COLLEGE RULES REGULATIONS

Compliance with College Rules and Regulations and Notices

Students and staff are expected to comply with the rules and regulations published in this catalog and with the official notices published in the College newspaper, The Guardsman, or posted on official bulletin boards.

I. District Policy

It is the policy of the District to:

A. Prohibit any person in the work or academic setting from sexually harassing any other person in the work or academic setting. The District will not tolerate or condone sexual harassment by or towards its employees or by or towards its students. It is the intention of the District to take appropriate actions to prevent, correct, and if necessary, to discipline behavior which violates this policy.

B. Provide a work and academic environment free of sexual harassment.

C. Investigate allegations of sexual harassment in a timely and thorough way.

D. Take appropriate and timely corrective action with respect to information or allegations that employees or students are being subjected to sexual harassment in the work or academic environment.

E. Provide ongoing education and awareness regarding sexual harassment. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

F. Provide information about how to pursue claims of sexual harassment.

II. Definitions

Sexual Harassment: For purposes of this policy, sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

A. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.

B. Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.

C. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

D. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the education institution.

No person in a supervisory or authority position shall retaliate against an applicant, employee or student for opposing conduct prohibited by this policy. No other person in any way affiliated or associated with the District shall retaliate against an applicant, employee or student for opposing conduct prohibited by this policy. In addition to the District’s sexual harassment policy, the District’s nondiscrimination policy includes a prohibition against harassment based on a person’s status in any other protected category such as race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical condition, gender identity, or status as a Vietnam-era veteran.

Complaint: A complaint is a formal, written allegation that sexual harassment has been experienced by an individual.

III. Unwelcome Conduct

Sexual Harassment is unwelcome conduct. The same conduct may or may not be sexual harassment, depending on whether it is acceptable to the person(s) affected by it. Supervisors or faculty who are in the position to review the work or the academic progress of an employee or a student must be careful that conduct is truly welcomed as opposed to a reaction to the real or perceived authority of the supervisor or faculty. When individuals are in inherently unequal positions (such as teacher and student or supervisor and employee), the conduct may be less welcomed than the individual whose position confers power believes.

Furthermore, conduct that was previously welcome may become unwelcome. Past consent does not prevent a charge of sexual harassment based upon subsequent unwelcome conduct.

Even when conduct is clearly welcome, the individual whose position confers power must be careful that the consensual relationship does not give undue access or advantage, restrict opportunities, or create a hostile and unacceptable environment for others.

IV. Preventive Action

The San Francisco Community College District will not tolerate sexual harassment of or by its students or of or by its employees and will take preventive action so that sexual harassment does not occur. The District will inform students and employees of the right to challenge sexual harassment under District policies on state and federal law, including the right to oppose sexual harassment without fear of retaliation for such opposition.

The District will make known that it will thoroughly investigate sexual harassment allegations and will pursue appropriate sanctions in proven cases of sexual harassment. Appropriate sanctions in a given case may include reprimand, suspension, dismissal or other appropriate action.

The above statement of preventive action includes the following:

A. The District will conduct staff development, education and training activities for administrators, faculty, staff and students regarding sexual harassment.

B. As soon as practicable following Board action to adopt this policy, a copy of this sexual harassment policy shall be provided to all employees in the District, as well as displayed in prominent locations throughout the District, including display at each campus.

C. Every new employee shall be provided a copy of this policy upon their employment along with other District employment documents.

D. A copy of this policy shall appear in each College Catalog.

E. A copy of this policy shall be provided as part of the orientation program conducted at the beginning of each semester for new students.

F. The District shall periodically notify students and employees of the procedures for registering a complaint that this policy has been violated.
G. The Human Resources Department shall make available to applicants and employees information from the California Department of Fair Employment and Housing and the U.S. Equal Employment Opportunity Commission about claims of sexual harassment with these entities.

H. District shall make available to students information from the U.S. Department of Education, Office for Civil Rights about Claims of sexual harassment with that entity.

V. Implementation of Policy
This policy shall be implemented through procedures designed to encourage persons who experience sexual harassment to report prohibited conduct. The procedure shall be broadly and regularly distributed to students and employees. They shall provide for timely, thorough and fair investigation and resolution of allegations of sexual harassment and shall include a means for pursuing both informal and formal resolution of allegations. The procedures shall protect the privacy of the individuals involved to the extent possible while meeting the District’s obligation to investigate and take appropriate corrective action.

VI. Filing and Investigating Complaints
A complaint may be filed by the individual who alleges he or she has personally experienced sexual harassment or may be filed by one who has learned of sexual harassment in his or her official capacity. The Affirmative Action Officer is responsible for receiving sexual harassment complaints and for coordinating their investigation. The Affirmative Action Officer is also responsible for advising individuals regarding this sexual harassment policy and its implementing procedures and for monitoring the dissemination of this policy and related procedures.

