



Student Services Council Meeting  
 Wednesday, February 5th, 2020  
 9:00 AM • Room 2314  
 Minutes

Committee Members Present					
	Nancy Berkey	X	John Yu	X	Becky McCall
X	Sharon Brisolaro	X	Sandra Hamilton-Slane		Jennifer McCandless
X	Tina Duenas	X	Sue Huizinga	X	Buffy Tanner
	Nadia Elwood	X	Tim Johnston		

**District / Division Goals**

- Goal 1: Increase First-Year Persistence by 2%
- Goal 2: Increase Completion Rate by 2%
- Goal 3: Increase completion efficiency by 1%

- Goal 4: Increase course success by 1%
- Goal 5: Improved through-put

**Focus Areas: To increase the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units:**

- o Improve access from application to registration
- o Implement Automated Student Education Planning
- o Expand Shasta Summit early alert
- o Increase number of ADTs, BA, Certificates, transfer
- o Promote transfer pathways with K-12 partners
- o Improve access to existing on-line student support through SARS Zoom and the online orientation

**1. Approval of Minutes**

- a) Jan. 15, 2020: Tina Duenas motioned and John Yu seconded to approve the minutes. All in favor; Buffy Tanner abstained.

**2. Action Agenda**

- a) Council welcomed Buffy Tanner to the Council as the Interim Associate Dean of Student Services.
- b) Council welcomed guest Paul Burwick, in support of AP 5041.
- c) Board Policies / Administrative Procedures – Second Reading
  - 1) Sandra Hamilton-Slane motioned to consider AP 5041, AP 5540, BP/AP 5570, and BP/AP 5800 for second review, Tina Duenas seconded.
    - 1. AP 5041 Preferred Name:
      - a. Paul Burwick explained that the terms within official policy may need periodic changes.
      - b. Wording usage of “assigned sex” is still being utilized today and Paul’s recommendation is to keep it within the document.
      - c. The Council agreed that there is no need to specify the diploma as an official record. Most employers will look at the transcript.

- d. The Council recommended changing the name of the form for the student requests to read, "Change of Name or Gender Form".
  - e. Tina Duenas confirmed that Student ID cards can have preferred names.
  - f. Paul recommends keeping the current AP definitions as stated.
  - g. The Council agreed that it is important to pay attention on where data is pulling from for federal and state reporting, as not all systems allow preferred names (e.g. National Clearinghouse, TRIO, etc)
  - h. Currently in Canvas there is a dropdown menu where students can identify their gender pronouns. It is a very comprehensive list provided by UC Davis. The drop downs could be name only. Paul can also support a student's request for changes.
  - i. Staff among departments have been very open and welcoming of the new Administrative Procedure.
  - j. The Council added minor wording adjustments.
  - k. Paul thanked the Council for raising the concern and creating a written policy.
  - l. CCCApply updates will offer more choices for students.
2. AP 5540 Web-Based Protocols and Conduct (no BP)
    - a. Wording and policy appears in other places, AP is not CCLC required. AP recommended for deletion.
  3. BP 5570 Student Credit Cards and Solicitation
    - a. No recommended changes.
  4. AP 5570 Student Credit Cards and Solicitation
    - a. The Council recommended adding "or site administrator" because not all solicitors will go to the Redding campus to get Student Life approval.
    - b. Tina Duenas reported that the current policy/practice is that people be allowed to solicit to students as long as they do not approach the student, but allow the student to come to them.
    - c. The Council agreed that current BP/AP's do not allow the promotion of offensive material or material that leads someone to an offensive area (i.e. listing of an offensive website, etc.).
  5. BP 5800 Prevention of Identity Theft in Student Financial Transactions
    - a. No recommended changes.
  6. AP 5800 Prevention of Identity Theft in Student Financial Transactions
    - a. No recommended changes.
- 2) All in favor to move forward the BP/AP's listed above as amended, none abstained.
7. AP 5050 Student Success and Support Program
    - a. John Yu motioned and Sue Huizinga seconded to consider AP 5050 for second review.
    - b. CCLC Language has been added due to AB 705 requirements, there are no further changes.
- 3) All in favor to approve AP 5050 as provided, none abstained.
- d) Board Policies / Administrative Procedures – First Reading
- 1) Sharon Brisolaro motioned to consider AP 4100, BP/AP 5500, BP/AP 5520, and BP/AP 5530 for first review, Tina Duenas seconded.
    1. AP 4100 Graduation Requirements for Degrees and Certificates
      - a. AP will need to be reviewed again by Academic Senate.
      - b. The future plan is for automatic notifications to be sent out to students when they are close to a degree and advise the students of that degree.
      - c. Student Life used to pull a list of students with 45 or more units so as to let them know that they may want to submit a graduation evaluation or meet with a counselor.
    2. BP 5500 Standards of Student Conduct
      - a. CCLC recommended that the list of unacceptable behaviors be placed in the Board Policy
      - b. Campus Safety requested that we include "Open and persistent defiance of the authority of, or persistent abuse of, District personnel."
      - c. The Council recommended removing the above language because it is already captured in other places within the document.

3. AP 5500 Standards of Student Conduct
  - a. The reporting form is being removed and replaced by an online version.
4. BP 5520 Student Discipline
  - a. No recommended changes.
5. AP 5520 Student Discipline
  - a. Tina Duenas moved the information in order of correct procedural progression.
  - b. The Council discussed a student's "right" versus "requirement" to meet with the Discipline Officer or designee. Council retained the "requirement" to meet.
    - i. The student can still have a hold placed on their account if they relinquish their right and choose not to meet.
    - ii. The Council agreed that the AP should not include the nature of the discipline that is being considered in the letter to the student, because it may not be the student's fault.
    - iii. Current notifications are sent via email. However, a notification via certified mail will be sent out if it is in regards to expelling a student or the student does not view their email within the required timeframe.
      1. Maxient is utilized for Title IX, Academic Dishonesty, Harassment, and BIRT. The system will allow us to see whether a student views their email or not.
  - c. Our current practices may need to change due to updates to federal and state guidance. The practice may shift to hearing panels.
6. AP 5530 Student Rights and Grievances
  - a. BP information is now merged into the AP.
7. BP 5530 Student Rights and Grievances (DELETE)
  - a. Not required by CCLC and Council recommends deletion.

### 3. Discussion Agenda

- a) Workgroup Report: Information Sharing
  - 1) Sue Huizinga, Kelsey Moynahan, Patricia Esparza and Tina Duenas met to discuss information sharing at Shasta College.
- b) The following notes are copied from the report:
  - 1) *Student-based Communication*
    1. *Get Buy-In from Marketing (Eva/Peter).*
      - a. *Weekly slide of events for TV Screens, etc. for more student involvement.*
    2. *Create a Student Services canvas page for all students.*
      - a. *Link monthly newsletters for just in time info.*
      - b. *Share important A&R / FA information.*
      - c. *Just in time orientation components can be posted at various points in the semester.*
      - d. *Proactive IT related marketing – changes in processes (the why behind the change as we roll out new software, etc.).*
      - e. *Promoting upcoming changes – buildings, website, etc.*
      - f. *Student Life has already created a Canvas page.*
  - 2) *Internal Employee Communications*
    1. *Create a canvas page for all employees.*
      - a. *Link monthly newsletter to inform and communicate out to students.*
      - b. *Provide committee reports outward and downward.*
      - c. *Update all departmental staffing roles/changes as they happen.*
      - d. *Integrate a "featured program" section.*
    2. *Create a space and time for mid-level managers to converse, problem solve, and share ideas informally as many areas face the same challenges.*
  - 3) *Community-based Communication*
    1. *Discuss the need for outreach specific personnel.*
      - a. *Enrollment Specific Events (In-person Orientations).*
      - b. *Create better social media presence for non-students.*
      - c. *Reg-to-Go full day events at high schools.*
      - d. *One location for all outreach supplies (pennants, swag, etc.).*

2. *Create a high school staff specific newsletter (similar to student newsletter) to keep them apprised of new and exciting SC events and important deadlines, etc.*
  3. *Post prominent news stories/media mentions on the website to get word out to community.*
- c) Council Discussion:
- 1)The idea of creating a Canvas calendar that can be turned on/off depending on student needs.
    1. Possibly add “important dates” for students to add to their calendars.
  - 2)The Council stated that moving to Canvas can be a very important step to get information to students.
    1. The Emergency Fund Taskforce met recently and discussed the importance of sharing information through Canvas.
  - 3)A culture of inclusion will be created if staff gave general knowledge of what is going on around the campuses.
  - 4)Tina Duenas will help coordinate low/mid-level manager meetings.
  - 5)The Council discussed the need for a dynamic social media representation, as most events are over by the time they are posted.
  - 6)Sharon Brisolaro stated that Tehama has coordinated with Peter Griggs on creating a workflow to update marketing on events.
  - 7)The Council discussed the concern with marketing material and how each department needs to fund their own. The Council discussed the idea of creating an Annual Area Plan initiative to create a single location for marketing material.
  - 8)The Council agreed that it is important to include students into the conversations, so that the items used will be valued.
  - 9)The information sharing workgroup plans to get back together to continue the discussion.
- d) Budget 2020-2021 Timeline and Process – week of the March 2<sup>nd</sup>, during one-on-ones to go over the budget information.
- e) Hours of Operation
- 1)Held over to next meeting – Sandra Hamilton-Slane might provide a questionnaire to the Council.
  - 2)The Council has requested if Becky McCall can provide some input.

