

SECTION 2

POLICIES & PROCEDURES

STATEMENT OF STUDENT RIGHTS

Your rights as a student are protected by State and Federal laws and by the policies, procedures, and regulations established by **SJVC**.

Specifically, we recognize the following rights of our students:

- Freedom of access to higher education.
- Freedom of classroom expression.
- Confidentiality of educational records.
- Participation in student affairs.
- Procedural standards in disciplinary actions as outlined in the **Student Code of Conduct** (see below) and the **Academic Honesty Policy**, which is published in its entirety in the **College Catalog**.

Likewise, all students are held accountable to all local, State, and Federal laws and to the policies, procedures, and regulations established by the College.

STUDENT CODE OF CONDUCT

SJVC is dedicated to the advancement of knowledge and learning, as well as to the development of responsible personal and social conduct. As a student of **SJVC**, you are responsible to conduct yourself in an ethical, professional, and civil manner at all times while on campus and/or when representing the College. Each student assumes the responsibility for being familiar with, and abiding by, the general standards of conduct expected of our students. Specifically, each student is expected to refrain from the following:



- **Academic Dishonesty:** Cheating or plagiarism or engaging in any other act of academic dishonesty as defined in the College's **Academic Honesty Policy**.
- **Fraudulent Behavior:** Dishonesty, forgery, alteration, or misuse of any official College document, or knowingly furnishing false information to the College. Misrepresentation of oneself or an organization as an agent of the College.
- **Obscene conduct:** Engaging in lewd, indecent, or obscene conduct or expression on College property or at any College-sponsored activity.
- **Harassment:** Engaging in discriminatory behavior on the basis of any characteristic protected by law as set forth in the **Non-Discrimination** and **Harassment policies**.
- **Disruptive Behavior:** Obstruction, disruption or interference with any educational, administrative, or other College process.
- **Trespass:** Unauthorized entry upon or use of College facilities.
- **Theft:** Theft of College property or the personal property belonging to any member of the College community.
- **Robbery:** Causing or attempting to cause robbery, extortion, or gambling.
- **Substance Abuse:** Unlawful possession, use, or sale of illegal drugs or alcohol as set forth in the **Illegal Drug** and **Alcohol Use policies**.
- **Physical Assault:** Causing, attempting to cause, or threatening to cause physical assault to any member of the College community in violation of the **Violence Prevention Policy**.
- **Willful Misconduct:** Engaging in any act of willful misconduct that results in an injury or death to a member of the College community or the destruction of College property or the private property on campus.
- **Dangerous Activities:** Possession or use of weapons or explosives in violation of the College's **Violence Prevention Policy**.
- **Violation of law or college policies:** Any violation of Federal, State, or local law and all published College policies, rules and regulations.

The College reserves the right to take any necessary action(s) to protect the safety and well being of the campus community. The College may impose disciplinary action(s) against any student found in violation of this code. Additionally, students who violate Federal, State, or local laws may also be referred to the criminal justice system for prosecution.

Disciplinary Action

The following disciplinary actions may be imposed, as warranted by the situation, for violation of the **Student Code of Conduct**.¹ One or more penalties may be imposed per violation, up to and including termination from the College.

1. Verbal and/or Written

Warning: A verbal and/or written warning will be imposed when a student's conduct merits an official reprimand. The student will be warned that further misconduct may result in more severe disciplinary action.

2. **Restitution and Fines:** Students may be required to make payment to the College or to another specific person(s) or group(s) for damages incurred as a result of a violation of any provision of the **Student Code of Conduct**. Restitution fines may be demanded by the College in addition to any other penalty applied.

Suspension: The Campus Director or the Student/Evening Deans may immediately impose the suspension penalty upon a student when required to protect the student body and to ensure the maintenance of order. A student may also be

suspended during an investigation. Suspension will not exceed twelve (12) consecutive class days.

Suspension indicates to the student that further violations of any College regulation or policy will result in more stringent disciplinary action, including termination from the College.

During suspension, the student will be barred from College activities and premises. **SJVC** will undertake an assessment of the circumstances and severity of the charge, including consultation with the concerned individuals (i.e., students, faculty, administrators, other staff members, and/or site supervisors) as well as the student charged with the violation. While the student is on suspension, the College will render a decision as to his/her future with **SJVC**.

3. **Termination:** The termination penalty is one of involuntary separation from the College. Notice of termination will appear on the student's academic history and transcript. The student will also be barred from College activities and premises.

Appeal

A student may contest the College's decision to take disciplinary action(s) against him/her by submitting a written appeal to the Campus Director within five (5) week days (Monday thru Friday, excluding holidays) of the effective decision date.

To appeal the decision of the Campus Director, a written letter must be submitted within five (5) week days of receipt of the Campus Director's decision to:

Christina Ynclan
Director of Graduate Services
San Joaquin Valley College

801 S. Akers St., Ste. 150
Visalia, CA 93277
christinay@sjvc.edu

STUDENT COMPLAINTS & GRIEVANCES

We have designed and implemented specific policies and procedures as a way for you to resolve conflicts that may arise during the course of your education at **SJVC**. Our conflict resolution procedures and guidelines, as they pertain to students, are described below. For additional information or clarification, please see the Office of the Dean of Student Services.

Complaints

You may submit a complaint, verbal or written, if you feel that you or another student have been subjected to discriminatory actions and/or have been the subject of unlawful harassment as defined in the **College Catalog**. The following Complaint Procedures explain how to report situations involving allegations of unlawful discrimination and/or harassment to the appropriate individuals and how to submit a complaint based on discrimination and/or unlawful harassment.

Complaint Procedure – Discriminatory Actions:

1. You must report any alleged discriminatory actions to your Campus Director. The report should include the date(s) of the alleged discriminatory action(s), the parties involved, a description(s) of the incident, and whether any attempt(s) were made to resolve the issue.
2. If your Campus Director does not appropriately address your concern, or if you are not comfortable in making a report to your Campus Director, you may notify the Director of Graduate Services of the alleged discriminatory action(s). (Contact

¹ This list does not represent every possible disciplinary action that may be imposed upon a student for violation of the Student Code of Conduct.