

## COLLEGE RULES AND 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.

### Unlawful Discrimination and Harassment Policy

The San Francisco Community College District shall provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, race, color, ancestry, marital status, sex, gender, gender identity, gender expression, sexual orientation, physical disability, mental disability, medical condition, genetic information, or military and veteran status of any person, or on the basis of those perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of domestic partner status\*, AIDS/HIV status\*, status as a lesbian, gay, bisexual, transgender\* or questioning\* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, or any other sexual misconduct.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations § 59300 et seq., California Government Code sections 11135 through 11139.5, 12940 et seq., the Sex Equity in Education Act (California Education Code, Section § 66250 et seq.), California Education Code sections 66260 et seq., 66281.5, 67382, 67385, 67385.7, and 67386, Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, (20 U.S.C. § 1092(f)), the Violence Against Women Reauthorization Act of 2013, (42 U.S.C. § 13925(a)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq., as amended by the ADA Amendments Act of 2008, (P.L. 110-325)) and the Age Discrimination Act (42 U.S.C. § 6101).

*\*These categories are not subject to the State Chancellor's jurisdiction.*

### Responsible District Officer

The compliance officer/coordinator responsible for the District's compliance with this policy and all applicable laws is the District Title 5/EEO/ADA/Title IX Compliance Officer, 50 Frida Kahlo Way, B619, San Francisco, CA 94112, (415) 452-5053. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Title 5/EEO/ADA/Title IX Compliance Officer.

### Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- "Appeal" means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, and/or to the State Chancellor's Office pursuant to Title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.
- "Association with a person or group with these actual or perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.
- "Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.
- "Consent" means, as defined by California Education Code section 67386, "affirmative consent," which means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.
- "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- "Days" means calendar days.
- "Disability" means, with respect to an individual:
  1. A physical or mental impairment that substantially limits one or more major life activities of such individual;
  2. A record of such an impairment; or
  3. Being regarded as having such an impairment.
  4. Rules of construction regarding the definition of disability (ADA Amendments Act of 2008):

The definition of "disability" shall be construed in accordance with the following:

(A) The definition of disability shall be construed in favor of broad coverage of individuals to the maximum extent permitted by the Americans with Disabilities Act, as amended.

(B) The term “substantially limits” shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008.

(C) An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.

(D) An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

(E)(1) The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as:

(i) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(ii) use of assistive technology;

(iii) reasonable accommodations or auxiliary aids or services; or

(iv) learned behavioral or adaptive neurological modifications.

(2) The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

- “Discrimination on the basis of sex” means sexual harassment or discrimination on the basis of gender, e.g., sexual harassment, sexual assault, sexual violence and/or sexual misconduct.
- “District” means the San Francisco Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes any organization associated with the District or its college(s) that receives state funding or financial assistance through the District.
- “Domestic violence” includes felony or misdemeanor crimes of violence committed by:
  1. A current or former spouse of the victim;
  2. By a person with whom the victim shares a child in common;
  3. By a person who is cohabitating with or has cohabitated with the victim as a spouse;
  4. By a person similarly situated to a spouse of the victim under California law; or
  5. By any other person against an adult or youth victim who is protected from that person’s acts under California law.
- “Gender” means a person’s gender identity, gender expression and behavior whether or not stereotypically associated with the person’s assigned sex at birth. This includes transgender, non-binary

and gender non-conforming individuals.

- “Gender-based harassment” means unwelcome conduct based on a student’s actual or perceived sex, including harassing conduct (verbal, nonverbal, physical aggression, intimidation or hostility) based on an individual’s gender expression, gender identity, transgender status, gender transition, or nonconformity with sex stereotypes.
- “Harassment” is unwelcome conduct which is severe or pervasive and both subjectively and objectively offensive based on a protected category or categories, so as to create an abusive environment.
- “Hostility based on sex or sex-stereotyping” includes conduct such as refusing to use a transgender student’s preferred name or pronouns, when the school uses preferred names for gender-conforming students or when the refusal is motivated by animus toward people who do not conform to sex stereotypes.
- “Hostile environment harassment” in either education or employment, means that the complainant was subjected to unwelcome conduct of a sexual or discriminatory nature based on other protected categories, which is severe or pervasive and both subjectively and objectively offensive so as to alter the educational or employment environment and create an abusive educational or employment environment.
- “Major life activities” include functions such as caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. “Major life activities” also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
- “Mental impairment” means any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- “Physical impairment” means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine.
- “Record of such an impairment” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.
- “Regarded as having an impairment” means (1) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation; (2) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (3) has none of the impairments as defined above but is treated by a recipient as having such an impairment. “Regarded as having an impairment” shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.
- “Religion” means “religious creed,” “religious observance,” “religious belief,” and “creed,” and includes all aspects of religious belief, observance, and practice, including religious dress and grooming practices. “Religious dress practice” shall be construed

broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. “Religious grooming practice” shall be construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his or her religious creed.

- “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
- “Sex” includes, but is not limited to pregnancy, childbirth or medical conditions related to childbirth. ‘Sex’ also includes, but is not limited to, a person’s gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- “Sexual assault includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
  - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
  - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
  - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
  - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
  - (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
  - (6) Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
  - (7) Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassifications, etc. to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
- Harassment in the form of hostile environment harassment on the basis of any protected category is also prohibited discrimination.
- “Sexual misconduct” includes a range of behaviors such as sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person, such as intimidation or bullying.
- “Sexual orientation” means heterosexually, homosexuality, or bisexuality.
- “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.
- “Unlawful discrimination” means discrimination, or the unjust or prejudicial treatment of different categories of people, based on a category protected under Title 5, section 59300 et seq., or Title IX of the Education Amendments of 1972, including sexual harassment, harassment based on a protected group or category status as set forth in this Policy, and retaliation. In addition, the District will accept complaints of discrimination or harassment on any additional basis prohibited by District policy.

### Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

<sup>1</sup> If the federal statutes cited herein would result in broader protection of the civil rights of individuals then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in this Policy.

<sup>2</sup> If the Americans with Disabilities Act of 1990 definitions would result in broader protection of the civil rights of individuals with a mental or physical disability, or would include any medical condition not included within these definitions, then that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of the definitions in Government Code section 12926 and should be included in District policy. (Gov. Code, Section 12926(1).)

<sup>3</sup> Ibid

### Campus Attire

Students are urged to dress appropriately everywhere on the campus at all times. Instructors in special areas (i.e., gymnasiums and laboratories) may require students to wear particular clothing for suitability or to meet health and/or safety regulations. For more information, contact the Office of Student Conduct & Discipline.

### Students with Disabilities

Sections 504 & 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990 and the ADA Amendments Act (2008) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. City College of San Francisco is committed to making programs, services and activities accessible for students with disabilities. DSPS provides reasonable accommodations and support services which assist the student with a disability to fully participate in academic and vocational programs for which they are otherwise qualified. Services may include,



but are not limited to; counseling, advocacy, priority registration, testing accommodations, classroom relocation, learning disability assessments, hearing screenings, sign language interpreters, real-time captioning, assistive listening devices, note takers, alternate formats (Braille, electronic text, audio books) for instructional material, lockers, scooters, adaptive technology, adaptive furniture and special classes.

Students wishing to receive services through DSPS should schedule an appointment to meet with a counselor. Services are confidential. Students with disabilities who have a disability related need to bring an animal on campus, other than a service animal as defined by law, such as a guide dog, must request an assist animal tag from the DSPS office. For further information, call Disabled Students Programs and Services (DSPS) at (415)452-5481.

## Adjustment of Graduation Requirements for Students with Disabilities

### Substitution Policy

It is the policy of CCSF to provide equal educational opportunities for student with disabilities in accordance with state and federal law and regulations. These include Sections 504 & 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990, the ADA Amendments Act (2008) and Title 5 of the California Administrative Code. Pursuant to Title 5, Sections 56000-56076, the District has developed DSPS 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 educational 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. DSPS should be contacted at (415)452-5481 for additional information regarding course substitutions.

## Drug Usage

### City College is a Drug-Free College.

The locations 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 more information, contact the Office of Student Conduct & Discipline.