VII. Time Limit on Complaints
Complaints must be filed within one year of the date on which the complaining party knew or should have known of the facts underlying the allegation of sexual harassment.

Campus Attire
Students are urged to dress appropriately everywhere on the campus at all times. Instructors in special areas (for example, gymnasiums and laboratories) may require students to wear particular clothing for suitability or to meet health and/or safety regulations.

Computer Usage Policy
City College of San Francisco is pleased to make computer accounts and resources available for student use in the pursuit of their instructional goals in certain courses in Computer and Information Science and in courses where instructors require Internet or email access as part of the course. In so far as the computing resources are under the user’s control, the user is fully responsible for their proper and legal use.

Computer accounts and computer access is a privilege and requires the individual user to act responsibly. By using the CCSF accounts, users have agreed to respect the rights of other users and accounts, to use the account only for school-related purposes, and to safeguard the integrity of the system and its related physical resources. Users have further agreed to observe all relevant laws, regulations, policies, and contractual obligations of the College.

Violations of these policies will be dealt with in the same manner as violations of other College policies and may result in disciplinary review. In such a review the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the College, and legal action.

The full text of the Computer Usage Policy can be found in the Appendix of this Catalog as well as on-line through the City College Gopher (Choose “System and Computing Information,” choose CCSF Policy.) and at the web site (www.ccsf.org/Info/Policy).

Disabled Students Rights
Students with disabilities have the same legal entitlement as any other student. Both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. It is the policy of the SFCCD to operate its programs and services so that they are readily accessible to students with disabilities. Reasonable accommodations (academic adjustments and auxiliary aids) are arranged when needed for students with disabilities. For further information call the Disabled Students Programs and Services (DSP&S) at 452-5481 or TDD (452-5451).

Adjustment of Graduation Requirements for Students with Disabilities
Substitution Policy
It is the policy of CCSF to provide equal educational opportunities for students with disabilities in accordance with state and federal law and regulations including the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Administrative Code.

Pursuant to Title 5, Sections 56000-56076, the District has developed the DSP&S to assist students with disabilities in securing appropriate instruction, academic accommodations and auxiliary aids. It is the intent of the District that such individuals be served by regular classes and programs whenever possible. To that end, students with disabilities shall be admitted to courses and programs and matriculate through such courses and programs on an equal basis with all other students. To ensure equality of access for students with disabilities, academic accommodations and auxiliary aids shall be provided to the extent necessary to comply with state and federal law and regulations. For each student, academic accommodations and auxiliary aids shall specifically address those functional limitations of the disability which adversely affect equal education opportunity. When the severity of the disability of an otherwise qualified student precludes successful completion of a course required for graduation from CCSF, despite an earnest effort on the part of the student to complete the course and despite provision of academic accommodations and/or auxiliary aids, a course substitution shall be considered. The District will maintain specific criteria and procedures to implement the policy.

Waiver Policy
There may be extenuating and unusual circumstances when the nature of the disability is such that a course substitution is not a recommended or realistic option. Under these circumstances, the committee may consider a WAIVER.
In order to be considered for a WAIVER, the student would have to comply with all the criteria established for course substitution and, in addition, meet the following requirements:

- All graduation requirements have been met satisfactorily with the exception of the subject for which a waiver is being petitioned.
- Successful completion of at least 18 semester units in the student's declared major subject area used for graduation from CCSF.

Student will be informed that the WAIVER status will be on their transcript and the WAIVER may not be recognized by a transfer college.

DSPS should be contacted (452-5481) for additional information regarding course substitutions and/or waivers.

**Drug Usage**

**City College is a Drug-Free College**

The campuses of the City College of San Francisco are drug-free. The College does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on its property or as a part of its activities. The College will discipline students according to local, state, and federal law. Discipline includes student expulsion and referral for prosecution.

For information about health and legal dangers of using alcohol and/or drugs you can go to the following places:

- Students at the Phelan Campus may visit the Student Mental Health Services in Bungalow 201 or call 239-3110 or 239-3148.
- Students are also encouraged to contact the Counseling Department in Conlan Hall, Room 205, or call for an appointment at 239-3296.
- Students at other Campuses must make an appointment to see their counselor on the campus at which they are taking classes. If you need assistance in contacting your counselor, please use the general telephone number of that campus.

**Equal Opportunity and Affirmative Action**

The San Francisco Community College District is committed to providing a workplace and an educational environment free of discrimination, harassment, intimidation, threats, or coercion based on a legally protected status. Therefore, it is the policy of the San Francisco Community College District to provide all persons with equal employment and educational opportunities in all of its programs and activities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, sex, marital status, sexual orientation, physical or mental disability, medical condition, or status as a veteran.

Further, the District does not tolerate retaliation against any employee or student for making a valid complaint or charges under the provisions of its nondiscrimination procedures, or for cooperating in an investigation.

