

policies with respect to the allegation made against him or her. (§99.31(a)(14)).

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a) (15)).

If you have any questions about your FERPA rights, please see your Campus Registrar or Dean of Students.

Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

STUDENT RECORD RETENTION

SJVC retains student records permanently. Copies may be requested from the Registrar.

CHANGE OF STUDENT INFORMATION

Students should immediately report any change in their personal information (such as name, address, telephone number, etc.) to the Registrar's Office. **SJVC** will not be held responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students' names on official **SJVC** records and transcripts must reflect their names as they appear on official documents, such as driver's licenses, social security cards, passports, etc. In order for a student to change his/her name on **SJVC** records, a marriage certificate, divorce decree, or court document must be presented to substantiate the change.

DIVERSITY STATEMENT

SJVC values diversity, equity, and inclusion. The College takes appropriate steps to continually foster a learning and working environment that promotes mutual respect for others despite differences such as race, ethnicity, gender, age, religion, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region. Student and employee scholarship is encouraged as an expression and expansion of knowledge.

SJVC advocates for equity and inclusion across its diverse student population by providing access to higher educational opportunities and intentional services. Programs and services are designed to support a successful academic experience leading to graduation and in-field

employment. Practices are in place to close the opportunity gaps represented in **SJVC**'s "at-risk" student population. As articulated in its mission, "**SJVC is committed to the success of every student.**"

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation. Any discriminatory action should be reported to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig, Director of Institutional Relations
San Joaquin Valley College
3828 West Caldwell Avenue
Visalia, CA 93277
(559) 734-9000
Crystal.VanderTuig@sjvc.edu

The Director of Institutional Relations serves as **SJVC**'s Title IX Coordinator. Any questions concerning this policy and/or the procedures to report discriminatory actions should be directed to Campus Leadership.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law. The College **absolutely forbids** any form of harassment.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student**

Code of Conduct, which range from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment, and assault. **SJVC** expressly forbids gender- and sex-based discrimination or harassment of any student, employee or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the **Sexual Harassment and Assault Prevention Policy** posted on InfoZone.

Non-Retaliation

SJVC prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, and/or sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. **SJVC** also prohibits retaliation against any individual who cooperates with an investigation regarding any matter covered by these anti-discrimination, anti-harassment, and anti-sexual misconduct policies.

Public Information

All requests from the media, the campus community at large or the general public, for information concerning an alleged incident of sexual misconduct should be directed to Crystal VanderTuig, Director of Institutional Relations at 3828 West Caldwell Avenue, Visalia, CA 93277, (559) 734-9000. Compliance with this policy will promote campus safety and protect the integrity of this policy and the investigation process.

As required by law, **SJVC** collects and annually reports statistical information concerning sexual misconduct occurring within its jurisdiction. To promote public safety, **SJVC** also alerts the campus community to incidents and trends of immediate concern.

STUDENT GRIEVANCE POLICY

SJVC has established the **General Student Grievance Policy** in order to provide for the prompt, effective, and equitable resolution of student grievances not governed by a specific policy or procedure. Under the provisions of the **General Student Grievance Policy**, students have the right to submit grievances, have their grievances considered by Campus Leadership, and be notified of the College's decision on the grievance. A full description of the **General Student Grievance Policy** is published in the **Student Handbook**. Any questions or additional information concerning this policy should be directed to Campus Leadership.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private

Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website <http://www.bppe.ca.gov/>.

STUDENTS WITH DISABILITIES

In conformity with the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, **SJVC** shall not discriminate, on the basis of disability, against any student in its academic programs, services, and activities.

Individual students will be given reasonable and necessary accommodation based on specific information and assessment data documented by qualified medical professionals. Students who have special needs related to a permanent or temporary disability may request an accommodation from the Dean of Student Services at any phase of their educational experience at **SJVC**. The student is responsible for initiating the interactive process.

An accommodation may be requested for an unlimited or a specified period of time. Each request for accommodation will be evaluated on a case-by-case basis. Consideration for an accommodation, however, cannot be retroactive. Once documentation has been provided and accommodations are agreed upon between the College and the student, faculty and staff will implement the accommodations.

