

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL

Title: CODE OF STUDENT CONDUCT	Number: AP 5.16
Legal Authority: California Education Code Sections 66300, 66301, 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 72212, and 78907	Related to CCLC AP 5500

A. Delegation of Authority

The Chancellor delegates the development and functional oversight of the Code of Student Conduct Board Policy 5.16 and Administrative Procedure 5.16 to the Vice Chancellor of Student Development. The Vice Chancellor of Student Development shall administer and supervise the enforcement of student discipline resulting from violations of the Code of Student Conduct in accordance with Administrative Procedure 5.17 (and Board Policy 5.17).

Students enrolled in the San Francisco Community College District must conform to the rules and regulations (i.e., “The Code of Student Conduct”) of the District. Violation of these rules and regulations may also result in criminal prosecution.

B. Good Cause

Disciplinary sanctions may be imposed for good cause, which includes, but is not limited to, the following offenses:

General Behavioral Misconduct and Non-Compliance Violations

1. Disruptive behavior, willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of, District personnel or officials acting in the performance of their duties, violating the rights of other students.
2. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in the performance of their duties, including failure to identify oneself when on District property or at a District sponsored or supervised event, or upon the request of a District official acting in the performance of his/her duties.
3. Persistent or continued serious misconduct where other means of correction have failed to bring about proper conduct.

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Physical and Verbal Misconduct Violations

4. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury or damage to any real or personal property owned by the District; or injury or damage to property belonging to a member of the District community or to an authorized District visitor while on District property.
5. Assault or battery, abuse, extortion, or any threat of force, violence, or death, or any terrorist threats as defined in Education Code section 48900.7(b), directed toward any member of the District community (including but not limited to students and employees), or District visitor engaged in authorized activities, or to any District property, or aiding and abetting, as defined in Penal Code section 31, the infliction or attempted infliction of physical injury on another person.
6. Disorderly, lewd, indecent, obscene, slanderous, libelous or offensive conduct or expression (including clothing) that interferes with the District's primary educational responsibility or that breaches the peace on District property or at any District sponsored or supervised function, or such conduct or expression that so incites students as to create a clear and present danger of the commission of unlawful acts, or substantial disruption of the orderly operations of the District on any District property or at any District sponsored or supervised function.
7. Instructors in special areas (i.e., gymnasium and laboratories) and in specialized fields or disciplines (e.g., Construction, Nursing, Physical Education) may require students to wear particular clothing for suitability or to meet health and/or safety regulations.

Academic Dishonesty Violation

8. Academic or intellectual dishonesty such as cheating, plagiarism, or the use of generative tools (including but not limited to GPT-4, ChatGPT, Claude, Cohere), without the permission of the instructor to produce responses to school tasks or activities. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way. Plagiarism is defined as the unauthorized use of the written language and thought of another author/tool without proper quoting or citing and representing the author's/tool's work as the student's own. A student may not use generative tools to produce content that the student submits as the student's own thoughts and/or language.

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Financial and Monetary Misconduct Violations

- 9. Dishonesty such as theft or the unlawful taking of property from the rightful owner, or knowingly receiving stolen property belonging to the District or any other rightful owner, knowingly furnishing false information to the District including misrepresentation of oneself or of an organization as an agent of the District, or forgery, alteration, or misuse of District documents, records or identification.
- 10. Failure to satisfy District financial obligations, including but not limited to damages to District property and equipment.
- 11. Participation in gambling, which includes betting, wagering or selling pools, playing card games for money, or using District resources (including but not limited to telephones and computers) to facilitate gambling.