The San Francisco Community College District complies with all applicable laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, California Government Code Section 11135 et. seq. and all applicable regulations, and with all applicable requirements related to receipt of federal and/or state funds.

The compliance officer/coordinator for purposes of this policy is the District Affirmative Action Officer, 31 Gough Street, San Francisco, CA 94103, (415) 211-2281. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Affirmative Action Officer.

**Petitions for Waiving Regulations**

A student may petition the Dean of Student Affairs, Conlan Hall, Room 201, to waive a local college regulation.

**Privacy of and Access to Student Records**

The following categories of information about students are considered "directory information" pursuant to section 76240 of the Education Code: student's name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies which the College deems to have legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

Information other than directory information will not be released without the student's written consent unless the College is required to do so by law as, for example, in the case of a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

**Privacy of and Access to Student Records**

**Access to Student Records**

California community college student has a legal right to privacy of records. A student record is defined as "any item of information directly related to an identifiable student...which is maintained by a community college...." However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only that information which is relevant to a student's admission, registration, academic history, career, student benefits and services, extracurricular activities, counseling and guidance, discipline or matters related to student conduct.

In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information. Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In any area where records are filed, we maintain a student record log to record who asked for and received student information in accordance with applicable law. In each area, a
dean or his/her designee is responsible for maintaining the student record log. A student record log is maintained in the following areas:

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**Kind of Record — Log Maintained By**

- Admissions and Records — Dean of Admissions and Records
- Counseling Records — Dean of Counseling
- Disabled Student Records — Dean of the School of Behavioral and Social Sciences
- Financial Aid Information — Dean of Financial Aid
- Discipline, Complaints, Appeals — Dean of Student Advocacy, Rights and Responsibilities
- Student Health Records — Dean of Student Affairs

Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 239-3291 or the Dean responsible for maintaining the information.

**Regulations Governing Student and Other Organizations or Persons Desiring to Conduct Noninstructional Activities on Campus**

Under State law and local regulations, the Administrative Staff of City College of San Francisco is responsible to the Governing Board and the Chancellor of the San Francisco Community College District for the organization, operation, and supervision of a sound educational program designed to provide transfer, general, and occupational education; essential student personnel services; and extracurricular activities. To discharge this responsibility, the Administrative Staff is required under the California State Education Code and the regulations of the Board of Governors of the California Community Colleges and the Governing Board of the San Francisco Community College District to take all steps necessary to prevent the conduct on campus of any activity that interferes with instruction or is otherwise inimical to the welfare of the student body or of individual students.

City College has therefore established various regulations, including those governing the following: student activities and government; noninstructional student meetings held on campus; guest speakers at such meetings; the use of City College facilities by student or other organizations or movements; and the distribution, posting, or other use of bulletins, circulars, and publications of any kind on campus. These regulations, like all others in effect at City College, have been established in conformance with the responsibilities assigned to and under the authority vested in the Administrative Staff under State law and College District regulations.

**Student Governance: Policies, Regulations, and Procedures Governing Students, Student Organizations, and the Use of Facilities**

**Section I. General Provisions**

**Part A. Enactment Procedures**

The policies, regulations, and procedures governing students, student organizations, and the use of facilities at City College of San Francisco are established as follows:

1. Guidelines are set forth by the College Administration.
2. The guidelines are reviewed by the Chancellor of City College in order to ensure conformance with State codes and local policies and regulations.
3. Upon approval by the Chancellor, the guidelines are submitted to the Governing Board of the College, with a request for approval. The guidelines become effective upon approval by this agency.

**Part B. Procedure for Revision**

The policies, regulations, and procedures stated in the following pages were established in accordance with the procedure described above, and may be revised only in accordance with that procedure or to meet legal requirements.

**Part C. Definition of the Term “Student”**

The term student, as used in connection with the foregoing College policies, regulations, and procedures is defined as follows: a person officially registered in at least one course at City College of San Francisco.

**Section II. Students and Student Organizations**

**Part A. Student Government**

1. Student Government

   Under State law and the Governing Board policy, the Chancellor of City College may authorize the establishment and continuance of the Associated Students, approve its membership fees, and delegate to it, as set forth in the Education Code and in the Constitution of the Associated Students, the specified fiscal and legislative powers and responsibilities concerning the affairs of its membership.

2. Fiscal Policy of the Associated Students

   The Chancellor of City College is responsible for the fiscal soundness of the Associated Students of City College of San Francisco. It is his/her responsibility to ensure that the financial operation of the Associated Students is in accordance with the provisions of the laws of the State of California and the policies of the Governing Board of the College.
Part B. Student Organizations

1. Registration of Student Organizations
   An organization not prohibited by law may become a registered on-campus student organization by complying with the registration procedures and membership regulations established by the Student Council of the Associated Students.