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

- Students may visit the Student Mental Health Services in the Student Health Center, Ocean Campus, email studenthealth@ccsf.edu or call 415-239-3110.

## Petitions for Waiving College Regulations

A student may petition the Office of Admissions & Records, MUB 188, to waive a local college regulation.

### Privacy of and Access to Student Records

City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records. City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student's records, the student has the right to file a complaint with The Family Educational Rights and Privacy Act Office of the U.S. Department of Education.

### Privacy of Student Records

The 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 their designee is responsible for maintaining the student record log. A student record log is maintained in the following areas:

#### Kind of Record-Log Maintained By

Admissions and Records-Dean of Admissions & Records  
Counseling Records-Dean of Student Success  
Disabled Student Records-Dean of Student Success  
Financial Aid Information-Dean of Financial Aid  
Student Conduct and Discipline Records - Dean of Student Engagement & Wellness  
Student Health Records-Director of Student Health Services.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools

are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

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.

#### **Electronic Communication Privacy Statement**

The college expects electronics communication privacy protections comparable to those traditionally given to paper mail and telephone communication.

Persons who have questions about the collection or dissemination of student information may contact the Dean of Admissions & Records or the Dean responsible for maintaining the information either by email at [admit@ccsf.edu](mailto:admit@ccsf.edu) or by phone at (415) 239-3291.

### **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 their 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 Associate Director of Student Activities. The Associate Director's decision may be appealed to the Dean of Student Engagement & Wellness.
3. Sponsors of Registered Student Organizations
 

The 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 Student Activities Administrator, 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, they 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; and (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 view-points.
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 Student Activities Administrator, 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 Student Activities Administrator, and/or the on campus organization making the request (represented by the student chairperson and the faculty sponsor) may refer the matter to Associate Vice Chancellor of Student Affairs for their 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 Student Activities Administrator, 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

The following guidelines are established to facilitate the equitable use of the City College free-speech area by all students:

- 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 Student Activities Administrator's Office, 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 Student Activities Administrator, at their 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 their initially 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 their remarks while they are 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 Student Activities Administrator, 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 persons 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 Student Activities Office.

- 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 Student Activities Administrator. Materials originating from sources outside City College must bear the official approval of the Student Activities Administrator. 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 Governing Solicitation at City College of San Francisco-Ocean Campus

Members of the public are welcome to speak and/or distribute written materials within the designated areas of each location subject to the time, place, and manner regulations and posting/distribution guidelines.

The following regulations are established to govern solicitation by off-campus organizations and individuals to table, display materials, petition, engage in public address, distribute literature and/or post flyers on CCSF's Ocean Avenue campus.

1. Before setting up a table or display, engaging in public address, distributing literature, seeking signatures on a petition and/or posting flyers, all solicitors shall report to the Office of Student Activities to sign in to notify the Student Activities Administrator of the solicitor's presence on campus, and to acknowledge receipt of these regulations. This notice does not involve any application or approval process, and therefore, the ability to use the designated area cannot be denied. This notice is only intended to provide CCSF with knowledge of the solicitor's presence on campus so that CCSF can notify the appropriate members of its staff whose services might be needed or impacted by the use of the designated area.
2. The designated areas for solicitors to table, set up displays, seek signatures on a petition and/or engage in public address at Ocean Campus are RAM PLAZA located between Smith Hall and the Student Union, the CLOUD SCIENCE MALL located between Cloud Hall and Science Hall, and the WELLNESS CENTER AMPHITHEATRE located outside of the Community Health and Wellness Center and the Student Union. The solicitor must REMAIN in these specified areas only.
3. Tables and display materials may be set up only in the above designated areas on Ocean Campus. Solicitors must provide their own signage, tables, chairs, and materials. Free gifts (other than food and drink) may be distributed. Literature/newspapers and/or other items cannot be sold, nor can donations be solicited from any student, faculty, or classified staff in the designated areas or anywhere on the Ocean Campus.
4. The use of sound amplification is only allowed in RAM PLAZA and the WELLNESS CENTER AMPHITHEATRE. Solicitors shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the College, campus, or classes taking place at that time. No sound amplification of any kind is allowed in the CLOUD SCIENCE MALL.
5. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display, petition and/or engage in public address) may do so in the above designated areas as well as on the sidewalks and pathways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Cloud Circle, leading to Science Hall from Frida Kahlo Way, leading from Parking Lot H between Smith Hall and Conlan Hall to Cloud Circle and leading from Judson Avenue in front of the Diego Rivera Theatre, between the Visual Arts and Creative Arts

Buildings to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfalea Family Center.