#### **4. Information Items / Other**

- a) Student Services Org Structure / Health and Wellness
  - 1)Sandra Hamilton-Slane will be managing the Health and Wellness office when it switches over to Student Services. Sandra will also follow-up with Human Resources on the hiring of the new Nurse/Manager.
  - 2)Tehama is planning a Reg-to-Go type event in May in response to requests by high school counselors.
- b) Cabinet
  - 1) Feb. 10 – Greg Smith (Admin Services) and Mary Ann (HR) will assume their new positions.
  - 2) Feb. 13 and subsequent Tuesdays – the new Cabinet members will be meeting.
- c) Instructional Council
  - 1)No updates.
- d) Area Updates / Announcements
  - 1)No updates.
- e) Other?
  - 1)The Council officially recognize Becky McCall’s departure from Student Services and wishes her well in the Interim Associate Vice President of Instructional Technology position.

#### **5. Meeting adjourned at 11:00am**

#### **6. NEXT MEETING:**

The next meeting is scheduled for Wednesday, February 19<sup>th</sup> from 9:00am – 11:00am in room 2314. Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.

## Information Sharing Ideas

Meeting- 12/2/2019

Members Present: Sue Huizinga, Tina Duenas, Kelsey Moynahan, Patricia Esparza

1. Student-based Communication
  - a. Get Buy-In from Marketing (Eva/Peter)
    - i. Weekly slide of events for TV Screens, etc. for more student involvement
  - b. Create a Student Services canvas page for all students
    - i. Link monthly newsletters for just in time info.
    - ii. Share important A&R / FA information
    - iii. Just in time orientation components can be posted at various points in the semester
    - iv. Proactive IT related marketing – changes in processes (the why behind the change as we role out new software, etc.)
    - v. Promoting upcoming changes – buildings, website, etc.
2. Internal Employee Communications
  - a. Create a canvas page for all employees
    - i. Link monthly newsletter to inform and communicate out to students
    - ii. Provide committee reports outward and downward
    - iii. Update all departmental staffing roles/changes as they happen
    - iv. Integrate a “featured program” section
  - b. Create a space and time for mid-level managers to converse, problem solve, and share ideas informally as many areas face the same challenges
3. Community-based Communication
  - a. Discuss the need for outreach specific personnel
    - i. Enrollment Specific Events (In-person Orientations)
    - ii. Create better social media presence for non-students
    - iii. Reg-to-go full day events at high schools
    - iv. One location for all outreach supplies (pennants, swag, etc.)
  - b. Create a high school staff specific newsletter (similar to student newsletter) to keep them apprised of new and exciting SC events and important deadlines, etc.
  - c. Post prominent news stories/media mentions on the website to get word out to community

## **Graduation Requirements for Degrees and Certificates**

**AP 4100**

**Reference: Title 5 Sections 55060 et seq.**

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work.

A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and at least 18 semester units in a major listed in the Community Colleges “Taxonomy of Programs.”

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by to the Board when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. Multicultural studies must be offered.

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the California Community Colleges Chancellor’s Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education. Certificates of achievement ~~are~~ will appear on a student’s transcript.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Shasta College, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

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**Graduation Requirements for Degrees and Certificates**

**AP 4100**

Shasta College encourages students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, Shasta College may award a degree or certificate to current and former students who have met graduation requirements. Shasta College shall remove the record of any degree that has been automatically awarded to a student's official record upon notification by the student that they do not accept the awarded degree.

This provision applies to certificates, reverse transfers, associate degrees and associates of applied sciences degree, advanced technical certificates, enhanced skills certificates and baccalaureate degree.

Academic Senate Approved 09/09/19  
Board Reviewed [New] 01/15/20

**NEW**

**Student Records: Preferred Names and Gender**

**AP 5041**

**Reference: Title IX, Education Amendments of 1972, 42 U.S.C. 1681; Ed. Code §§ 201; 210.7; 220; 66250 et seq.; 72010 et seq.; California Code of Regulations, Title 5 § 59311; Weathers v. Superior Court (1976) 54 Cal.App.3d 286, 288 Code of Civil Procedure § 1275 et seq.; § 1279.5**

Shasta College is dedicated to providing an inclusive, supportive, and non-discriminatory learning environment for all students. The District recognizes students may identify with a name that differs from their legal name. The District recognizes a student's gender/~~sex identification~~ may differ from ~~the sex that~~ assigned at birth.

A ~~preferred~~ name and/or gender ~~identification~~ may be selected on student records where the student's legal name and/or assigned sex is not required by an applicable law, statute, or regulation. The District retains the right to review and determine whether a ~~preferred~~ name change will be allowed. Students will not be permitted to select a ~~preferred~~ name determined to be offensive, hostile, discriminatory, or otherwise inconsistent with the policies and objectives of the District.

**A. Official Records:**

The District will use a student's legal name and/or gender ~~identification~~ on official records when the name and/or gender have been changed by court action. Upon receipt of valid legal documentation, the District will change the student's legal name and/or gender in the student's official records.

The use of a student's legal name is required for certain offices or services that perform administrative processes required by law, statute, or regulation to use a student's legal name. ~~Such offices~~ These may include, but may not be limited to:

- Registrar's Office
- Admissions (International Students, Athletic Eligibility, Official Transcripts, Residency, Billings)
- Financial Aid
- Office of Institutional Research
- Athletics
- Campus Safety
- Human Resources/Student Employment
- Payroll
- Accounts Payable



**NEW**

**Student Records: Preferred Names and Gender**

**AP 5041**

**B. Unofficial Records:**

The District shall permit students to use a ~~preferred-different~~ name ~~and/or/~~ gender ~~identification~~ on unofficial documents and records where the legal name ~~and/or /~~ gender ~~identification~~ is not required by law or District policy. A student, who wishes to use a ~~preferred- different~~ name and/or gender ~~identification~~, must submit a completed ~~Preferred Name and/or Gender Identification Form~~ [Change of Name or Gender Form](#) to the Admissions and Records Office.

When a legal name ~~and/or /~~ gender ~~identification~~ are not required by law or District policy, the District shall update the student's unofficial records in the appropriate fields in the District's Student Information System (SIS) in order to reflect the ~~Preferred Preferred Name-Name~~ and/or gender ~~identification~~.

The use of a ~~preferred- different~~ name and/or gender ~~identification~~ may replace the legal name and/or gender ~~identification~~ in certain administrative areas. The ~~Ppreferred name Name~~ and/or gender ~~identification~~ in the SIS system will source that specific data to student profiles and other systems to support the student's preference in the following areas:

- Class Rosters
- [Canvas](#)
- [Shasta Summit](#)
- [Graduation](#)
- MyShasta Portal
- Student ID Card
- Email Communications
- Student profile in the SIS system for staff use when communicating with the student

**C. Names and Pronouns:**

All District employees must make a good faith effort to use the ~~preferred~~ names and pronouns associated with the student's preferences listed in the student's record. [In Canvas, students may choose gender pronouns from a drop-down menu in their profile or contact Canvas support staff for assistance.](#)

**D. Definitions**

Legal Name: A name designated on official government-issued documents, including but not limited to, birth certificates, passports, social security cards, immigration

**NEW**

**Student Records: Preferred Names and Gender**

**AP 5041**

documents, and State-issued identification cards or permits. In order to change a person's legal name, a court order is required under California law. For Financial Aid purposes, the student's legal name must match Social Security Administration records.

Preferred Name: A name that a person may designate on certain student records where the legal name is not required by law. The preferred name is the name by which the student wishes to be known and/or identified and which is different from the student's legal name.

Sex Assigned at Birth: This refers to the sex recorded on a person's birth certificate at the time of birth.

Gender Identity: This refers to a person's internal sense of gender. A person's gender identity may be different from the sex recorded on the person's birth certificate.

Preferred Gender: The gender identity in which a person may designate on certain student records where the legal sex is not required by law.

Official Records: Records the District is required to maintain as part of a student's permanent record and which are required to contain a student's legal name and/or sex by law or District policy.

Examples of official documents include: registration documents, financial aid documents, residency documents, transcripts (official and unofficial), diplomas, payroll records, and federal immigration documents.

Unofficial Records: Records, which do not require a legal name and/or sex.

Examples of unofficial documents include: academic and extracurricular rosters, student ID cards, work badges, district communications, and student online profiles (Canvas and MyShasta).

**Student Success and Support Program**

**AP 5050**

**Reference:** *Education Code Section 78210 et seq.; Title 5, Sections 55500 et seq. and ACCJC Accreditation Standard II.C.2*

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- Identify an education and career goal;
- Identify a course of study;
- Be assessed to determine appropriate course placement;
- Complete an orientation activity provided by the college;
- Participate in the development of the student educational plan;
- Complete a comprehensive student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- Diligently engage in course activities and complete assigned coursework;
- Complete courses and maintain progress toward an educational goal and completing a course of study.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills.
  - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, Associate of Arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
  - Evaluation of student study and learning skills.
  - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services, programs that teach English as a second language; and disabled student services.
  - Advisement concerning course selection.
  - Follow-up services, and required advisement or counseling for students who are enrolled in remedial courses, who have not declared an educational objective as required, or who are on academic probation.

## **Student Success and Support Program**

**AP 5050**

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

### The District shall do **all** of the following:

- Inform students of their rights to access transfer-level coursework in English, mathematics (or quantitative reasoning), credit English as a Second Language and of the multiple measures placement policies or other college placement processes including the availability of challenge processes;
- Include information about the student's course placement options in the college catalog, in orientation and advisement materials, on the college's website, and in any written communication by counseling services;
- Provide annual reports to the California Community Colleges Chancellor's Office in a manner and form described by the California Community Colleges Chancellor's Office; and
- Publicly post the college's placement results, including the number of students assessed and the number of students placed into transfer-level coursework, transfer-level coursework with concurrent support, or transfer-level or credit English as a Second Language coursework, disaggregated by race and ethnicity.