2. Policy Regarding Discrimination in Choice of Members
   Membership regulations of student organizations must specify that eligibility for membership shall not be determined through discrimination based on race, age, physical disability, sexual orientation, creed, color, or sex. Questions of discrimination on these and other bases shall be reviewed by the Dean, Student Activities. The Dean’s decision may be appealed to the Dean of Student Advocacy, Rights and Advocacy.

3. Sponsors of Registered Student Organizations
   Chancellor of City College may appoint sponsors for and establish regulations concerning sponsorship of registered student organizations.

4. Standards of Conduct and Discipline
   Student organizations are required to comply with College policies, regulations, and procedures. Members of these organizations are subject to disciplinary action for violation of such policies, regulations, or procedures.

5. Use of the Name of City College of San Francisco
   Only a duly registered on-campus student organization may use the name of City College of San Francisco as a part of its own name. A student organization may advocate its own views and positions, but at no time shall an organization or a coalition of student organizations purport to represent the entire student body of City College of San Francisco.

6. Use of College Facilities by Student Organizations
   College facilities may be used by registered student organizations for meetings, social functions, raising funds, recruiting participants, and posting and distributing literature only in accordance with State law, Governing Board policy, and College rules, regulations, and procedures. Requests for use of facilities shall be made to the Dean, Student Activities, sufficiently in advance to permit proper planning for the proposed use.

7. Collection of Fees
   Registered student organizations, in accordance with State law, Governing Board policies, and College rules, regulations and procedures may collect dues and initiation fees, conduct sales, and charge admission fees to certain student activities. Funds collected through these activities are subject to financial accountability as specified in the Guidelines for the Management of A.S. Funds. Raising of funds for charitable organizations shall be in accordance with established policies of the Governing Board.

Part C. Free Speech and Advocacy

1. Statement of Policy
   The Constitution of the United States guarantees freedom of assembly or association. However, this guarantee does not prohibit a governing board or a college administration from adopting reasonable regulations governing the exercise of these rights on a college campus. The right of freedom of speech, for example, is not paramount to the right of privacy. Guidelines governing the exercise of free speech on the City College campus are developed, therefore, in order to ensure that other equally important legal rights are protected as stipulated in State law and local regulations.

2. Regulations Governing Free Speech
   In order to facilitate the equitable application of the principles of free speech on campus, City College has established the guidelines enumerated in Part D as the means of ensuring orderly conduct, noninterference with College functions or activities, identification of sponsoring groups or persons, and protection of persons against practices that would make them involuntary audiences on campus for another person’s exercise of free speech. Whenever the Chancellor of City College considers it appropriate, he/she may require that either one or both of the following conditions be observed in connection with a campus meeting addressed by speakers: (1) that the chairperson of the meeting be a person approved by the Chancellor (2) that the speaker be required to answer questions asked by the audience.
   It shall be the responsibility of the Chancellor to allow opportunity for the expression of a variety of viewpoints.

3. Regulations Governing Guest Speakers
   a. Request Procedures:
      The chairperson or president of a registered on-campus organization requesting facilities for an off-campus speaker should sign up with the Dean, Student Activities, for the time and place desired (see Rule 5 and Part D).
   b. Review of Request for a Speaker:
      If a decision on a request for an off-campus speaker is to be reviewed, the Dean, Student Activities, and/or the on-campus organization making the request (represented by the student chairperson and the faculty sponsor) may refer the matter to Dean of Student Affairs for his/her specific recommendation to the Chancellor.
   c. Sponsorship:
      Sponsors of student organizations are required to review all requests for off-campus speakers in advance, and students are required to present to the Dean, Student Activities, a form signed by their sponsor when requesting a time and a place for an off-campus speaker’s address. Every sponsor of a campus organization is expected to make arrangements for a guest speaker’s appearance before his/her group on campus, and should be present during the address. A substitute should be appointed if the sponsor cannot be present.

4. Regulations Governing the Scheduled Use of the Free-Speech Area
   a. Only registered students (not substitutes) who have signed up in advance for use of the free-speech area are permitted to use the area.
   b. A sign-up list governing use of the area for at least two weeks in advance must be maintained in the Office of the Dean, Student Activities, in order to permit proper scheduling.
   c. Students wishing to use the area for impromptu speeches or presentations must sign up for a single half-hour period at a time, and must use that period before signing up for another one. If more flexible scheduling permits, however, the Dean, Student Activities, at his/her discretion, may allow a student to sign up for more time on the two-week master calendar.
d. For a special event, such as an address by a sponsored off-campus speaker or an organized, planned debate, more than the half-hour period may be made available for use of the free-speech area. Chairpersons of on-campus organizations should sign up for such special events at least three College days in advance, but a week's notice is recommended.