6. Solicitors MAY NOT walk up to pedestrians and force them to take literature, follow pedestrians to classes or elsewhere on campus, or obstruct the flow of traffic of pedestrians walking to and from buildings. No solicitor shall touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
7. Any solicitor who is distributing literature must retrieve and remove or properly discard any literature that is discarded or dropped in or around the area in which the solicitor is distributing literature prior to leaving that area.
8. Solicitors should refer to the Posting Guidelines before hanging materials. Such Posting Guidelines are available at the Student Activities Office.
9. 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:
  - a. 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
  - b. Willful misconduct that 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.
  - c. Unauthorized entry to or use of College facilities, supplies, or equipment
  - d. Obstruction or disruption of classes, administration, or authorized College activities
  - e. 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
  - f. Disorderly conduct that interferes with the College's primary educational responsibility
  - g. Failure to comply with these regulations and the directions of College officials, staff, or campus police to enforce these regulations.

These regulations are specific to Ocean Campus, but apply to all locations of CCSF. For locations other than Ocean Campus, solicitors must contact the applicable dean at the respective center.

Consequences of failure to comply with the above regulations include:

1. Written warning; if after a warning, failure to follow regulations continues, the solicitor will not be allowed access to CCSF for a period of four (4) school months or the rest of the semester, whichever is longer.
2. If failure to follow any of the above continues after the four month or semester suspension, access to CCSF will be denied.

### Posting and Distribution of Guidelines

City College of San Francisco, pursuant to applicable law, provides for the posting and distribution of literature on campus by off-campus



organizations and/or individuals. The following guidelines have been established to facilitate effective and organized dissemination of information on the Ocean Campus.

### Posting:

1. Items for posting may be no larger than 11"x17", and the use of recyclable materials is recommended.
2. Each item must clearly state on its face the name of the individual or organization posting the item, the date of the event advertised, if any, and the date the item was posted.
3. Posted items will be removed from the bulletin boards two weeks after the date the item was posted or after the date for the event advertised on the item had passed, whichever is earlier. If a bulletin board has no space available after such removal of expired items, any items that do not show a date of posting on their face or an event date will be removed.
4. Flyers that are in a language other than English must include English description, summary, or translation in the flyer, or have a separate flyer that provides the information in English and they must be posted side by side.
5. Tacks or pushpins should be used to post items—tape, glue, nails and industrial staples are prohibited.
6. No more than one item per event or organization, if the item posted is a general announcement, may be posted on each board.
7. Posting is allowed only on boards established for that purpose as listed below.
8. Items posted on buildings, poles, garbage containers, trees, campus directional signs or anywhere other than the approved bulletin boards listed below will be removed.
9. Bulletin boards are located at the following sites:
  - Arts Extension: 2 boards directly opposite the main entrance on the main floor
  - Batmale Hall: 2nd floor, 4th floor, 5th floor, 6th floor, 7th floor
  - Cloud Hall: 1st floor, 2nd floor, 3rd floor
  - Conlan Hall: 1 board opposite room 104
  - Creative Arts: 1 board near west side entrance on the 1st floor
  - Smith Hall: 2 wooden boards on wheels
  - Student Union: 1 board across from room 209, 2 in upper level and 1 in lower level

### Distribution

1. All off-campus organizations and/or individuals wishing to distribute literature must report to the Office of Student Activities to sign in to notify the Student Activities Administrator of the solicitor's organizations and/or individuals.
2. Distributors are required to provide the following information: name of organization, contact name, and dates and times of distribution.
3. Any person who have not signed in before distributing literature on campus are subject to disciplinary action by the Student Activities Administrator.
4. Solicitors who wish to distribute literature only (i.e. who do not also want to set up a table or display and/or engage in public address) may do so Ram Plaza, the Wellness Center Amphitheater and the Cloud Science Mall as well as on the sidewalks and path

ways along Cloud Circle, leading to Cloud Hall, Science Hall, and Batmale Hall from Conlan Hall to Cloud Circle, and leading from Judson Avenue in front to the Diego Rivera Theatre to Cloud Circle. Solicitors may not distribute literature in any other areas, including parking lots, the sports facilities, any construction zones and the areas surrounding the Student Health Center, the Arts Extension Building and/or the Orfaea Family Center.