### **Exemptions from Matriculation Components**

If you fall into one or more of these categories, contact the Admissions and Records Office for appropriate registration information:

- Students who have received a full array of Student Support and Success Program services at another California community college
- Students who plan to enroll only in courses having no English and/or math skill requirements/prerequisites
- Students who plan to enroll in fewer than 6 units and who have "personal interest," advancement in their current job, or maintenance of a certificate or license as their goal
- Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College
- Students who have completed 30 or more semester units at another college or university and are not pursuing a program or degree objective at Shasta College

### **Student Success and Support Program Appeal**

A student may appeal the loss of their priority enrollment status due to extenuating circumstances; if a student with a disability applied for but did not receive reasonable accommodation in a timely manner; if a student is enrolled in a high unit major; or if a student demonstrates significant academic improvement. Extenuating circumstances are defined as verified cases of accident, illness

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**Student Success and Support Program**

**AP 5050**

or other circumstances beyond the control of the student. Verification must be submitted with the appeal.

The student must file the written petition of appeal before the end of thirty (30) days after a loss of enrollment priority. All appeals shall be submitted to the Admissions and Records Department and will be forwarded to the Admissions and Records Appeals Committee. If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal the adverse action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which the retention of enrollment priority should be granted and to provide evidence supporting the reasons. The student will be continued on sanction until the Admissions and Records Appeals Committee renders a decision.

The decision of the Admissions and Records Appeals Committee will notify the student of its decision in writing within thirty days of receipt of the student's appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date of notification. The decision of the Superintendent/President or designee is final.

If the loss of enrollment priority appeal is granted, enrollment priority will be reinstated at the next available registration. Prior to the subsequent enrollment period, the student's academic record will again be evaluated to determine enrollment priority status. Priority enrollment will be re-evaluated each term.

The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.

When a challenge contains an allegation that the district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that ~~he or she~~they may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.

Board Reviewed 11/11/09

Board Reviewed Revisions 04/09/14

Reviewed by the Board Ad Hoc Committee on Policy 09/09/15

Board Reviewed 10/14/15 [MANDATED CHANGES]

Board Policy Review Subcommittee Reviewed [Mandated Updates] 07/10/19

## Standards of Conduct

AP 5500

Reference: **Education Code Sections 66300 and 66301; Accreditation Standard 11.A.7.b**

Violation of the Code of Conduct rules and regulations delineated in BP 5500, Standards of Conduct shall constitute good cause for student discipline, including but not limited to the removal, suspension or expulsion of a student, subject to the procedures outlined in AP 5520, Student Discipline Procedures.

### Academic Honesty Violation Procedure Recommended for Faculty

It is recommended that instructors clearly state their policies and associated consequences regarding acts of academic dishonesty in their first-day handouts. If an instructor determines that a student has committed an act of dishonesty in ~~his/her~~their course, as described either under the Code of Conduct in Board Policy 5500 or in ~~his/her~~their first-day handout, then it is recommended that, after the instructor notifies the student of the action ~~he/she~~they ~~has~~have taken, the instructor fill out the instructor portion of the Academic Honesty Violation Form and submit the original of this form to the Dean of ~~Students~~Student Services or designee and a copy of the form to ~~his/her~~their division dean.

When filling out the Academic Honesty Violation Form, the instructor has the option of requesting that the Dean of Student ~~Services~~ or designee take additional action. If the instructor makes this request, then ~~he/she~~they must provide supporting documentation to the Dean ~~or designee~~. The Dean ~~or designee~~ will decide whether to take additional action based on the policies and procedures of ~~his/her~~their office. If the instructor is not requesting additional action be taken ~~by the Dean~~, it is recommended that ~~he/she~~they submit the form anyway so that a centralized file of academic dishonesty incidents can be kept and further action can be taken if deemed appropriate ~~by the Dean~~.

Upon receipt of the Academic Honesty Violation Form (see next page), the Dean of Student ~~Services~~/Discipline Officer will determine whether additional action should be taken. If so, then the Dean/Discipline Officer will follow ~~his/her~~ established procedures ~~outlined in AP 5520~~ for taking disciplinary action.

A student has the right to appeal through ~~Administrative Board Procedure~~Policy 5520 – Student Discipline.

The procedures shall be made widely available to students through the college catalog and website.

Approved by Academic Senate 11/1/07  
Revision approved by Academic Senate 10/13/08  
Board Review 1/16/08  
Revision approved by Academic Senate 2/8/10  
Board Reviewed 4/14/10

**Standards of Conduct**

**AP 5500**

**Academic Honesty Violation Form (AP 5500)**

The Standards of Conduct Violation Reporting Form used to report academic honesty violations can be found online at: [https://cm.maxient.com/reportingform.php?ShastaCollege&layout\\_id=1](https://cm.maxient.com/reportingform.php?ShastaCollege&layout_id=1)

**To be filled out by the Instructor**

Name of Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Semester/Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Section: \_\_\_\_\_ Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Description of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Indicate below the course of action you have taken regarding this violation (Check all that apply):

\_\_\_\_\_ I have not taken any action.

\_\_\_\_\_ I have requested a letter of apology.

\_\_\_\_\_ I have given the student a warning.

\_\_\_\_\_ I have assigned an "F" grade to the student on this assignment.

\_\_\_\_\_ Other (describe)

\_\_\_\_\_

\_\_\_\_\_

2. Check one:

\_\_\_\_\_ (a) I am satisfied that the course of action I have taken is adequate and I am not requesting any further action. (You do not need to submit supporting documentation.)

\_\_\_\_\_ (b) I am not satisfied that the course of action I have taken is adequate. I am requesting that further action by the Dean of Students be considered. I am including documentation to support the case regarding this violation.

If you checked (b) above, indicate the course of action you recommend that the Dean of Students take regarding this violation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Standards of Conduct**

**AP 5500**

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Instructor Signature

Date



Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Standards of Conduct**

**AP 5500**

To be filled out by the Dean of Students

Date: \_\_\_\_\_

The student noted above has gone through the disciplinary process for violations of the academic honesty policy. The sanctions imposed upon the student by Dean of Students are as follows:

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Disciplinary Officer Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by Academic Senate 11/1/07  
Board Reviewed 1/16/08  
Board Reviewed 12/10/08  
Board Reviewed 4/14/10

## Student Discipline

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Reference: **Education Code Sections 66017, 66300, ~~66301, 72122, 76120, 76220, 76234,~~ and 76030 et seq.; Penal Code Sections ~~626.2 and 626.4;~~ Title 5, Section ~~59410; Clery Act; VAWA~~**

The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500-~~(BP 5500)~~.

These administrative procedures will include a prompt, fair, and impartial process meant to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections, from the initial investigation to the final result, and These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. ~~These procedures and~~ will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. ~~Therefore, students do not have a right to counsel during a student disciplinary hearing.~~

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

### **I. DEFINITIONS**

*Discipline Officer:* The ~~Dean inof Student Services~~ Assistant Superintendent / Vice President of Student Services or such other official so designated by the Superintendent/President.

~~*Hearing Authority:* The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.~~

*District:* The Shasta-Tehama-Trinity Joint Community College District.

*School Day:* Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

*Receipt of Notice:* A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

*Student:* Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered "students" for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

## Student Discipline

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*Instructor:* Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

*Educational Administrator:* Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

~~*Expulsion:* Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.~~

*Good Cause:* Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

*Removal from Class:* Exclusion of the student by an instructor for the day of the removal and the next class meeting.

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

*Immediate Interim Suspension (Education Code Section 66017):* The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District ~~provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) school days. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within (10) school days.~~

*Short-Term Suspension:* Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to and including ten (10) school days.

*Long-Term Suspension:* Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than ten (10) school days or from one or more classes for the remainder of the term, or from all classes and activities of the college for one or more semesters.

~~*Expulsion:* Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District for one or more semesters.~~

*Withdrawal of Consent to Remain on Campus:* Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections ~~626.2 and~~ 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

## **Student Discipline**

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*Reinstatement:* In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

## **II. EXPECTED STUDENT CONDUCT**

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District-sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.

**III. SANCTIONS**

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. **Warning:** Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District's Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student's record [for a period of up to one year](#).
2. **Reprimand:** A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student's record [for a period of up to one year](#).
3. **Disciplinary Probation:** A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.
4. **Restitution:** Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students' misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.
5. **Removal from Class or Instruction-Related Activity:** Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.
6. **Loss of Privileges:** Denial of privileges that may involve restrictions on class attendance [in any instructional format](#) for a designated period of time.

7. **Residence Halls Suspension:** Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student ~~is~~may be eligible to return. Conditions for readmission to the Residence Halls may be specified.
8. **Residence Halls Contract Revocation:** Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.
9. **District Suspension:** Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.
10. **District Expulsion:** Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.
11. **Revocation of Degree or Certificate:** A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.
12. **Withholding of Degree or Certificate:** The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student's entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.
13. **Withdrawal of Consent to Remain on Campus:** The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, ~~he or she~~they must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the Discipline Officer. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

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Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

14. **Discretionary Sanctions:** Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

### **IV. DISCIPLINE INVOLVING STUDENT GROUPS**

Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.

No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

### **V. RECORDS OF DISCIPLINARY ACTION**

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.