e. Students desiring to use the free-speech area for impromptu use or special events must
   i. sign up for the time period available, and
   ii. indicate the general topic to be discussed or entertainment activity to be scheduled.

f. If the schedule governing the use of the free-speech area cannot be followed, the following rules will apply:
   i. If a student does not arrive at the area for a scheduled appearance, another student may be permitted to sign up for the time not being used. In such instances, however, at least ten minutes must be allowed for the scheduled event to take place before anyone may sign up for the unexpired time.
   ii. A scheduled activity must be allowed to continue at the free-speech area until the next scheduled event, at which time the podium must be vacated promptly.
   iii. If time becomes available during the day because of cancellation of a scheduled event, a student scheduled for another time may be permitted to sign up for the area in addition to his scheduled activity, but may not deliver his originally scheduled address until the time originally scheduled.

g. A speaker scheduled to use the free-speech area should permit another student or students to speak in reply to his/her remarks while he/she is using the area, without the others signing up in advance as scheduled speakers. However, this provision does not apply to students denied the right to use the area because of prior disciplinary action by the administration (see Section 4 above).

h. If verification is needed to demonstrate priority for use of the free-speech area, the Dean, Student Activities, will issue special scheduled cards to verify student sign-ups for particular periods and dates.

i. If necessary, and then only if a serious disturbance arises at the free-speech area, campus police or other people delegated by the administration are authorized to ask for the identity of persons claiming the right to use the area.

j. For rules for the distribution of literature, commercial free speech rights, the manner of collecting funds on the City College campus, or for additional information, contact the Office of the Dean, Student Activities.

5. Use of Bulletin Boards and Distribution of Materials on Campus
   Individual students or authorized student organizations desiring to distribute or post bulletins, circulars, or publications on the City College of San Francisco campus must obtain permission from the Dean, Student Activities. Materials originating from sources outside City College must bear the official approval of the Dean, Student Activities. College bulletin boards and tack boards may not be used for commercial purposes.

6. Violation of Regulations
   Students who violate the preceding regulations regarding student governance and the use of bulletin boards and distribution of materials on campus will be subject to disciplinary action.

7. Observance of Regulations Governing the Student Activities Program
   Officially registered students desiring to take part in an activity of the Associated Students of City College of San Francisco or of any other organization sponsored by City College may do so only in conformance with the rules and regulations of the Associated Students, the particular organization, and the College.

Part D. Use of College Facilities
   Under the California Education Code sections 82537 to 82548 and the Administrative Regulations of the San Francisco Community College District, organizations or persons not directly connected with the City College of San Francisco may use campus facilities only under certain limited conditions, and must make application for such use through the Office of Facilities and Planning of the San Francisco Community College District. Under the preceding law and regulation, ad hoc student groups are subject to the policy governing organizations and groups not directly connected with City College.

Regulations/Guidelines Governing Solicitation/Recruitment at CCSF
   The following guidelines are established to grant permission to off-campus organizations and individuals to table, distribute literature and post flyers.

1. The recruiter or solicitor must report to the office of the Student Activities Dean to fill out an Area Request Form for tabling and/or distribution of literature. This form must be filled out at least 5 working days in advance and not more than 20 working days in advance of the requested activity. Requests that vary from this scheduling pattern will be approved by the Student Activities Dean on a case-by-case basis based on the needs of the organization/individual and/or the needs of the College. Permission will be granted on a space available basis. During the activity, a copy of this form must be in the possession of the recruiter or solicitor at all times.

2. The designated area for recruiters and solicitors at Phelan Campus is RAM PLAZA area between Smith Hall and the Student Union and the FLAG POLE area between Science and Cloud Hall. Assignment of the areas is at the discretion of the Student Activities Dean; criteria is based on the smooth operation of the College, traffic flow, and/or special activities planned by the College. The recruiter or solicitor must remain in the area designated on the form.

3. Tables may be set up only in the approved area designated on the form. Recruiters and solicitors must bring their own signs, tables, chairs, and materials. Free gifts (other than food and drink) may be given away. Literature/newspapers and/or other items cannot be sold nor can donations be solicited.

4. Literature may also be distributed in the designated area on the form; however, recruiters and solicitors may not walk up to students and force them to take literature. Follow students to classes or elsewhere on campus, nor obstruct the flow of traffic and/or students walking to and from buildings.
5. Recruiters and solicitors can bring 8 copies of flyers no larger than 11" x 17" for approval for posting by the Student Activities Office. The Student Activities Office staff will post the flyers on approved bulletin boards throughout Phelan Campus.