**For further information and assistance, contact the CCSF Student Activities Office Student Union Room 205, 239-3212.**

### Student Conduct and Discipline

Community and College Districts are required by law to adopt standards of student conduct along with applicable penalties for violations (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting BP 5.16, BP 5.17, AP 5.16 and AP 5.17. 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 code of student conduct.

It is the purpose of the student disciplinary system to further the educational mission of the College by resolving alleged violations of the Student Code of Conduct and other applicable policies regarding student behavior. CCSF provides a student the opportunity to address the allegations as laid out in the Due Process procedures.

All students are expected to behave themselves honorably in all endeavors they undertake as students at the College. Our student disciplinary process exists to set a standard for behavior on our campus. It is not meant to replace or substitute for the Federal or State legal system or other legal avenues. However, the student disciplinary process provides an important forum to respond to the interests of the CCSF community. It is here for two purposes: to help create a safe environment where academic life can flourish and to promote the development of students.

Our processes are designed to educate and, where appropriate, sanction those students who violate College regulations. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community, when necessary, which may mean removing or restricting those who pose a threat to others. Our intention is to emphasize the peaceful and productive handling of conflict as much as possible and where appropriate. We strive to be a safe, helpful and efficient resource for the entire CCSF community.

For more information about student conduct procedures, please contact the Office of Student Conduct & Discipline at (415) 239-3211 or at [studentaffairs@ccsf.edu](mailto:studentaffairs@ccsf.edu).

### Code of Student Conduct

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.

- Persistent or continued serious misconduct where other means of correction have failed to bring about proper conduct.

#### **Physical and Verbal Misconduct Violations**

- 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.
- 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.
- 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.
- 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**

- 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 having improper or unapproved access to answers or exams. Plagiarism is defined as the unauthorized use of the written language and thought of another author without proper quoting or citing and representing him/her as one's own.

#### **Financial and Monetary Misconduct Violations**

- 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.
- Failure to satisfy District financial obligations, including but not limited to damages to District property and equipment.
- 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**

- Unauthorized entry to or use of District facilities, supplies or equipment (including but not limited to computing, networking and information resources).
- Defacement and/or destruction (without approval) of District property, equipment, and records are prohibited.
- 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.
- 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.
- 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.
- 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.
- 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 Disabled Students Programs and Services (DSPS).
- 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**

- Violation of the District's Computer Usage Policy (see appropriate sections of the CCSF College Catalog for a complete version of the Policy).
- 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.
- 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.
- 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 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 1.36.
27. Violation of the District's Sexual and Other Assaults on Campus Policy as defined by Board Policy and Administrative Procedure 2.09.

### 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).

### Forms of Disciplinary Sanctions

- **Warning:** A written or oral statement to the student that the student has violated the Code of Student Conduct.
- **Reprimand:** A written notice by the Disciplinary Officer that the student has violated Code of Student Conduct issued and placed in the student's college disciplinary record.
- **Restriction:** Limitation of a student's access to specified campus classes, resources, services, events or facilities for a specific period of time.
- **Restitution:** Reimbursement to the District for damage(s) to property or for misappropriation of funds.
- **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:** A period of observation and/or conditional participation in campus and academic affairs, activities or events. This period should not exceed one (1) calendar year. The Disciplinary Officer may require that the student meet specific conditions for being removed from disciplinary probation status. The Disciplinary Officer may reduce the length of probation upon a showing of good cause by the student.
- **Removal from an Academic Program:** Temporary or permanent exclusion from a specified academic program at the College.
- **Removal from a Class, Activity or Site:** Temporary or permanent removal from a specific class (or classes as necessary), activity, lab or location. (Temporary removal from class by the instructor for no more than two class meetings). Removal from an instructional laboratory, facility, center or other supervised student activity by the designated site administrator for no more than two days, sessions, meetings or days.
- **Suspension:** Exclusion of the student from all district classes, activities, programs and locations for a definite period of time (one or more semesters). The Disciplinary Officer may require that the student meet specific conditions to have the suspension status lifted; the Disciplinary Officer may also reduce the length of suspension upon a showing of good cause by the student or the length of the suspension may be extended for good cause.
- **Expulsion:** Permanent, indefinite exclusion of a student from all district classes, activities, services, programs and locations.