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In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim; or
- The alleged victim's next of kin, if the victim is deceased.

### **VI. DISCIPLINARY ACTION INVOLVING VIOLENCE, STALKING AND SEX CRIMES**

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution's procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

### **VII. DISCIPLINE OFFICER'S PROCEDURES**

The following procedures shall be followed before any sanctions are imposed except in the event that an emergency/interim suspension is required as set forth herein.

- Administration.** The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.
- Reporting of conduct.** Alleged student misconduct shall be reported to the Discipline Officer within five (5) days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, it shall be reported within five (5) days of the date on which conduct occurred which led to the decision to take disciplinary action.
- Investigation.** Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.
- Notice.** Within five (5) days of receiving the report, The Discipline Officer shall give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. ~~The notice will be sent via personal delivery, email or certified mail to the student's last known address. The student will be given five (5) school days to respond to the notice. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and potential Student Code of Conduct violation(s).~~ The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating.
  - a short statement of the facts supporting the accusation.



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- the right of the student to meet with the Discipline Officer or designee to discuss the accusation, or to respond in writing.
- the nature of the discipline that is being considered.

**D.E. Opportunity to be Heard.** The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the reported violation(s). If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.

**E.F. Determination after Meeting.** The Discipline Officer shall decide whether or not to proceed with sanction(s) after hearing the student's explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery, email or certified mail to the student's last known address.

**F.G. Short-Term Suspension Notification.** The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered, emailed or sent via certified mail to the student's last known address.

**H. Long-Term Suspension, Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification.** The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) E and F. The notice shall be hand delivered, emailed or sent via certified mail to the student's last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanctions, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);
2. A copy of the Standards of Conduct;
3. An explanation that the student for whom sanctions have been recommended is entitled to appeal the decision and has a right to an appeal hearing. The notification shall also state that a request for an appeal hearing must be filed within five (5) school days of the receipt of the notification. The written request for an appeal hearing must be received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal as described in section VIII.A. of these procedures and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal hearing shall constitute a waiver of the right to an appeal hearing; and

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4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed.
- I. **Notice to the District's Hearing Authority.** The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District's Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.
- J. **Reinstatement.** In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.
- K. In cases **not** resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate, the decision of the Discipline Officer shall be final.

## **VIII. HEARING AUTHORITY'S APPEAL PROCEDURES**

- A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate imposed by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, must cite the specific ground(s) for the appeal, and must provide information which substantiates the ground(s) on which the appeal is being made. The request must be received by the Hearing Authority within five (5) school days of the student's receipt of notification of the right to appeal.

Grounds for appeal. A student may appeal the decision of the Discipline Officer on the grounds that:

- i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting with the Discipline Officer was prejudicial, arbitrary, or capricious); or
- ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or
- iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

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- B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer's findings, and the imposed and/or recommended sanctions. Sanctions imposed and/or recommended by the Discipline Officer **may** or **may not** be suspended until such time as the appeal hearing is held.
- C. If after the review, the Hearing Authority determines that an appeal is warranted, then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.
- D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority's determination shall be sent via certified or registered mail to the student's last known address.
- E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet with him or her.
- F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority's decision to uphold, modify or reject the recommended or imposed sanctions shall be sent via certified or registered mail to the student's last known address.
- G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions imposed and/or recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority could result in suspension, the recommendation of expulsion and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority's decision shall be final.
- H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing, to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will make the report.

## **IX. EMERGENCY INTERIM SUSPENSION**

- A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be uti-

## **Student Discipline**

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lized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

- B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VII and VIII shall apply to the meeting and any appeal hearing.
- C. An emergency/summary suspension shall be reported immediately to the Superintendent/President and to the Board of Trustees at its next regular meeting after such suspension has been imposed.

## **X. SUPERINTENDENT/PRESIDENT**

In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

- A. **Long-Term Suspension:** If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) for the appeal (listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for appeal. A student may appeal the decision of the Hearing Authority on the grounds that:

- i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority's meeting was prejudicial, arbitrary, or capricious); or
- ii. new and significant information, not reasonably available at the time of the Hearing Authority's meeting, has become available; or
- iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.

Within ten (10) school days following receipt of the request for an appeal, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the long-term suspension imposed by the Hearing Author-

## **Student Discipline**

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ity. If the Superintendent/President modifies or rejects the imposed sanction, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify or reject the recommended or imposed sanction shall be final. The final decision shall be sent via certified or registered mail to the student's last known address. The Superintendent/President shall report all student suspensions to the Board of Trustees in closed session at its next regular meeting after ~~he or she has~~they have received notification of the suspension.

- B. Expulsion and/or Revoking or Withholding a Degree or Certificate:** The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the recommended expulsion and/or revoking or withholding

a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student's last known address within 10 school days of receipt of the appeal. The Superintendent/President's written decision shall be forwarded to the Board of Trustees.

## **XI. BOARD OF TRUSTEES**

In cases where expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

- A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code section 76030).
- B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion and/or revoking or withholding a degree or certificate recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

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- C. A closed hearing will be closed to everyone except the following:
1. the student charged;
  2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her/their intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;
  3. the District Superintendent/President and/or President's designee;
  4. the Board of Trustees;
  5. Counsel for the District;
  6. the student's parent(s) or guardian, if the student is a minor;
  7. Campus Safety or such other law enforcement personnel deemed necessary for the safety of meeting participants.
- D. The hearing shall be conducted in accordance with the following procedures:
1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
  2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.
  3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.
  4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.
  5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.
  6. The statements shall be limited to five (5) minutes each.
  7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

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8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.
9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion and/or revoking or withholding a degree or certificate proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.
10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at ~~his or her~~their own expense.
11. A written statement of the Board of Trustees' decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.
12. If the Board of Trustees' decision is unfavorable to the student, the student shall have the right to submit a written statement of ~~his/her~~their objections to the decision. This statement shall become a part of the student's records.
13. The decision of the Board of Trustees is final and not subject to further appeal.

## **XII. NOTIFICATION**

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).

## **XIII. EXTENSIONS OF TIME**

Calendar restraints may be extended with the agreement of both parties.

Board Reviewed 4/13/11

Board Reviewed 10/09/13

Reviewed by the Board's Ad Hoc Committee on Policy 6/11/14

Shasta-Tehama-Trinity Joint Community College District  
Board of Trustees  
Administrative Procedures Manual

**Student Discipline**

**AP 5520**

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Board Reviewed Revisions 7/09/14

Reviewed by the Board's Ad Hoc Committee on Policy 7/08/15

Board Reviewed Revisions 7/08/15

Reviewed by the Board's Ad Hoc Committee on Policy 2/17/16

Board Reviewed Revisions 3/09/16



## Student Rights and Grievances

AP 5530

Reference: **Title IX, Education Amendments of 1972; Education Code Section 76224(a); HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b); WASC Accreditation Standard II.B.2.c; 34 Code of Federal Regulations Parts 106.1 et seq.; AC-CJC Accreditation Eligibility Requirement 20; ACCJC accreditation-Accreditation Standard IV.D**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected ~~his or her~~their status, rights or privileges as a student.

This procedure ~~applies shall include~~, but ~~is not to be~~ limited to, grievances regarding:

- ~~Sex discrimination in education programs and activities as prohibited by Title IX of the Higher Education Amendments of 1972 (see AP 3435 Discrimination and Harassments Complaints and Investigations for sexual misconduct complaints under Title IX);~~
- ~~Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "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." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;~~
- ~~The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120;~~
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- ~~Grade changes. Procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 4230.~~
- Student disciplinary actions which are covered under separate Board policies and Administrative Procedures. ~~Procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 5520.~~
- Unlawful discrimination, including sex discrimination. Procedures to be used to file such a complaint are set forth in the District's ~~Board Policy and~~ Administrative Procedure 34350.
- Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

## Student Rights and Grievances

AP 5530

### Definitions

~~**Informal Resolution-** Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the college administration.~~

**Party-** The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College GrievanceHearing Authority or Discipline Officer.

**Superintendent/President –** The Superintendent/President or a designated representative of the Superintendent/President.

**Student-** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

**Respondent-** Any person claimed by a grievant complainant to be responsible for the alleged grievance.

~~**School Day-** Unless otherwise provided, Any-day shall mean a day during which the District college is in session and regular classes are held, excluding Saturdays and Sundays.~~

**Informal Resolution-** Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

~~**Student** A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).~~

### Procedures

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means, ~~and formal means along with conducting a hearing when necessary.~~ This person shall be called the Grievance Discipline Officer. The Grievance Discipline Officer and the student may also seek the assistance of the Associated Student Senate Organization in attempting to resolve a grievance informally.

Informal meetings and discussions between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall

## **Student Rights and Grievances**

**AP 5530**

any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes ~~he/she has~~ they have a grievance shall file a Statement of Grievance with the ~~Grievance-Discipline~~ Officer within ten (10) ~~school~~ days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two (2) ~~school~~ days following receipt of the Statement of Grievance Form, the ~~Grievance-Discipline~~ Officer shall advise the student of ~~his or her~~ their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of ten (10) ~~school~~ days following the student's first meeting with the ~~Grievance-Discipline~~ Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a ~~formal~~ grievance hearing ~~as described below (Fourth Level)-.~~

### **Levels for Resolving a Student Grievance**

#### **FIRST LEVEL – Informal Grievance**

Any student with a grievance should first attempt to resolve the matter by means of an informal meeting with the person(s) against whom the student has the grievance. This discussion must take place within ten (10) school days of the alleged incident. The person grieved must respond outlining the outcome of the discussion via written communication within ten (10) school days. If resolution is not reached, the grievance will automatically advance to the next level.