6. Recruiters and solicitors are expected to conduct themselves in a respectful manner toward all students and college personnel and to follow a code of conduct which prohibits the following:

- Abuse or any threat of force or violence directed toward any member of the College or to an authorized College visitor while on College property
- Willful misconduct which results in the injury or death to a student or College personnel or injury to property belonging to a member of the College or to an authorized College visitor while on the property
- Unauthorized entry to or use of College facilities, supplies or equipment
- Obstruction or disruption of classes, administration, or authorized College activities
- Violation of College rules and regulations including those concerning the use of college facilities, or the time, place, and manner of public expression or distribution of materials
- Disorderly or offensive conduct or expression which interferes with the College's primary educational responsibility
- Failure to comply with the directions of College officials, staff or campus public safety officers who are acting in performance of their duties

There are consequences for these guidelines not being followed including being denied access to CCSF.

Recruiters who want to find out more information about participation at Career and Transfer Days at CCSF can speak to Frank Chong, Dean of Student Affairs, 239-3211.

These regulations/guidelines are specific to Phelan Campus but apply to all campuses of CCSF. Locations and forms may vary. For campuses other than Phelan, recruiters and solicitors must see the campus dean at the campus where they seek permission.

The College reserves the right to make modifications to the agreement as to when, where and how recruiters and solicitors may table, distribute literature and/or post flyers in order to address the unanticipated conditions of the College. The College also reserves the right to change its policy on recruitment and solicitation.

**Student Rights and Responsibilities**

**Purpose and Scope.** Community and college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01, Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The college believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all college regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

**RULES OF STUDENT CONDUCT**

Student conduct in the City College of San Francisco must conform to College rules and regulations. The rules and regulations of student conduct prohibit the following:

1. Continued disruptive behavior, continued 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;

2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;

3. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;

4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;

5. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;

6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;

7. Obstruction or disruption of classes, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
9. Willful or persistent smoking in any area where smoking has been prohibited;
10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
11. Violation of the District's Sexual Harassment Policy (see appropriate sections of the Catalog for a complete version of the Policy);
12. Violation of the District's Computer Usage Policy (see appropriate sections of the Catalog for a complete version of the Policy);
13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with the District's primary educational responsibility;
14. 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, sandclub, 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, used as a threat to do bodily harm;
15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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

Suspension or 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 implementation of these rules shall be adopted by the Chancellor or designee.

Types of Discipline
WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action. (May be written or oral notice).
REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.
RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.
DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.
REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.
SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.
EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board.

Suspension or 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.

Due Process
A student has a right to due process. The Office of the Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106) has the responsibility to assure the implementation of this due process.

STUDENT COMPLAINTS
A student complaint is an allegation by a student against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result.

Student complaints are governed by the following procedure:

Informal Process
1. A complaint should first be raised directly with the faculty member concerned.
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member's supervisor.
3. The supervisor may take the following action including, but not limited to:
   a. Investigating the complaint.
   b. Meeting with any party separately or facilitating a joint meeting.
   c. Recommending appropriate action to any party.
   d. Recommending an evaluation of the faculty member to the Chancellor.
   e. Redirecting the matter as appropriate.
4. If the supervisor fails to resolve the complaint within 20 semester instructional days then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not summer sessions.
5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

**Formal Process**

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice-Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.
2. Any party who appeals a complaint to the formal level must complete a form which describes:
   a. The specific nature of the complaint and its history;
   b. All efforts which have been made to resolve the complaint;
   c. What the appealing party would consider a fair and appropriate resolution of the complaint.
3. Upon receiving a formal complaint, the appropriate Vice-Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.
4. In reaching its decision, the committee may take any action which could have been taken pursuant to the informal process, except that the committee may not redirect the matter.
5. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member's supervisor, and must encompass some or all of the following results:
   a. Resolution of the complaint to the satisfaction of all parties.
   b. Dismissal of the complaint with or without the consent of all parties.
   c. Recommendation of appropriate action to the faculty member's supervisor.
   At the committee's discretion, its decision and the underlying student complaint may be inserted into the faculty member's personnel file.
6. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty (40) semester instructional days of its receipt of the formal complaint.
7. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of their choice.

**Notice:** Student complaints may have serious consequences for the faculty member concerned. Students should recognize that differences in personality, opinion, and perception do occur, and can often be resolved by discussions between the parties. Whenever possible, students are encouraged to address such differences directly with the faculty member.

**Student Grade and File Review**

**FUNCTION AND PURVIEW**

Student Grade and File Review Board, composed of students, faculty and administrators, reviews individual student grievances respecting course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor and the student. The Board acts as arbitrating body and does not have the power to change grades directly. Students should be aware that there is also a Grading Policy Committee that addresses general grading practices and policies at the College.

**REVIEW PROCEDURES: POLICIES, GRADES, AND FILES**

1. **Review of Policies**

   Student Grade and File Review Board reviews and proposes revision, when necessary, of policies, regulations and procedures affecting student grade and file grievances.

