.
- F. **Guest parking permits** that have been duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College, or designee, will be acknowledged and parking will be permitted in the designated locations identified on the temporary parking permit form. These permits are not valid in metered areas and are valid only at the college where the permit was issued.
 - G. **Special Event Parking**
 - 1. Written requests shall be submitted to the Chief of Police, or designee, on a semester basis, or at a minimum of two weeks in advance, stating the lot to be reserved so that all concerned persons will know, well in advance, that the lot is to be used for a special event on a particular day or night.
 - 2. The college president or designee shall be the final authority to determine and approve events that qualify for special event parking at their college.
 - 3. The sponsoring organization will be responsible for reimbursing the Police Department for the cost of a police officer when traffic control related to a special event is required.
 - H. **Medical Parking Permits** - Persons who are not disabled, but have medical problems that would require special parking, may apply for a Medical Parking Permit at the Student Health Center. Applications or renewal of these permits shall be supported by a statement from a physician indicating probable time of the medical problem. Upon the approval of such an application by the Student Health Center, the NCPD or SCPD will issue the Medical Parking Permit. This Medical Parking Permit allows parking in areas posted or marked as staff parking. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in visitor or metered areas.
 - I. **Parking Permits** - Every vehicle that occupies a space designated for an automobile, motorcycle or motor scooter must display a valid permit at all times.
 - 1. Valid Permit - A valid permit is:
 - a. An unexpired parking permit issued by the IVCPD or SCPD. The permit shall be displayed on the inside of the vehicle in the five inch square in the lower corner of the windshield nearest the driver, or on the left front fork on motorcycles and motor scooters.
 - b. A valid Temporary Permit issued by the IVCPD or SCPD and displayed in accordance with instructions on permit.
 - c. An unexpired student parking permit being used by a current student enrolled in
 - d. one or more classes to whom the permit is registered.
 - e. An unexpired staff parking permit being used by a current employee of the District to whom the permit is registered.
 - J. **Invalid Permit** - A permit is invalid when:
 - 1. The time or date has expired.
 - 2. Any portion is not clearly and completely legible.
 - 3. It is being misused or fraudulently used.
 - 4. It is altered or forged.
 - K. **Permit Issuance** - There is a fee for parking permits. Permits will be sold and issued by the IVCPD or SCPD or an authorized vendor approved by the IVCPD or SCPD, upon proof of enrollment with the respective college or proof of employment with the District, and the collection of the appropriate fee. All parking permits are non-transferable from person to person and are only valid when used by the person to whom the permit is registered. Students are required to purchase their parking permits from the college designated as their college of record.
 - L. **Additional Permits**
 - 1. Staff - Employees may purchase one (1) additional permit for another personally owned vehicle. Employees that purchase an additional permit must sign a statement agreeing that at no time will more than one (1) of the employee's personally owned vehicles be parked on campus.
 - 2. Students - Students may purchase one (1) additional permit for a motorcycle as an alternate vehicle. An additional permit may not be purchased for an automobile if a motorcycle is the primary vehicle. Students that purchase an additional permit must sign a statement agreeing that at no time will the automobile and motorcycle be simultaneously parked on campus.

- M. **Unregistered Alternate Vehicle** - Permit holders may obtain a free Temporary Permit for up to two weeks for an alternate vehicle which does not have a permit. After that time, a regular permit must be obtained for a fee.
- N. **Permit Replacement**
 - 1. Replacement of permits due to damage may be accomplished by turning in the parking permit remnants, where applicable, to the IVCPD or SCPD. There may be an administrative replacement fee. A full fee will be charged for replacement without remnants.
 - 2. Stolen permits may be replaced if the theft is reported to the IVCPD or SCPD.
 - 3. A full re-registration fee is required for replacement of a lost permit.
 - 4. False Report of Lost/Stolen Parking Decal or Daily Parking Permit. Any person who willfully states as true any material matter, which he or she knows to be false, and every person who testifies, declares, deposes, or certifies under penalty of perjury, is guilty of perjury (felony). It is a violation of this regulation to display a stolen, lost, counterfeit, or forged parking permit.
- O. **Permit Fee Refunds** - Refunds on parking permits will be given:
 - 1. When a class is canceled within 30 days due to insufficient enrollment and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all on campus classes prior to the last day to drop the classes for refund eligibility, and the student Parking Decal is turned in to the IVCPD or SCPD. The permit must be received by the IVCPD or SCPD at the respective college from which the permit was purchased within the first four weeks of a regular term, or within the first two weeks of an eight-week term if the student only enrolled in an eight-week term within a regular term or summer session.
 - 2. When a class is canceled within 30 days due to insufficient enrollment and the faculty member is not teaching any other class on campus during the semester and the Staff Parking Permit is turned in to the IVCPD or SCPD.
- P. **Volunteer Permits** - Volunteer Parking Permits which have been duly issued and authorized by the Chief of Police at Saddleback College, or the Chief of Police at Irvine Valley College, or designee, may be issued to individuals volunteering services to Saddleback College, Irvine Valley College, or ATEP. Volunteer parking permits shall not be issued to individual volunteers who are employed by, engaged in business as a vendor, or enrolled as a student within, the District. Volunteer parking permits are valid only at the campus for which the permit was issued. The valid dates of the permit shall only apply to the time period that the individual is active as a volunteer as approved by Human Resources.
- Q. **Vendor Permits** - Vendor Parking Permits that have been duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College, or designee, will be acknowledged and parking will be permitted in the designated locations identified on the parking permit. These permits are not valid in metered areas.

VIII. SCHEDULE OF PARKING FEES, FINES AND FORFEITURE

- A. The Board approves the cost of purchasing parking permits by District employees and students and the fees charged to park in metered areas.
- B. The Board last approved the student parking fees on 5/19/2014.
- C. The Board last approved the parking violations bail schedule for Citation fines on 02/27/2012 and used the standardized Orange County bail schedule for parking penalties.
- D. The Board approved the Electric Vehicle Charging Station (EVCS) fees on 5/17/2021.
- E. Any parking permit duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College, or designee that is misused may result in the forfeiture of the parking permit without refund.
- F. Saddleback College and Irvine Valley College shall offer a parking citation payment plan for individuals with multiple unpaid parking citations.

Day parking permits can be purchased at any one of the permit dispenser machines currently located at the north end of parking Lot 10, Lot 4, Lot 5B, Lot 1A, Lot 9, Lot 12, Lot 5A. Timed metered parking is available at Lot 7A.

Public Transportation

The Orange County Transportation Authority operates several bus routes to and from Saddleback College. Saddleback College students ride the OCTA bus for free! For information about how to get your FREE student pass and routes available in Orange county, visit: ocbus.com/sc(link is external).