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.

### Student Due Process

Due process is a student's right to notice of the violation and a fair and impartial opportunity to be heard.

- **Notification and Communication:** Opportunity to receive proper notification when/if a violation of the Code of Student Conduct occurs; the opportunity to provide explanation and clarification of disciplinary processes, procedures and decisions.
- **Disciplinary Conference:** Opportunity to be informed of the charges and present individual sides of the story. Opportunity to have an advocate (no lawyers are permitted).
- **Formal Hearing:** Opportunity to appeal disciplinary sanctions (applies only in cases of suspension and recommended expulsion). The grounds for an appeal are limited to new information, errors in statement of facts or violations of a student's due process rights.

**Enforcement.** The Office of Student Conduct & Discipline has the responsibility to maintain the Code of Student Conduct, to impose disciplinary sanction as appropriate, and to assure the implementation of Student Due Process.

## Student Complaints

### Process for a Complaint against a Classified Staff Member or an Administrator

Student complaints against a classified staff member and/or an administrator are governed by the following procedure:

1. A complaint against a classified staff member or an administrator should be raised directly with the classified staff member or the administrator 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 raised with the immediate supervisor of the classified staff member or administrator.
3. If the immediate supervisor fails to resolve the complaint, then the complaint should be addressed, in writing, to the Office of the General Counsel at (415) 239-3556 for accurate referral.
4. The Office of the General Counsel will channel the complaint to the next-level manager for review and consideration.

### Process for a Complaint against a Faculty Member

A student complaint is an allegation made 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 for Complaint Against a Faculty Member

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 ten (10) 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 ten (10) semester instructional days then the matter will be considered dropped unless renewed by the student within the first ten (10) semester instructional days of the next semester.

#### Formal Process for Complaint Against a Faculty Member

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the appropriate School Dean

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.

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.
2. 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.
  3. 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.
  4. 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.
    - d. At the committee's discretion, its decision and the underlying student complaint may be inserted into the faculty member's personnel file.
  5. 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.
  6. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of his/her 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

The Student Grade and File Review Committee (hereinafter "the Committee") is composed of students, faculty, and administrators. Its charge is to review student grievances regarding course grades and file contents. After reviewing a grievance, the Committee recommends appropriate action to the Chancellor, to the instructor, and to the student. The Committee acts as an arbitrating body and does not have the power to change grades directly, as stated in legislation:

California Education Code 76224 (a) When grades are given for any course of instruction taught in a community college district, the grade



given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, *in the absence of mistake, fraud, bad faith or incompetency, shall be final.*

### Review Procedures: Policies, Grades, And Files

#### 1. Review of Policies

The 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 students believe that discrepancies exist between grades given by their instructors and the grades they believe were achieved, those students should follow the steps for the appeal procedure below.

### Informal Grade Review Process

#### *Meeting with the Instructor and/or the Department Chair*

Students wishing to appeal a grade should discuss the issue with the instructor in an office-hour conference or by appointment. If, for any reason, the students are unwilling or unable to confer with the instructor, they must then consult with the instructor's department chair. Every effort should be made to resolve the issue at this level.

#### *Meeting with the School Dean*

If the department chair and instructor are unable to resolve the grade dispute, the students shall bring the matter to the attention of the school dean (i.e., the department chair's supervisor), who will confer with all parties to resolve the dispute.