2. **Review of Grades**

   If a student thinks a discrepancy exists between the grade given by an instructor and the grade he/she believes was achieved, the student should follow the steps of the appeal procedure below. **Important:** For midterm grades, step two of the procedure below must be completed within ten (10) calendar days after receipt of the grade; and for final grades, step two of the procedure below must be completed within forty-five (45) calendar days from the start of instruction in a student's next regular semester of attendance (fall or spring), or no later than one year from the last day of instruction in the semester in which the grade was given.

**Appeal Procedure:**

**STEP 1:**

A student wishing to appeal a grade must first discuss the issue with the instructor in an office-hour conference. If, for any reason, the student is unable to confer with the instructor, he/she must then consult with the department chair of the particular department. Every effort should be made to resolve the issue at this level.

**STEP 2:**

If the student wishes to have a grade reviewed further after completing Step One, he/she should obtain a Petition for Grade Review from the Office of the Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106. This petition requires that the student explain the grading issue in writing (typed and double-spaced) and present this written explanation to the instructor, the department chair, and the school dean in turn. Each of these three individuals is expected to attempt to resolve the issue. If the issue remains unresolved, the student submits his/her petition to the Dean of Student Advocacy, Rights and Responsibilities who will verify that the petition has
been submitted in a complete and timely manner. The Dean of Student Advocacy, Rights and Responsibilities will also review the petition with regard to content and will advise the student on the appropriateness of further appeal to the Grade and File Review Board.

◆ STEP 3:
After the conference with the Dean of Student Advocacy, Rights and Responsibilities verifying the completion and timeliness of the petition, the student may request the Dean to forward the petition to the Student Grade and File Review Board, thereby requesting a formal hearing of the dispute in accordance with the procedure below.

3. Grade Review Hearings
a. During the review of an individual student’s grade grievance, the Student Grade and File Review Board assigns the case to a subcommittee which shall in closed session discuss the issues involved, hear testimony, question witnesses and consider all available evidence relevant to the case. The subcommittee will consist of representation of student, faculty, and administration.
b. All principal parties shall have the right to present written or oral statements concerning the grievance. Each party may bring a representative.
c. The Review Board shall consider the relevancy and merit of all written and oral information and make its recommendations to the full Board, limiting its investigation to the specific case under review.
d. The Board shall make a final recommendation and submit that recommendation in writing to the Chancellor of City College, and shall communicate the recommendations to the student, the instructor, the department chair and the school dean.

d. If the department chair or dean in charge of the file(s) is unable, for any reason, to comply with the student’s request for correction, the student may submit a typewritten request for file correction to the Dean of Student Advocacy, Rights and Responsibilities. This request must explain specifically which documents are inappropriate or inaccurate, why the student considers them so, and what specific correction is requested.
e. This request will be reviewed by the Dean of Student Advocacy, Rights and Responsibilities and, if deemed appropriate, will be forwarded to the Grade and File Review Board. The Board will review the request in the same manner as petitions for grade reviews, that is, through the subcommittee process (see 3 above) and will submit a recommendation to the Chancellor.

Further information and assistance may be obtained from the Dean of Student Advocacy, Rights and Responsibilities, Conlan Hall, Room 106.

4. Review of Student Files
It is expected that City College will maintain student files for the purpose of documenting academic progress as well as documenting any events that have aided or deterred academic progress. (Note: Grade and File Review petitions do not become part of a student’s file.) Such student files are confidential and information therein contained shall be released only (a) at the written request of the student or (b) in such circumstances that, in the opinion of the Dean of Student Advocacy, Rights and Responsibilities, the information is needed for the safety and well-being of the student, other students and the personnel of City College or (c) when subpoenaed by a court of law.

Every student has the right to review his or her City College files. File reviews are conducted in the office in which the file is kept with the following steps:
a. The student presents a written request, signed and dated, to review his/her file(s).
b. An appointment is arranged for the student to review his/her file under the supervision of the department chair or dean or designee. No documents are to be added or removed in this review.
c. If the student believes that material contained in his or her file(s) is inappropriate or inaccurate, the student may bring the matter to the attention of the department chair or dean in charge of the file(s) and ask for a correction of the situation.

c. The San Francisco Community College Bookstore Auxiliary operates several bookstores to serve the City College population. Textbooks and most supplies for City College courses may be purchased at the CCSF Bookstore serving the campus where the course is taught. Books are usually available from the first day of classes. Books for courses taught at Phelan Campus are usually available two weeks prior to the first day of classes. Students on third party payment programs should obtain a quote form during this two week period at the Phelan campus bookstore so that their books will be ready for payment and pickup by the first day of class. Books may be paid for by cash, Visa, MasterCard, or most debit cards at Phelan, John Adams and Downtown campus bookstores.

Checks may be used under limited conditions, part of which is a Student Fee Paid Card for the current semester and a photo ID. REFUNDS are limited - Textbooks may be returned for full refund during the first week of short term and summer courses; three weeks for full term fall and spring courses. The refund policy is available in writing at any CCSF Bookstore.