#### **SECOND LEVEL – Informal Grievance**

If the grievance cannot be resolved or if the discussion does not take place as specified at the first level within ten (10) school days, the ~~complainant grievant~~ should contact the immediate supervisor or Dean of the appropriate department or program. This discussion must take place within ten (10) school days after contact at the second level. The Supervisor or Dean has ten (10) school days to respond to the student's grievance via written communication. If resolution is not reached, the grievance will automatically advance to the next level.

#### **THIRD LEVEL – Informal Grievance**

If the grievance cannot be resolved at the second level within ten (10) school days, the ~~complainant grievant~~ should contact the ~~Grievance-Discipline~~ Officer. The ~~Grievance-Discipline~~ Officer will review the grievance with the supervisor or administrator and attempt to resolve the grievance informally. This discussion must take place within ten (10) school days after contact at the third level. The ~~Grievance-Discipline~~ Officer has ten (10) school days to respond to the student's grievance via written communication. If resolution is not reached, the grievance will automatically advance to the next level.

#### **FOURTH LEVEL – Formal Grievance and Hearing**

## Student Rights and Grievances

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If the grievance cannot be resolved informally at the third level, the ~~complainant grievant~~ will be asked to state the grievance in writing within ten (10) school days. Then a formal hearing will be scheduled within ten (10) school days of receipt of the written complaint. The employee being grieved shall have the opportunity to respond in writing. The ~~Grievance-Discipline~~ Officer, as appointed by the Superintendent/President, will conduct the hearing.

The determination of whether the Statement of the Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The ~~complainant grievant~~ is a student as defined in these procedures, which include applicants and former students;
- The ~~complainant grievant~~ is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the ~~Grievance-Discipline~~ Officer shall notify the student in writing of the rejection of the Request for a Grievance, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within ten (10) school days of the date the decision is made by the ~~Grievance-Discipline~~ Officer.

If the Request for Grievance Hearing satisfies each of the requirements, the ~~Grievance-Discipline~~ Officer shall schedule a grievance hearing. The hearing will begin within ten (10) school days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than ~~ten-five~~ (405) school days' notice of the date, time and place of the hearing.

The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The decision of the ~~Grievance-Discipline~~ Officer shall be final on all matters relating to the conduct of the hearing.

~~The hearing will include the grievant(s) and the person(s) grieved against. Each shall be entitled to:~~

- ~~1) representation of his/her choice, including legal counsel when mutually agreed;~~
- ~~2) the right to present witnesses and evidence; and~~
- ~~3) the right to question opposing witnesses.~~

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Hearings shall be closed and confidential ~~unless all parties request~~ agree that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary only be present while testifying, unless all parties and the committee agree to allow them to remain for all or any other portion of the hearing.

## Student Rights and Grievances

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Formal rules of evidence shall not apply. Any relevant evidence, as determined by the Discipline Officer shall be admitted.

The hearing shall be recorded by the District, and shall be the only recording made. The ~~Grievance~~Discipline Officer shall start the hearing by asking each person present to identify themselves by name and thereafter shall ask witnesses to identify themselves by name. No witness who refuses to be recorded ~~may~~shall be permitted to give testimony, and ~~will~~shall be considered to be unavailable. The recording shall remain in the custody of the District. Any party to the grievance may request a copy of the recording from the District in writing. The District shall make a copy available to the requesting party within 20 days.

Unless the ~~Grievance~~Discipline Officer determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the ~~grievant~~complainant(s) or grievants shall make the first presentation, followed by the ~~respondent~~or respondent(s). The ~~grievant~~complainant(s) may present rebuttal evidence after the ~~respondent(s)~~ presents' evidence. The burden shall be on the ~~grievant~~complainant(s) or grievants to prove by substantial evidence that the ~~allegations~~facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent ~~himself/herself~~themselves, and may also have the right to be represented by a person of ~~his/her~~their choice; except that a party shall not be represented by an attorney unless, in the judgment of the ~~Grievance~~Discipline Officer, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented ~~not less than~~at least ten (10) days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The ~~Grievance~~Discipline Officer may also request legal assistance through the Superintendent/President.

The ~~Grievance~~Discipline Officer shall have ten (10) school days after the date of the hearing to render a written decision to the Superintendent/President. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the ~~grievant~~complainant, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written responses, and the oral and written evidence produced at the hearing.

Within ten (10) school days following receipt of the ~~Grievance~~Discipline Officer's decision and recommendation(s), the Superintendent/President shall send ~~to~~all parties ~~his/her~~a written decision, together with the ~~Grievance~~Discipline Officer's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions, and recommendations of the ~~Grievance~~Discipline Officer. If the Superintendent/President does not accept the decision, ~~or a~~ finding, or recommendation of the ~~Grievance~~Discipline Officer, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final, subject only to appeal as provided below.

## Student Rights and Grievances

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### Appeal Process

Any appeal relating to a ~~Grievance-Discipline~~ Officer's decision that the Statement of the Grievance ~~does not failed to~~ present a grievance as defined in these procedures shall be made in writing to the Superintendent/President within ten (10) school days of that decision. The Superintendent/President shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Superintendent/President's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

### Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual ~~con-~~  
~~urrence-agreement~~ by all parties.

### Record of Grievance

A record of the grievance against an employee of the District may only be entered into an employee's personnel file in compliance with District personnel policies, an employee's contract, applicable collective bargaining agreements, and the disciplinary process.

**Note:** The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office (CCCCO) at: [www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx](http://www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx) or the Accrediting Commission for Community and Junior Colleges (ACCJC) at: <https://www.cccco.edu/Complaint-Process-Notice>.

*This ~~Policy Administrative Procedure~~ and the related ~~Administrative Procedure~~ Policy is not available for use by any student or applicant for admission who believes that ~~he/she has~~ they have been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 34359 – Discrimination and Harassment Complaints and Investigations Prohibition of Unlawful Discrimination or Harassment, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District's web site at: [www.shastacollege.edu](http://www.shastacollege.edu).*

Board Reviewed 1/17/07

Board Reviewed Revisions 11/09/11

Reviewed by the Board Ad Hoc Committee on Policy 9/09/15

Board Reviewed Revisions 11/18/15



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~~Web-Based Protocols and Conduct~~

~~AP 5540~~

~~Reference: **Education Code Section 66300**~~

~~In accordance with relevant District policies, the following procedure delineates authority for the blocking or denying of student access to online/hybrid/web-enhanced course materials.~~

~~A registered Student may be denied access to web-based materials when the following conditions are met:~~

~~1. Issuance of Warning:~~

- ~~• The Course syllabus must clearly state the instructor has the authority to block or deny access to web-based materials and the possible reasons for doing so (e.g., failure to actively participate in web-based activities, violation of proper netiquette).~~
- ~~• The Instructor will notify the student by email that access to the web-based material will be blocked should the student fail to contact the instructor within five (5) calendar days. The reason for the blockage will be identified in the email.~~
- ~~• The email will also indicate that the blockage, if implemented, will remain in effect until the student contacts the instructor.~~
- ~~• Under extenuating circumstances, the instructor may invoke immediate blockage of student access for a period of five (5) calendar days to maintain order in the online environment. The respective Dean will be notified by the instructor immediately.~~

~~2. Access Denied:~~

- ~~• Should the student fail to contact the instructor within the five (5) calendar days as described above, the instructor will confer with his/her respective Dean, outlining the rationale for the blockage.~~
- ~~• If the Dean concurs with instructor's rationale, the Dean will forward an email to the SC Online System Administrator requesting that the student's access to web-based materials of the course be blocked for an indefinite period of time.~~
- ~~• The instructor will receive a copy of the email and, when an alleged violation of the Student Code of Conduct is alleged, the Dean in Student Services Office will forward notification of the denied access and a registered letter through the US Postal Service to the student requesting a disciplinary hearing. Any sanctions assigned will be determined by the Dean in Student Services of Students.~~

~~3. Access Reinstatement:~~

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**Web-Based Protocols and Conduct**

**AP 5540**

- ~~Access to web-based materials will be reinstated only when the student has made contact with the instructor and the instructor forwards an email recommendation to the respective Dean.~~
- ~~The Dean will, via email, authorize the SC Online System Administrator to reinstate the online privileges. The Dean in of Student Services will be copied on the email.~~

~~Students have the right to appeal any complaint for online abuses to the appropriate Academic Dean. If sanctions have been imposed by the Dean in of Student Services as the result of a disciplinary hearing, the student has the right to appeal these sanctions to the Vice President of Student Services.~~

Board Reviewed 4/15/09



## Student Credit Cards and Solicitation

AP 5570

Reference: ~~Title 5, Section 54400~~; **Civil Code Section 1747.02(m)**; **Education Code Section 99030**; Title 5 Section 54400

### Solicitation

- Credit card solicitation will not be allowed on Shasta College campuses.
- Students shall not be solicited on school premises for purchases, subscriptions, or contributions to any organization, or solicited for membership in, or to work for, any organization not directly under the control of the Governing Board, without written authorization from the ~~Administration~~ Assistant Superintendent/Vice President of Administrative Services or designee.
- Any organization who wishes to come to the campus must be registered with the office of the Assistant Superintendent/Vice President of Administrative Services or site administrator ~~campus administration~~ and receive prior approval before each visit to campus.
- Authorization will be granted only if the organization is a non-partisan charitable organization organized for charitable purposes by an act of ~~congress~~ Congress or under the laws of the State of California.
- Only specifically designated areas on campus will be available for organizations to use and must be arranged through the Assistant Superintendent/Vice President of Administrative Services or site administrator ~~Office of Administrative Services~~.
- One-on-one solicitation is prohibited on campus premises.
- Credit card and debt education and counseling workshops are offered to students as a condition of receiving a student loan.