SJVC facilities are essentially barrier-free and accessible to the disabled. All buildings are equipped with restroom and telephone services for the disabled and assistance is available for library resources.

For further information on the College's guidelines concerning disabled students and accommodation policies and procedures, please refer to the **Student Disability Accommodation Policy** available through Campus Leadership or InfoZone: Information Center>**SJVC** Publications>2016 Student Disability Policy.

DRUG AND SUBSTANCE ABUSE POLICY

SJVC is committed to providing a work place and campus environment free of illegal drugs and substance abuse. **SJVC** absolutely forbids the use, distribution, or possession of narcotic or hallucinogenic drugs or substances or inhalation or ingestion of a controlled substance, by any student or employee while on College property or during a school activity. Any individual deemed to be under the influence, while on school premises or while participating in a school-related activity (externship, clinical, field trip, etc.), will be asked to leave immediately.

The College will conduct a fair and thorough investigation into the matter. If the College determines that a student has violated this policy, it will take appropriate disciplinary action against the student, up to and including termination from **SJVC**. (Please refer to the **Student Code of Conduct** for a list

five (5) week days (Monday thru Friday, excluding holidays) of the date the decision went into effect. The Campus President has five (5) week days to respond to the students appeal.

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

Student Services Coordinator
StudentServicesOffice@sjvc.edu

After reviewing the relevant information, the student will be notified in writing of the decision on his/her appeal.

STUDENT COMPLAINTS & GRIEVANCES

SJVC has created policies and procedures designed to protect students and provide an educational environment that is free from discrimination and harassment. The following policies and procedures serve as a method of communication between students and college administration and should be used to address any conflicts that may arise during the course of students' educational experience. For additional information or clarification, please see the Office of the Dean of Student Services.

NOTICE OF NON-DISCRIMINATION

SJVC complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973 and all other applicable federal, state and local laws. **SJVC** does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation.

Any discriminatory action should be reported immediately to the Campus President. If the Campus President does not appropriately address a student's concern, or if a student is not comfortable in making the report at this level, notification should be sent to:

Crystal VanderTuig

Director of Institutional Relations and Title IX
Coordinator

(559) 302-1802

Crystal.VanderTuig@sjvc.edu

Questions concerning this policy may be directed to any member of the Campus Management Team.

HARASSMENT

SJVC is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. **SJVC** policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal, visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to: Content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means defined by law.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or well-being of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the **Student Code of Conduct**, which range anywhere from suspension up to dismissal from **SJVC**, including legal prosecution, when appropriate.

Sexual Harassment

Members of the **SJVC** community, guests, and visitors have the right to be free from all forms of gender- and sex-based discrimination, harassment,

and assault. **SJVC** expressly forbids gender- and sex-based discrimination, harassment of any student, employee, or visitor.

For additional information including definitions, reporting, the investigation process and sanctions for such conduct refer to the Sexual Harassment and Assault Prevention Policy posted on InfoZone.

General Student Grievance Policy & Procedures

SJVC strives to provide an educational environment where students can learn and thrive. This environment is characterized by the expectation that students and employees treat one another fairly and with professionalism and respect. **SJVC** recognizes that situations may occur where a student feels that this has not been the case. To that end, the College has implemented a grievance process which allows students to voice their complaints and/or grievances and seek reasonable resolution in a professional and effective manner. This process is to be used only when the situation prompting the grievance is not governed by another college policy or procedure (e.g., harassment, discrimination policies). Students are encouraged to make every attempt to resolve their issues with the involved parties prior to initiating this process, which is as follows:

1. Students must submit their grievance and/or complaint within 30 days of the incident prompting the grievance.
2. Grievances against faculty members must be submitted to the Academic Dean. The Academic Dean will hear both sides of the dispute and present a recommendation to the Campus President.
3. Grievances against campus staff must be submitted to your Campus President. The Campus President will hear both sides of the dispute and present a recommendation to the Student Services Coordinator.