TEXTBOOK BUYBACK offers students the opportunity to sell back their used books at the end of each semester during finals. The Phelan campus bookstore buys back all year but the best prices are paid during finals. Check for signs posted around campus and in the bookstore towards the end of each semester. Textbook buyback allows the bookstore to offer used books for sale at a substantial savings from the new price. Additional information is on the bookstore’s web page: www.ccsf.org/Services/Bookstore

Purchasing Textbooks, Supplies, and Equipment
In accordance with State law and local regulation, City College does not supply textbooks. The cost of these varies according to students’ programs. Students are expected to secure textbooks, laboratory books, workbooks, pens, pencils, and paper for most courses. In addition, in some courses, students are expected to provide tools, equipment, clothing, materials, or pay a special materials fee. An estimate of the cost of additional materials or fees for any class may be obtained from the appropriate department or center.
San Francisco Community College Police Department
On May 5, 1980, the governing board of the San Francisco Community College District established a “Community College Police Department,” (to be known as the Department of Public Safety). Under the California Education Code, sections 72330 and 72334 and California Penal Code, section 830.31(c), personnel, when appointed and duly sworn, are designated as peace officers.

All sworn members of the San Francisco Community College Police Department are identified by their distinctive patches and gold color stars. The Department operates 7 days a week, 24 hours per day from its main headquarters located at City College, Cloud Hall, Room 119.

The San Francisco Community College Police Department is responsible for the overall law enforcement protection and duties for the entire San Francisco Community College District city-wide, including the Airport School located at San Francisco International Airport. Members patrol all City College Campuses daily in district emergency patrol vehicles, ensuring public safety for students, faculty and staff.

City College Police
The Chief of Police of San Francisco, with the approval of the San Francisco Police Commission and at the request of the Chancellor of City College of San Francisco, pursuant to section 3.535 of the City Charter, has granted the legal authority and special police powers to the City College Student Campus Police Officers necessary to control the police and traffic problems of the campus and of the public streets adjacent to City College.

City College’s student officers have special police authority granted through the San Francisco Police Department and the Chancellor of City College to perform the following duties: control pedestrian and vehicular traffic and parking; issue municipal parking citations; enforce rules and regulations for student code of conduct as stated in the City College Catalog; request personal identification, as stated in the City College Catalog, from persons on campus; make arrests when necessary for violation of the California Penal Code, Education Code, Health and Safety Code, Welfare and Institution Code, and Business and Profession Code; investigate criminal activity on campus; protect life and property; aid the San Francisco Community College Police Department with all formal investigations and arrest warrants; and make incident reports of criminal activity and coordinate all information with the San Francisco Community College Police Department (239-3200).

The following services are also provided for the campus community by the City College Student Campus Police: Lost and Found Center, fingerprint service, emergency notification, parking permit control and enforcement, vehicle lock-out aid; and first aid assistance. The Campus Police are located in Cloud Hall, Room 119, telephone 239-3200.

Smoking
Smoking is prohibited in all college buildings.

Student Identification
Student identification must be carried at all times and displayed upon request by City College staff, faculty, administrators, student campus police officers, and District police officers.

Student Lockers
Lockers in the gymnasiums are assigned to students in physical-education courses. Students must remove the contents of these lockers, together with padlocks, not later than Monday during the final examination period each semester.

Lockers are also assigned to students in various laboratory courses. Students must follow the department regulations in using these lockers.

Student Parking
The Campuses of City College are easily accessible by public transportation. Students are encouraged to use MUNI or BART or to use carpools.

Phelan campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for a semester parking sticker. Sales of parking stickers are available on a first-come-first-served basis before the start of each semester. Information regarding rules and regulations for student parking, including fees for semester stickers and rates for daily parking are available through the Public Safety Department in Cloud Hall, Room 119, the Student Accounting Office in Conlan Hall, Room 104, and the Class Time Schedule.

Other campuses of City College have no on-site parking or very limited parking for students. For the exact situation on a particular campus, contact Campus Information Center.

Visitors on Campus
Visitors to the campus are welcome. Vehicle parking in all parking lots is by permit only. Vehicles without a permit will be ticketed. Day School visitors may park in student lots after 10:30 a.m. with the purchase of a $1.00 permit from the vending machine. After 5 p.m., visitors may park in all lots (except Cloud Circle, Science Circle, Marston Rd. and "E" lot) with a purchase of a $1.00 permit from the vending machine. Information and directions are available from the Information Center located in the lobby of Conlan Hall. Visitors are required to observe College rules and regulations. A copy of the rules and regulations is available in Conlan Hall, Room 106. Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Prior permission must be obtained from the instructor before visiting classrooms. Since auditing of classes is prohibited, visits must be limited.