### Guidelines for Posting Materials

- Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public.
- All postings shall clearly indicate the author or agency responsible for its production and shall be date-stamped with the date of posting by the Office of ~~the Dean in Student Services~~ Student Life or site administrator.
- No reproductions of stamps will be accepted (i.e., copies of previously stamped materials).
- ~~All items 3x5 or smaller do not need the Office of the Dean in of Student Services approval, but must follow same content guidelines and posting instructions.~~
- ~~All items over 3x5 must be cleared through the Office of the Dean in of Student Services before posting. The only exception is Shasta College-produced materials with the official Shasta College logo, such as theatre events, farm events, etc.~~

### Posting

- Use staples, thumb tacks, push-pins or non-damaging tape only on cork or wood bulletin boards and the kiosk in the Qquad.

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**Student Credit Cards and Solicitation**

**AP 5570**

- Posting of materials promoting drugs, alcohol, anything that harasses, threatens, or endangers the safety or health of any person or any material containing sexual content or posting that solicits money from students shall not be permitted.
- Posters larger than 11x14 shall not be posted on bulletin boards, but next to or underneath. No material shall be posted on glass doors or windows.
- All school promoted or non-school promoted materials can be posted up to, ~~but not exceeding~~ fourteen (14) days.

~~Please adhere to guidelines and instructions on all bulletin boards.~~ All materials that do not meet these requirements will be removed.

Board Reviewed 8/12/09  
Board Reviewed 7/14/10

## Prevention of Identity Theft in Student Financial Transactions

AP 5800

Reference: [15 U.S. Code Section 1681m\(e\) Fair and Accurate Credit Transactions Act](#)

### I. The Purpose of the Identity Theft Prevention Program

The Board recognizes that some activities of the Shasta-Tehama-Trinity Joint Community College District, "District," are subject to the provisions of the Fair and Accurate Credit Transactions Act (FACT Act or FACTA) and its "Red Flag" rules.

The purpose of this Identity Theft Prevention Program (ITPP) is to control reasonably foreseeable risks to students from identity theft, by providing for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft.

#### I.—— Program Adoption

The District adopted this initial Identity Theft Prevention Program ("Program") in compliance with the "Red Flag" rules issued by the Federal Trade Commission pursuant to the Fair and Accurate Credit Transactions Act ("FACTA"). The District is engaging in activities which are covered by the FACTA Red Flag rules. After consideration of the size and complexity of the District's operations and account systems, and the nature and scope of the District's activities, the Board has determined that this Program is appropriate for the District.

#### II.—— Program Purpose

Under the Red Flag rules, the District is required to establish an "Identity Theft Prevention Program" with reasonable policies and procedures to detect, identify, and mitigate identity theft in its covered accounts. The District must incorporate relevant Red Flags into a Program to enable the District to detect and respond to potential identity theft. The District shall ensure that the Program is updated periodically to reflect changes in risks to customers or creditors or the District from identity theft.

#### III.—— Responsible District Official

The President shall designate a senior District official to serve as Program Administrator. The Program Administrator shall exercise appropriate and effective oversight over the Program and shall report regularly to the President on the Program.

#### IV.—— Program Administration and Maintenance

The Program Administrator is responsible for developing, implementing and updating the Program throughout the District. The Program Administrator will be responsible for ensuring appropriate training of District staff on the Program; for reviewing any staff reports regarding the detection of Red Flags and the steps for identifying, preventing and mitigating identity theft; for determining which steps of prevention and mitigation should be taken in particular circumstances; and for considering periodic changes to the Program.

## Prevention of Identity Theft in Student Financial Transactions

AP 5800

~~The Program will be periodically reviewed and updated to reflect changes in identity theft risks and technological changes. The Program Administrator will consider the District's experiences with identity theft; changes in identity theft methods; changes in identity theft detection, mitigation and prevention methods; changes in types of accounts the District maintains; changes in the District's business arrangements with other entities; and any changes in legal requirements in the area of identity theft. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted.~~

~~The Program Administrator shall confer with all appropriate District personnel as necessary to ensure compliance with the Program. The Program Administrator shall annually report to the President on the effectiveness of the Program. The Program Administrator shall present any recommended changes to the President for approval. The President's approval shall be sufficient to make changes to the Identity Theft Prevention Program.~~

### ~~V. Definitions~~

~~Pursuant to the Red Flag regulations at 16 C. F. R. § 681.2, the following definitions shall apply to this Program:~~

~~"Covered accounts":~~

- ~~1. Any account the District offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions.~~
- ~~2. Any other account the District offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the District from identity theft.~~

## II. Definitions

A "creditor" includes government entities who defer payment for goods (for example, payment plans for bookstore accounts or parking tickets), issued loans or issued student debit cards. Government entities that defer payment for services provided are not considered creditors for purposes of this ITPP.

"Deferring payments" refers to postponing payments to a future date and/or installment payments on fines or costs.

A "covered account" includes one that involves multiple payments or transactions.

"Person" means any individual who is receiving goods, receives a loan, and/or is issued a debit card from the District and is making payments on a deferred basis for said goods, loan, and/or debit card.

Detection or discovery of a "Red Flag" implicates the need to take action under this ITPP to help prevent, detect, and correct identity theft.

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## Prevention of Identity Theft in Student Financial Transactions

AP 5800

~~"Credit": — The right granted by a creditor to a debtor to defer payment of debt or to incur debt and defer its payment or to purchase property or services and defer payment therefore.~~

~~"Creditor": — An entity that regularly extends, renews, or continues credit.~~

~~"Customer": — Any person with a covered account with a creditor.~~

~~"Identifying information": — Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including:~~

- ~~• Name~~
- ~~• Address~~
- ~~• Telephone number~~
- ~~• Social Security number~~
- ~~• Date of birth~~
- ~~• Government issued driver's license or identification number~~
- ~~• Alien registration number~~
- ~~• Certificate of naturalization~~
- ~~• Certificate of citizenship~~
- ~~• VISA~~
- ~~• Government passport number~~
- ~~• Employer or taxpayer identification number~~
- ~~• Unique electronic Personal Identification Number (PIN)~~
- Bank routing code

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### III. Detecting "Red Flags" For Potential Identity Theft

#### A. Risk Factors for Identifying "Red Flags"

The District will consider the following factors in identifying relevant "Red Flags:"

- 1) the types of covered accounts the District offers or maintains;
- 2) the methods the District provides to open the District's covered accounts;
- 3) the methods the District provides to access the District's covered accounts; and
- 4) the District's previous experience(s) with identity theft.

#### B. Sources of "Red Flags"

The District will continue to incorporate relevant "Red Flags" into this ITPP from the following sources:

- 1) incidents of identity theft that the District has experienced;
- 2) methods of identity theft that the District identifies that reflects changes in identity theft risks; and
- 3) guidance from the District's supervisors who identify changes in identity theft risks.

**Prevention of Identity Theft in  
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**C. Categories of "Red Flags"**

The following Red Flags have been identified for the District's covered accounts:

**Alerts, Notifications, or Warnings from a Consumer Reporting Agency:**

- 1) A fraud or active duty alert is included with a consumer report the District receives as part of a background check.
- 2) A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
- 3) A consumer reporting agency provides a notice of address discrepancy. An address discrepancy occurs when an address provided by a student substantially differs from the one the credit reporting agency has on file. See Section (V)(9) for specific steps that must be taken to address this situation.
- 4) A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant, such as:
  - (a) A recent and significant increase in the volume of inquiries;
  - (b) An unusual number of recently established credit relationships;
  - (c) A material change in the use of credit, especially with respect to recently established credit relationships; or
  - (d) An account that was closed for cause or identified for abuse of account privileges by a creditor or financial institution.

**Suspicious Documents:**

- 5) Documents provided for identification appear to have been forged or altered.
- 6) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
- 7) Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.
- 8) Other information on the identification is not consistent with readily accessible information that is on file with the District, such as a signature card or a recent check.
- 9) An application appears to have been altered or forged, or gives the appearance of having been destroyed or reassembled.

**Suspicious Personally Identifying Information:**

- 10) Personal identifying information provided is inconsistent when compared against external information sources used by the District.

For example:

- (a) The address does not match any address in the consumer report; or
- (b) The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.

**Prevention of Identity Theft in  
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- 11) Personal identifying information provided by a person is not consistent with other personal identifying information provided by the person. For example, there is a lack of correlation between the SSN range and date of birth.
- 12) Personal identifying information is associated with known fraudulent activity as indicated by internal or third-party sources used by the District. For example:
  - (a) The address on an application is the same as the address provided on a fraudulent application;
  - (b) The phone number on an application is the same as the phone number provided on a fraudulent application;
- 13) Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the District. For example:
  - (a) The address on an application is fictitious, a mail drop, or a prison; or
  - (b) The phone number is invalid, or is associated with a pager or answering service.
- 14) The SSN provided is the same as that submitted by other persons currently being served by the District.
- 15) The address or telephone number provided is the same or similar to the account number or telephone number submitted by an unusually large number of other persons being served by the District.
- 16) The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- 17) Personal identifying information provided is not consistent with personal identifying information that is on file with the District.
- 18) The person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

**Unusual Use Of – Or Suspicious Activity Relating To – A Covered Account:**

- 19) A new covered account is used in a manner that is commonly associated with known patterns of fraud patterns. For example, a person makes a first payment, but there are no subsequent payments made.
- 20) A covered account is used in a manner that is not consistent with established patterns of activity on the account. For example, there is:
  - (a) Nonpayment when there is no history of late or missed payments; or
  - (b) A material change in electronic fund transfer patterns in connection with a payment.
- 21) A covered account that has been inactive for a reasonably lengthy period of time is suddenly used or active.
- 22) Mail sent to the person holding the covered account is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the person's covered account.