All parties are expected to make every effort to address the grade dispute in a timely manner. If the grade dispute remains unresolved, the School Dean will refer the matter to the Associate Vice Chancellor of Academic Affairs/Vice Chancellor of Academic Affairs.

**Important Notice.** The informal process must be completed within ten (10) working days after receipt of a midterm grade, and for final grades, within forty-five (45) calendar days from the start of instruction in the immediately following Fall or Spring semester.

### Formal Process

If the grade dispute is unresolved after the informal process, the students may initiate a formal review process by submitting a Petition for Grade Review to the Dean of School of Behavioral Sciences, Social Sciences, and Multicultural Studies. The Dean shall discuss the merits of the student's claims and advise the students of the grade review policies and procedures.

The Dean shall verify that the petition has been submitted in a complete and timely manner, review the petition with regards to content and advise students on the appropriateness of further appeal to the Grade and File Review Committee.

**Deadline Notice.** A Petition for Grade Review must be filed within fourteen (14) calendar days following the end of the informal process. The 14-day period will begin at the time the students are first informed either by the department chair, school dean, or Dean of School of Behavioral Sciences, Social Sciences, and Multicultural Studies that the informal process has concluded.

Filing a formal petition requires the students to document the grade dispute in writing (typed and double-spaced). The students shall provide a copy of the petition with their written statement to the instructor. Once notified a petition has been filed, the instructor

shall within two (2) weeks provide the Dean of School of Behavioral Sciences, Social Sciences, and Multicultural Studies a copy of the course syllabus, attendance and grade records, graded assignments, relevant e-mails or any additional information deemed relevant to the dispute.

### Grade Review Hearings

- a. Upon receipt of a Petition for Grade Review, the Student Grade and File Review Committee shall meet to determine if a formal hearing is warranted. Should the Committee deem a hearing is not warranted, the Committee Chair shall advise all parties of the basis for the decision by e-mail. The grade shall stand and the grade review process shall conclude.
- b. Should the Committee determine that a hearing is warranted, the petition will be assigned to a subcommittee composed of a student, a faculty member and an administrator. The subcommittee shall convene to review the petition, request any additional information deemed relevant from the student/instructor, hear testimony, question witnesses and consider all available evidence relevant to the case.
- c. The student and instructor shall have the right to present written or oral statements concerning the grievance. Each party may bring a representative; however, the representative may not ask or answer questions, offer evidence or address the subcommittee on behalf of the petitioner or faculty member.
- d. The subcommittee shall weigh the relevance and merit of all written and oral information obtained, limiting its investigation to the specific case under review and make its recommendations to the full Committee.
- e. The Committee shall make a final recommendation and submit that recommendation in a written report to the Chancellor. The Committee shall provide a copy of the final recommendations to the student, instructor, department chair, school dean and Dean of Students.
- f. The Chancellor may concur with or overrule the recommendation of the Committee. Only the Chancellor has the authority to change a student's grade. The Chancellor's decision shall be final. California Education Code 76224 (a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, *in the absence of mistake, fraud, bad faith or incompetency, shall be final.*

### CCSF Bookstores

#### 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.

Follett operates several bookstores to serve the City College population. Textbooks and many supplies for City College courses may be

purchased and/or rented at any CCSF Bookstore serving the campus where the course is taught. Books are usually available from the first day of class. Because of the size of the stores, services may vary from location to location. Current hours and store policies are available at each store.

Bookstore information is available on the bookstore web page at [www.ccsfshop.com](http://www.ccsfshop.com).

The schedule of classes issued each semester also contains current information about bookstore services.

## 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 830.32(a), personnel, when appointed and duly sworn, are designated as peace officers.

San Francisco Community College Police Department is a certified P.O.S.T. police agency with sworn officers readily identified by the uniforms which include their distinctive patch and gold or silver star. The Department also employs security officers, called Campus Control aides, who wear a slightly different uniform w/SFCCPD patch and silver shields. The Department operates 7 day a week year-round from 5:30am to 12:30 am from its main headquarters located at City College, Ocean Campus, Cloud Hall room 119, telephone number (415) 239-3200. During closed hours, the college is patrolled by SFPD.