Disturbance, Unauthorized Use and/ or Misuse of Facilities, Property, Services, Classes, Resources, Equipment

- 12. Unauthorized entry to or use of District facilities, supplies or equipment (including but not limited to computing, networking and information resources).
- 13. Defacement and/or destruction (without approval) of District property, equipment, and records are prohibited.
- 14. Violation of District rules and regulations, including those concerning student organizations, the use of District facilities, or the time, place and manner of public expression or distribution of materials, as defined in Education Code section 66301.
- 15. Violation of other applicable federal, state and municipal laws and District rules and regulations in connection with attendance at programs or services offered by the District or while on District property or at District sponsored activities.
- 16. Violation of parking rules and regulations as well as traffic regulations on District property, including but not limited to speeding, driving in the wrong direction, or other reckless driving behavior.
- 17. Entry of visitors (including infants and children) in a classroom without the prior consent of the instructor. If a child or infant interferes with the instructor’s ability to teach, students whose children or infants require the use of childcare services should register with CCSF’s childcare resources.
- 18. Entry of animals in classrooms or labs except as necessary to provide reasonable accommodations and assistance to disabled students. Students who require the use of a service or comfort animal should register with and provide documentation to

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Disabled Students Programs and Services (DSPS).

19. Obstruction or physical or verbal disruption of classes, computer laboratories or study facilities (including but not limited to Library and Learning Assistance Center), student activities, administration, disciplinary procedures, governance processes, or other authorized District activities, services, operations or functions or prevention of authorized guests from carrying out the purpose for which they are on District property.

Technology and Weapons Violations

20. Violation of the District's Computer Usage Policy (see appropriate sections of the CCSF College Catalog for a complete version of the Policy).
21. Use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor (as defined in Education Code 78907), except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.
22. Persistent and willful use of a cell phone or other communication device by a student in a classroom or laboratory (e.g., talking, text-messaging, recording) without the prior consent of the instructor or laboratory monitor.
23. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations): any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sand club, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches; any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain that can be used as a threat to do bodily harm.

Health and Substance Violations

24. Unlawful use, sale, distribution or possession of, or the presence on campus while under the influence of any controlled substance as listed in the California Health & Safety Code (except as expressly permitted by law and evidenced by medical authorization), or the use, sale, or distribution of any poison classified by laws defining controlled substances, while on District property or at District functions, or the unlawful use, possession of or offering, arranging or negotiating the sale of

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any drug paraphernalia.

25. Willful or persistent smoking including vaping and expectorating chewing tobacco in any area where smoking has been prohibited.

Sexual Misconduct Violations

26. Violation of the District's Sexual Harassment Policy as defined by Board Policy and Administrative Procedure 2.31.
27. Violation of the District's Sexual and Other Assaults on Campus Policy as defined by Board Policy and Administrative Procedure 2.32.

Harassment, Threatening, Stalking and Hazing Violations

28. Harassing, provoking, intimidating or threatening anyone who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the individual from being a witness or retaliation for being a witness.
29. Engaging in intimidating conduct or bullying against another student or employee of the District through words or actions, including direct physical contact, verbal assaults such as teasing, name-calling, social isolation, manipulation, and cyberbullying (e.g., baiting or sexting) or engaging in intimidating conduct or bullying through other electronic means (e.g., social media, cellular phones, and email).
30. Causing, threatening or attempting to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
31. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm or harass another person and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall also constitute stalking under the Code of Student Conduct.
32. Participation in hazing (e.g., verbal abuse, threats or implied threats, beating, paddling, branding, other forms of assault, and forced or coerced behavior of any kind).

Sanctions

Disciplinary sanctions for the above offenses shall include but are not limited to warning; verbal and/or written reprimand; a failing grade on an assignment or test or in a class in proven cases of cheating, plagiarism or other forms of academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from class by the instructor for no more than two class meetings; removal from an instructional laboratory,

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facility, center or other supervised student activity by the designated site administrator for no more than two days, sessions, meetings or days; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; expulsion.

Suspension or recommended expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include but is not limited to conduct identified above as prohibited. Procedures for the implementation and enforcement of the Code of Student Conduct shall be adopted and implemented by the Chancellor or his or her designee.

In addition, in AP 5.17 teachers are authorized to issue “a failing grade on an assignment or test or in a class in proven cases of cheating, plagiarism or other forms of academic dishonesty.”

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