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23) The District is notified that the person is not receiving paper account statements.

24) The District is notified of unauthorized transactions in connection with a person's covered account.

**Notices from Customers/Persons, Victims of Identity Theft, Law Enforcement Authorities, or Other Businesses about Possible Identity Theft in Connection with Covered Accounts:**

25) The District is notified by a person with a covered account, a victim of identity theft, a law enforcement authority, or any other person, that it has opened a fraudulent account for a person engaged in identity theft.

**IV. Measures to Detect "Red Flags"**

The District shall do the following to aid in the detection of "Red Flags:"

1) When a new covered account is open, the District shall obtain identifying information about, and information verifying the identity of, the student or other person seeking to open a covered account. Two forms of identification shall be obtained (at least one of which must be a photo identification).

The following are examples of the types of valid identification that a person may provide to verify the identity of the person seeking to open the covered account: valid state-issued driver's license, valid state-issued identification card, current passport, a Social Security Card, current residential lease, or copy of a deed to the person's home or invoice/statement for property taxes.

2) Persons with covered accounts who request a change in their personal information on file, such as a change of address, will have the requested changes verified by the District.

The person shall provide at least one written form of verification reflecting the requested changes to the personal information. For example, if an address change is requested, then documentation evidencing the new address shall be obtained. If a phone number change is requested, then documentation evidencing the new phone number, such as a phone bill, shall be obtained.

**V. Preventing and Mitigating Identity Theft**

One or more of the following measures, as deemed appropriate under the particular circumstances, shall be implemented to respond to "Red Flags" that are detected:

- 1) Monitor the covered account for evidence of identity theft;
- 2) Contact the person who holds the covered account;
- 3) Change any passwords, security codes, or other security devices that permit access to a covered account;
- 4) Reopen the covered account with a new account number;



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- 5) Not open a new covered account for the person;
- 6) Close an existing covered account;
- 7) Not attempt to collect on a covered account or not sell a covered account to a debt collector;
- 8) Notifying law enforcement;
- 9) Where a consumer reporting agency provides an address for a consumer that substantially differs from the address that the consumer provided, the District shall take the necessary steps to for a reasonable belief that the District knows the identity of the person for whom the District obtained a credit report, and reconcile the address of the consumer with the credit reporting agency, if the District establishes a continuing relationship with the consumer , and regularly, and in the course of business, provides information to the credit reporting agency; or
- 10) Determine that no response is warranted under the particular circumstances.

**VI. Updating the ITPP**

The District shall update this ITPP on an annual basis to reflect changes in risks to persons with covered accounts, and/or to reflect changes in risks to the safety and soundness of the District from identity theft, based on the following factors:

- 1) The experiences of the District with identity theft;
- 2) Changes in methods of identity theft;
- 3) Changes in methods to detect, prevent and mitigate identity theft;
- 4) Changes in the types of covered accounts that the District maintains;
- 5) Changes in the business arrangements of the District, including service provider arrangements.

**VII. Methods for Administering the ITPP**

**A. Oversight of the ITPP**

Oversight by the Assistant Superintendent/Vice President of Administrative Services or designee shall include:

- 1) Assigning specific responsibility for the ITPP's implementation;
- 2) Reviewing reports prepared by the staff regarding compliance of the ITPP; and
- 3) Approving material changes to the ITPP as necessary to address changing identity theft risks.

**B. Reports**

- 1) *In General.* Staff responsible for the development, implementation, and administration of this ITPP shall report to the Governing Board on an annual basis.
- 2) *Contents of Report.* The report shall address material matters to the ITPP and evaluate the following issues: the effectiveness of the policies and procedures in addressing the risk of identity theft in connection with opening new covered

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accounts and with respect to existing covered accounts; service provider arrangements; significant incidents involving identity theft and management's response; and recommendations for material changes to the ITPP.

- 3) *Oversight of Service Provider Arrangements.* Whenever the District engages a service provider to perform an activity in connection with one or more covered accounts the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. To that end, the District shall require our service contractors, by contract, to have policies and procedures to detect relevant "Red Flags" that may arise in the performance of the service provider's activities, and either report the "Red Flags" to the District, or to take appropriate steps to prevent or mitigate identity theft.

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"Identity Theft": A fraud attempted or committed using the identifying information of another person without authority.

"Red Flag": A pattern, practice, or specific activity that indicates the possible existence of identity theft.

### VI. Identification of Red Flags

In order to identify relevant Red Flags, the District considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, the methods it provides to process account transactions, the methods it provides to close accounts, and its previous experiences with identity theft. The following are relevant Red Flags, in each of the listed categories, which employees should be aware of and diligent in monitoring for:

#### A. Notifications and Warnings from Credit Reporting Agencies

- Report of fraud accompanying a credit report;
- Notice or report from a credit agency of a credit freeze on a customer or applicant;
- Notice or report from a credit agency of an active duty alert for an applicant; and
- Indication from a credit report of activity that is inconsistent with a customer's usual pattern or activity.

#### B. Suspicious Documents

- Identification document or card that appears to be forged, altered or inauthentic;
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
- Identity Theft Prevention Program;
- Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- Application for service that appears to have been altered or forged.

#### C. Suspicious Personal Identifying Information

- Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- Social Security number presented that is the same as one given by another customer;
- An address or phone number presented that is the same as that of another person;

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- Identifying information subsequently presented on an application that is incomplete after a request to provide complete information (however, by law Social Security numbers must not be required); and
- Identifying information that is inconsistent with the information that is on file for the customer.

**D. Suspicious Account Activity or Unusual Use of Account**

- Change of address for an account followed by a request to change the account holder's name;
- Payments stop on an otherwise consistently up-to-date account;
- Account used in a way that is inconsistent with prior use (example: very high activity);
- Mail sent to the account holder is repeatedly returned as undeliverable;
- Notice to the District that a customer is not receiving mail sent by the District;
- Notice to the District that an account has unauthorized activity;
- Breach in the District's computer system security; and
- Unauthorized access to or use of customer account information.

**E. Alerts from Others**

- Notice to the District from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in identity theft.

**VII. Detecting Red Flags**

The Program's general Red Flag detection practices are described in this document. The Program Administrator and each campus will develop and implement specific methods and protocols appropriate to meet the requirements of this Program.

**A. New Accounts**

In order to detect any of the Red Flags identified above associated with the opening of a new account, District personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license or other identification card);
- Independently contact the customer.

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### ~~B. Existing Accounts~~

~~In order to detect any of the Red Flags identified above for an existing account, District personnel will take the following steps to monitor transactions with an account:~~

- ~~• Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);~~
- ~~• Verify the validity of requests to change billing addresses; and~~
- ~~• Verify changes in banking information given for billing and payment purposes.~~

### ~~VIII. Responding to Red Flags and Mitigating Identity Theft~~

~~In the event District personnel detect any identified Red Flags, such personnel shall take appropriate steps to respond and mitigate risk of identity theft depending on the nature and degree of risk posed by the Red Flag, including but not limited to the following examples:~~

- ~~• Continue to monitor an account for evidence of identity theft;~~
- ~~• Contact the customer;~~
- ~~• Change any passwords or other security devices that permit access to accounts;~~
- ~~• Not open a new account;~~
- ~~• Close an existing account;~~
- ~~• Reopen an account with a new number;~~
- ~~• Notify law enforcement; or~~
- ~~• Determine that no response is warranted under the particular circumstances.~~

### ~~IX. Staff Training and Reporting~~

~~District employees responsible for implementing the Program shall be trained under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.~~

~~Appropriate staff shall provide reports to the Program Administrator on incidents of identity theft, the effectiveness of the Program, and the District's \* compliance with the Program.~~

### ~~X. Service Provider Arrangements~~

~~In the event the District engages a service provider to perform an activity in connection with one or more accounts, the District will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft:~~

- ~~1. Require, by contract, that service providers have such policies and procedures in place; and~~

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- ~~2. Require, by contract, that service providers review the District's Program and report any Red Flags to the Program Administrator.~~

Board Reviewed 8/18/10

## Standards of Conduct

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Reference: **Education Code Sections 66300 and -66301; ACCJC Accreditation Standard 11.A.7b I.C.8 and 10**

The Superintendent/President shall establish procedures for the imposition of discipline on students and visitors in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

### Code of Conduct

Students and visitors to a Shasta College campus at any District facility, or event and in any District-provided service or affiliated official capacity are expected to obey all California State laws and all Federal laws which pertain to behavior on a college campus. The following regulations represent reasonable standards of conduct for students and visitors, and shall be followed at all times while on a Shasta College campus District property or attending District affiliated activities. Generally, Shasta College's jurisdiction and discipline shall be limited to conduct which occurs on Shasta College premises or which is related to school sponsored or supervised activities.

