

Student's Rights and Responsibilities



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 5401). 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:

- A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.
- B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.
- C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.
- D. 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.
- E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.
- F. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district sponsored or supervised functions.
- G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.
- H. 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 college-sponsored function without the prior authorization of the college President.
- I. The obstruction or disruption, on or off campus, of the District's educational or administrative process or any other district function.
- J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.
- K. Misrepresentation of oneself or of an organization as an agent of the District or college.
- L. Soliciting or assisting another to do any act which would subject a student to discipline.
- M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.
- 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, including, but not limited to, handwritten or typewritten class notes.
- 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, or sexual orientation, 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.
 - i. 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 identification.
 - 6. logging in or otherwise gaining access to a computer, computer network or protected web site 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 date 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.
- ii. 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 a 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.
- iii. 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 electric 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 regarding or reconsideration without the knowledge and consent of the instructor.
- R. Violation of Copyright Laws

Victims of Sexual Assault

Any student, faculty, or staff member who is a victim of a sexual assault at or on the grounds of the South Orange County Community College District, or upon grounds or facilities maintained by the District, or upon grounds or facilities maintained by affiliated student organizations, shall receive treatment and information set forth in Administrative Regulation 5404 (California Ed. Code, Section 67385).

For a copy of *Sexual Assault Education, Victim Survival Guide and Campus Reporting Protocol* see the Vice President for Student Services in Room SSC 107, or the Director of Student Health Services in Room SSC 177 or go online at www.saddleback.edu/ss/shc/sexualassault.html

Removal from Class by Instructor

An instructor may remove a student from class for the day of the incident and the next class meeting for any of the causes set forth in the South Orange County Community College District Student Code of Conduct, which includes cheating, plagiarism, class disruption, etc. The instructor shall immediately report the removal to the Vice President for Student Services. The Vice President will take the appropriate actions, including any necessary parent conferences if the student is a minor. During the period of suspension, the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor (Administrative Regulations 5401, IV, and the California Ed. Code, Section 76032).

Recommended Range of Sanctions and Disciplinary Actions

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor's academic division. The Vice President for Student Services will provide assistance if the student or the instructor so requests, or if such action is deemed necessary by the Vice President for Student Services. The following disciplinary actions and procedures are not meant to be a comprehensive list, but are guidelines. Students should be notified, verbally or in writing, with regard to unacceptable behavior, and potential

disciplinary action. For matters involving stronger disciplinary sanctions, the faculty member is advised to file a written report with the Vice President for Student Services.

For Matters Requiring Mild Discipline

- The student is given a verbal or written warning about unacceptable behavior.
- The student is moved to another seat and warned.
- The student is advised that all future work will be closely monitored.

Stronger Disciplinary Actions

- Assign additional work, or have the student rewrite the assignment, or take another version of the test, paper, etc. This must be completed by the student or the faculty member may move to a stronger disciplinary action.
- Lower the grade on the assignment or test.
- Give the student a zero or an "F" on that assignment or exam. If there is an option to drop the lowest grade, the option will not apply in this case.
- Assign an "F" for the course.
- Expulsion from the course.
- Request that the Vice President for Student Services further discipline the student, including suspension and expulsion from the institution.

Standard Grievance Procedures

When a student believes that a district or divisional/school policy or procedure has not been followed, the student should discuss this concern with the appropriate course instructor.

Grade Grievance Policy

Note to the Student: By far, the great majority of differences arise as a result of grades assigned. By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224 (a): "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final."

When a student believes that the district grading policy has not been followed, the student should discuss this concern with the appropriate course instructor.

The following procedures are to be used when a grievance is contemplated. The procedure should be completed within 90 days after the availability of grades for the semester during which the student was enrolled in the given course.

Stage 1

Prior to filing a grievance, an attempt must be made to solve the problem. The student is expected to contact his/her instructor directly to discuss their differences when grades are available to the student. Most differences will be resolved at this level. This contact should be conducted directly with the instructor whenever possible, with all pertinent issues well-defined so they may

be discussed as confidentially and objectively as possible.

If the problem cannot be resolved at this level, then the student may progress to Stage 2, after informing the instructor that he/she plans to file a grievance.

Stage 2

The student must submit a written request for a meeting with the instructor's division/school administrator to resolve the grievance. The written request must include the grievant's basis for initiating the grievance.

The student must initiate this request within five (5) school days after meeting with the instructor. The division/school administrator or designee shall meet with the instructor and student within five (5) school days of receipt of the formal request and all relevant data supplied by the student, in an attempt to resolve the issue at this level. Any such meeting regarding a grade grievance will be closed to all observers.

If the issue cannot be resolved at this stage to the satisfaction of the instructor and student, the division/school administrator or designee assumes the responsibility for arriving at a decision regarding the validity of the grievance, and appropriate action to be taken. If the action to be taken is to change a grade due to error, the incorrect grade shall be expunged from the student's record. Within two (2) school days, the decision and proposed action of the division/school administrator will be communicated in writing, with copies to the following:

1. Student involved.
2. Faculty member involved.
3. Vice President for Instruction or designee.
4. Office of Admissions and Records.

The division/school administrator's decision completes the South Orange County Community College District Grade Grievance Procedures.

Documentation Statement

If the action to be taken is to change a grade due to a finding of fraud, bad faith, incompetence, or more than one of the above, the new grade shall be the final grade.

Definition of Terms

• Fraud

Fraud may be found in a deliberate misrepresentation of the truth or a fact used to take money, rights, or other privilege or property away from a person or persons.

• Bad Faith

Bad faith may be found in an instance of an intent to deceive, and/or in an act of dishonesty.

• Incompetency

Incompetency may be found in a lack of ability, qualification, fitness or performance.