The San Francisco Community College Police Department is responsible for the overall law enforcement protection and duties as well as parking enforcement district-wide, excluding the Airport Campus, Fort Mason and designated lease locations. Under a memorandum of understanding, these areas come under the jurisdiction of SFPD. Officers patrol City College Locations via marked emergency police vehicles, bicycle and foot patrols ensuring public safety for the campus community. The San Francisco Community College Police Department's website is located at [www.ccsf.edu/Departments/Public\\_Safety](http://www.ccsf.edu/Departments/Public_Safety) or linked from the main City College of San Francisco's website at [www.ccsf.edu](http://www.ccsf.edu).

## City College Student Police

The City College Chief of Police, working in partnership with the City College Administration of Justice Studies Program, authorizes the operation of a Student Officer Program. The purpose of the program is to assist the educational development of the City College students interested in the field of Law Enforcement.

Student Officers are approved into the program by the Administration of Justice Studies Coordinator, and must meet and maintain specific criteria. City College student officers assist the police department in several areas including, but not limited to, parking enforcement, safety escort, traffic control, special events and student code of conduct matters. Student offices operate under the oversight of a police department liaison.

The City College Student Program is designed as an internship and individuals in the program do not receive direct compensation except for particular assignments. The Student Officer Program provides over several thousand hours of service to the campus community.

## Smoking Policy

Effective Fall 2014, City College's new Board Approved Protocol regarding a 'Smoke-Free Environment' will be enforced. The policy covers Ocean and specific Center Campuses. City College of San Francisco will become a 'smoke-free environment', with limited designated smoking areas. A tobacco-free campus creates a healthier environment for students, faculty, staff, and visitors.

Cigarettes (tobacco), e-cigarettes, cigars, pipes, hookahs, water pipes, vapor/vapor-less equipment etc. Note, campus administration and appropriate designee has the authority to assign any other smoking type device to this policy.

Designated smoking areas are noted on the Campus map, located on the following link: [http://www.ccsf.edu/en/about-city-college/administration/police\\_services/dsa.html](http://www.ccsf.edu/en/about-city-college/administration/police_services/dsa.html)

Smoke Free Campus link: <http://www.ccsf.edu/en/student-services/student-health-services/sfc.html>

Enforcement of the policy focuses on educating the community about the policy and promoting smoking cessation resources. The success of this policy relies on the respectfulness, consideration and cooperation of both tobacco users and non-tobacco users. All members of the college community share the responsibility adhering to and enforcing the policy and having the responsibility for bringing it to the attention of visitors and guests. Violation of this policy by students, faculty, or staff will be addressed in a manner consistent with any other CCSF policy violation.

Students who would like information and support regarding smoking cessation can contact the City College Student Health Services at [www.ccsf.edu/stuhealth](http://www.ccsf.edu/stuhealth) or 415/239-3110.

## 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. For more information contact the Office of Student Conduct & Discipline.

## 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 and BART or to carpool.

The Ocean Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for either a semester or daily parking permit. Sales of semester parking permits (decals) are available on a first come, first served, basis before the start of each semester. Daily parking permits are available in all student lots and during day classes, student parking is restricted to the main reservoir area and parking lot "S" (previously the location of the South Gym). Information regarding the rules and regulations for student

parking, including fees for semester decals and rates for daily parking are available through the Student Accounting Office in Conlan Hall, Room 104. For information call (415) 239-3345 or refer to the *Class Time Schedule*.

Other locations of City College of San Francisco have NO on-site parking or very limited parking for students. For student parking information for all other locations, call the San Francisco Community College Police Department at (415) 239-3200.

### **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 are allowed to park in main reservoir parking and parking lot "S" (previously the location of the South Gym), with the purchase of a one-day permit. **After 5:00 p.m.**, visitors may park in all lots (except Cloud Circle, Marston Road, and Science Road) with the purchase of a one-day parking permit. 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 are available in Conlan Hall, Room 104 and Cloud Hall, Room 119 (Campus Police Office). 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.

### **Additional Board Policies and Administrative Procedures**

Information about Board Policies and Administrative Procedures is available on the Board of Trustees website: <http://www.ccsf.edu/board>