Students will be given written notification of the outcome of their complaint or grievance.

Appeals

SJVC has established the following appeal processes in order to provide a mechanism for students to contest certain actions that they believe were taken against them in an unfair manner.

Disciplinary Action Appeal Procedure

Students may appeal any disciplinary action imposed upon them for one or more violations of the Student Code of Conduct, following the process provided on page 14.4

Grade Appeal Process

Students may utilize the **Grade Appeal Process** to dispute a final grade received in a course. This process is limited to situations in which the student believes there has been a mistake in the calculation of their grade, demonstrable bias, gross negligence or misapplication of stated grading criteria. To appeal a grade, students must:

1. The student must notify the instructor of the appeal and the reason(s) why. The notification must be made within two (2) school days (M-F) after the last scheduled day of the course. The instructor will respond within two (2) school days of receipt of the appeal (verbal or written).
2. Students who remain unsatisfied with the results may submit a written appeal to the Office of the Dean of Student Services within two (2) school days of the instructor's response. The Dean of Student Services will immediately notify the Campus President of the appeal under investigation and respond to the student within four (4) school days of receipt of the appeal (verbal or written).
3. If the issue is not resolved with the Dean of Student Services, students may submit a written appeal to the Campus President within two (2) school days of the Dean's response. The Campus President will notify the student in writing of his/her decision within two (2) school days, which is final.

⁴ See Student Code of Conduct – Appeals.

Appeal Process for Termination Due to Unsatisfactory Academic Progress

Students may appeal terminations for unsatisfactory academic progress.⁵ Appeals of this nature are limited to only those situations where the student can clearly demonstrate the existence of extenuating circumstances that seriously impacted their academic performance such as the death of an immediate family member, an injury, serious illness of the student or an individual for which he/she is the caretaker, or other special circumstances. Students will be given a maximum of two appeals for this type of termination.

To appeal a termination for unsatisfactory academic progress:

1. Submit a written appeal to the Student Dean. The Dean will provide a written response to the appeal.
2. If the matter is not resolved to the student's satisfaction, he/she may submit a written appeal to the Campus President. At campuses where the President is the acting Student Dean, the appeal is to be submitted to the Student Services Coordinator:

Student Services Coordinator
StudentServicesOffice@sjvc.edu

A written response detailing the findings and decision will be provided to the student. The President or Director's decision is final.

ACADEMIC HONESTY

SJVC students are held to a high standard of integrity and are required to comply with the College's policy on Academic Honesty.⁶ The following behaviors are considered dishonest and are a violation of the policy:

- Copying another person's original work.

- Allowing another person to copy your original work.
- Copying or allowing another person to copy your answers on a quiz or exam.
- Collaborating with another individual when independent work is required.
- Plagiarism in any form.
- Resubmission of previously completed coursework.
- Submitting a paper or an assignment prepared by someone other than yourself.
- Offering or soliciting unauthorized assistance on exams, papers, and grades.

SJVC does not tolerate intentional acts of dishonesty. If it is determined that a student has intentionally engaged in an act of dishonesty, he/she may be subject to the full range of disciplinary actions outlined in the **Student Code of Conduct**.

Plagiarism

Student coursework may be required to be submitted through a plagiarism detection system for originality. Plagiarism detection systems are products that identify any instance of improper citation or potential plagiarism. Plagiarism detection systems are used as a teaching/learning tool to identify and correct the causes of plagiarism. Resources and techniques to avoid plagiarism are available on InfoZone. Students are encouraged to seek guidance from the Library and Learning Resource Coordinator. See an instructor for more details.

While plagiarism detection systems are used primarily as a teaching/learning tool, *SJVC* does not and will not tolerate purposeful and continued plagiarism. In the event that a student is found to have engaged in repeated and deliberate acts of plagiarism, he/she may be subject to disciplinary action as described in the Policy on Academic Honesty.

⁵ The standards for achieving satisfactory academic progress are published in the College Catalog (see Section 6, Satisfactory Academic Progress).

⁶ Policy is published in the College Catalog (see Section 4, Academic Honesty).