Rules and Regulations: Any student or visitor found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Board Policy and Administrative Procedures 3550 and 5520.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosives, chemicals 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 Superintendent/President.
- 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

## Standards of Conduct

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- of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
  - Causing or attempting to cause damage to District property or to private property on campus.
  - Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
  - Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
  - Committing sexual harassment as defined by law or by District policies and procedures.
  - Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
  - Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying, or coercion and/or conduct which threatens or endangers the health and safety of any person
  - Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
  - Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
  - Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted.
  - Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to any Shasta College official. Tampering with the election of any Shasta College recognized student organization.
  - Unauthorized entry upon or use of college facilities.
  - Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
  - Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
  - Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  - Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.

~~Acts of dishonesty, including but not limited to the following:  
Cheating, plagiarism, or other forms of academic dishonesty.~~



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~~Furnishing false information to any Shasta College official, faculty member or of-  
fice.~~

~~Forgery, alteration or misuse of any Shasta College document, record or instru-  
ment of identification.~~

~~Tampering with the election of any Shasta College recognized student organiza-  
tion.~~

~~Disruption or obstruction of teaching, research, administration, disciplinary pro-  
ceedings, other Shasta College activities including its public-service functions on  
or off campus, or other authorized non-Shasta College activities when the act oc-  
curs on Shasta College premises.~~

~~Physical abuse, verbal abuse such as teasing and name-calling, threats, intimi-  
dating conduct, bullying through direct words or actions, cyberbullying, or coercion  
and/or conduct which threatens or endangers the health and safety of any person.~~

~~4. Sexual harassment as defined by law or by regulation of the college or the  
District.~~

~~5. Attempted or actual theft of and/or damage to property of Shasta College  
or property of a member of the Shasta College community or other personal or  
public property, or knowingly receiving stolen district property or private property  
on campus.~~

~~6. Engaging in harassing or discriminatory behavior based on disability, gen-  
der, gender identity, gender expression, nationality, race or ethnicity, religion, sex-  
ual orientation, or any other status protected by law.~~

- ~~7. 8.~~
- Failure to comply with direction of Shasta College District officials or law enforcement offic-  
ers acting in the performance of their duties, and/or failure to identify oneself to one of these  
persons when requested to do so.
- ~~Open and persistent defiance of the authority of, or persistent abuse of, District personnel.~~
- ~~9.~~
- Unauthorized possession, duplication or use of keys to any Shasta College District prem-  
ises or unauthorized entry to or use of Shasta College District premises.
- ~~10.~~
- Violation of published Shasta College District policies, rules or regulations.
- ~~11. Violation of federal, state or local law on Shasta College premises or at Shasta  
College sponsored or supervised activities.~~
- ~~12. Use, possession or distribution of narcotic or other controlled substances  
except as expressly permitted by law.~~
- ~~13. Public intoxication or use, possession or distribution of alcoholic beverages  
except as expressly permitted by law and Shasta College regulations.~~
- ~~14. Illegal or unauthorized possession of firearms, explosives, other weapons,  
or dangerous chemicals including but not limited to any facsimile firearm, knife,  
explosive or weapon on Shasta College premises.~~
- ~~15.~~
- Participation in a campus demonstration that disrupts the normal operations of Shasta Col-  
lege the District and infringes on the rights of other members of the Shasta College District  
community; leading or inciting others to disrupt scheduled and/or normal activities within

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any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- ~~16. —~~

Obstruction of the free flow of pedestrian or vehicular traffic on [Shasta College District](#) premises or at [Shasta College District](#) sponsored or supervised functions. The use of bicycles, roller blades and skateboards ~~is~~are not permitted in heavy traffic areas or in buildings.

- ~~—~~

- ~~Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on District premises or at functions sponsored by or participated in by the District~~

- ~~17. —~~

~~Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.~~

- ~~18. —~~

- Theft or other abuse of computer time and network resources, including but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Unauthorized use of phone and electronic devices such as radios, etc.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or [Shasta College District](#) official.
  - f. Use of computing facilities to send obscene or abusive messages.

~~g. Use of computing facilities to interfere with normal operations of [Shasta College the District](#) computing systems. —~~

- ~~h-g. 19. —~~

- Abuse of the judicial system, including but not limited to:
  - a. Failure to obey the summons of a [Shasta College District](#) official.
  - b. Falsification, distortion or misrepresentation of information before a hearing officer.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - g. Failure to comply with the sanction(s) imposed under the [Student Standards of Conduct Code](#).

~~h. Influencing or attempting to influence another person to commit an abuse of the judicial system.~~

- ~~20. — Willful or persistent smoking in any area where smoking is prohibited by lawful authority.~~

## Standards of Conduct

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- ~~j-h. 21.~~
- Littering.
- ~~22.~~
- Misrepresentation of oneself or of an organization to be an agent of [Shasta-Collegethe District](#).
- ~~23.~~
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any [District](#) policy or administrative procedure.
- ~~24.~~
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- ~~25.~~
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

### **See Administrative Procedure 5500**

Reviewed by the Board's Ad Hoc Committee on Policy 8/12/09  
Board Approved Revisions 4/14/10  
Board Approved Revisions 6/13/12  
Reviewed by the Board's Ad Hoc Committee on Policy 6/11/14  
Board Approved Revisions 7/09/14  
Board Approved 12/14/16

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Delete

**Student Discipline**

**BP 5520**

Reference: ~~**Education Code Sections 66017, 66300, 66301, 72122, 76120, 76220, 76234, and 76030 et seq.; Penal Code Sections 626.2 and 626.4; Title 5, Section 59410; Accreditation Standard II.A.7b**~~

~~The Superintendent/President shall establish procedures for the imposition of student discipline in accordance with the requirements of due process as provided by applicable federal and state laws and regulations.~~

~~The Dean of Students will serve as the Discipline Officer unless a different official is so designated by the Superintendent/President.~~

~~The disciplinary procedures shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.~~

~~The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and revoking or withholding a degree or certificate. The Board of Trustees shall hear the matter in closed session unless the student requests the matter be heard in open session. Final action by the Board on any expulsion shall be taken in open session.~~

~~The disciplinary procedures shall be made available to students through the college catalog, the District website and other similar means.~~

~~**See Administrative Procedure 5520**~~

~~Board Approved 4/13/11~~

Delete

**Student Rights and Grievances**

**BP 5530**

Reference: ~~Title IX, Education Amendments of 1972; Education Code Section 76224(a); HEA Title IV, CFR, Sections 600.9 and 668.4(3)(b); WASG Accreditation Standard II.B.2.c; ACCJC Accreditation Eligibility Requirement 20; ACCJC accreditation Standard IV.D~~

Definition of Student Grievance

~~For the purpose of this policy, a student grievance is defined as a claim by a student that his/her student rights have been adversely affected by a college decision or action. This policy is available for students who desire to pursue grievance procedures against an employee of the District. The student shall be entitled to representation, by a person of his/her choice, other than legal counsel, at all informal complaint meetings.~~

~~Note: The District is committed to resolving student complaints and/or grievances in a fair and equitable manner. Students should work through the District's process first before escalating issues to other agencies. Issues that are not resolved at the District level may be presented to the California Community Colleges Chancellor's Office (CCCCO) at: [www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx](http://www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx).~~

~~This Policy and the related Administrative Procedure is not available for use by any student or applicant for admission who believes that he/she has been subjected to unlawful discrimination, including sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972. The basis for filing a complaint of unlawful discrimination and the procedures to be used to file such a complaint are set forth in the District's Board Policy and Administrative Procedure 3430—Prohibition of Unlawful Discrimination or Harassment, which can be obtained in the Human Resources Office in the Shasta College Administration Building 100, Room 121, 11555 Old Oregon Trail, Redding, CA 96003 or on the District's web site at: [www.shastacollege.edu](http://www.shastacollege.edu).~~

**See Administrative Procedure 5530**

~~Board Approved 1/17/07~~

~~Reviewed by the Board Ad Hoc Committee on Policy 8/12/09~~

~~Board Approved Revisions 5/12/10~~

~~Board Approved 11/09/11~~

~~Reviewed by the Board Ad Hoc Committee on Policy 9/09/15~~

~~Board Approved 10/14/15 [MANDATED CHANGES]~~

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**Web-Based Protocols and Conduct**

**BP 5540**

*Reference:* ~~Education Code Section 66300~~

~~The Superintendent/President shall establish administrative procedures that provide for procedures on Web-Based Protocols and Conduct.~~

~~See Administrative Procedure 5540~~

~~Board Approved 4/15/09~~

~~Reviewed by the Board Ad Hoc Committee on Policy 8/12/09~~

**Student Credit Cards and Solicitations**

**BP 5570**

Reference: ~~Title 5, Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030; Title 5 Section 54400~~

~~Credit card solicitation will not be allowed on Shasta College campuses.~~

~~Students shall not be solicited on school premises for purchases, subscriptions, or contributions to any organization, or solicited for membership in, or to work for, any organization not directly under the control of the Governing Board, without written authorization from the Administration. Such authorization is normally not granted unless the organization is a non-partisan charitable organization organized for charitable purposes by an act of congress or under the laws of the state of California.~~

The Superintendent/President shall establish procedures that regulate the solicitation of student credit cards process on campus.

**See Administrative Procedure 5570**

Board Approved 8/12/09

**Prevention of Identity Theft in Student Financial Transactions**

**BP 5800**

Reference: **15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act**

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities (“Red Flags”) that could indicate identity theft of students when the. ~~This is because the~~ District serves as a creditor in relation to its students. When applicable, ~~the~~ Superintendent/President is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

***See Administrative Procedure 5800***

Board Approved 8/18/10