



# OFFICE OF STUDENT ADVOCACY, RIGHTS, & RESPONSIBILITIES

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## NOTICE OF INSTRUCTOR'S DISCIPLINE

(Please provide all information requested on this form in printed or typed format)

STUDENT: \_\_\_\_\_ ID#: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ YEAR: \_\_\_\_\_  
Last Name First M.

COURSE: \_\_\_\_\_ CAMPUS: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

(✓) Discipline is issued on the following violation(s) of the Rules of Student Conduct: (see reverse for complete text →)

- AR 6.11.01.01 Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity...
- AR 6.11.01.02 Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member...
- AR 6.11.01.03 Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking...
- AR 6.11.01.04 Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly...
- AR 6.11.01.05 Willful misconduct which results in injury or death to a student or District personnel or which ...
- AR 6.11.01.06 Unauthorized entry to or use of District facilities, supplies, or equipment, including computing, ...
- AR 6.11.01.07 Obstruction or disruption of classes, computer laboratories or study facilities such as the Library...
- AR 6.11.01.08 The use, sale, distribution or possession of, or presence on campus while under the influence of...
- AR 6.11.01.09 Willful or persistent smoking in any area where smoking is prohibited;
- AR 6.11.01.10 Violation of District rules and regulations including those concerning student organizations, the ...
- AR 6.11.01.11 Violation of District's Sexual Harassment Policy (see appropriate sections of Catalog...
- AR 6.11.01.12 Violation of the District's Computer Usage Policy (see appropriate sections of Catalog...
- AR 6.11.01.13 Disorderly, lewd, indecent, obscene, or offensive conduct or expression which interferes with...
- AR 6.11.01.14 Possession while on District property or at any District sponsored function, of any of the following ...
- AR 6.11.01.15 Failure to comply with directions of District officials, faculty, staff or campus police officers who ...
- AR 6.11.01.16 Persistent, serious misconduct where other means of correction have failed to bring about proper ...
- AR 6.11.01.17 Per California Education Code (78907), the use by any person, including a student, of any electronic...

**INCIDENT DESCRIPTION** (Describe incident in detail and include date, time, location and witnesses.)

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**DISCIPLINE:** (✓)

- WARNING     REPRIMAND     RESTITUTION     DISCIPLINARY PROBATION
- REMOVAL for the day of the class & the next class – dates: \_\_\_\_\_ - \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mail Box: \_\_\_\_\_ E-mail: \_\_\_\_\_

Copy to: Student Advocacy (White)

Instructor (Yellow)

Student (Pink)

**RULES OF STUDENT CONDUCT: San Francisco Community College District Policy Title: Rules of Student Conduct; Number: 6.11; Approved by District Board of Trustees Date: 01.10.84; Legal Authority: California Education Code Sections 66017, 66300, 69810 et seq., 76030 et seq., 76233 and 76234. Student conduct in the San Francisco Community College District must conform to District rules and regulations.**

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 result 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 CCSF Catalog for a complete version of the Policy);
12. Violation of the District's *Computer Usage Policy* (see appropriate sections of the CCSF 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.

17. Per California Education Code (78907), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, 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.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignments, 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 subject 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 class 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 of time, 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 as prohibited.*

#### **DUE PROCESS**

A student has a right to due process. The Office of the Dean of Student Advocacy, Rights & Responsibilities has the responsibility to assure the implementation of due process.