

## 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.**<sup>3</sup> One or more penalties may be imposed per violation, up to and including termination from the College.

---

<sup>3</sup> This list does not represent every possible disciplinary action that may be imposed upon a student for violation of the Student Code of Conduct.

1. **Verbal and/or Written Warning:** A verbal and/or written warning may 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.
3. **Suspension:** The Campus Director or the Student/Evening Deans may immediately suspend a student(s) 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 fourteen (14) 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 is barred from college activities and premises. College personnel will assess the circumstances prompting the suspension and may interview the parties involved in order to arrive at a decision regarding the student's future with *SJVC*.

4. **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 of Disciplinary Action**

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

Director has five (5) week days to respond to the students appeal.

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:

Wendy Mendes

Vice President of Administration

*San Joaquin Valley College*

(559) 734-9000

[WendyM@sjvc.edu](mailto:WendyM@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 Director. If the Campus Director 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:

Wendy Mendes

Vice President of Administration and Title IX Coordinator.

*San Joaquin Valley College*

(559) 734-9000

*San Joaquin Valley College*

Student Handbook

Revised March 2016

[WendyM@sjvc.edu](mailto:WendyM@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

*SJVC* expressly prohibits sexual harassment of any student, college employee, or visitor to *SJVC*. The California Fair Employment and Housing Act defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person