



# Student Rights and Responsibilities Handbook



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Sierra College is committed to providing you with a safe and supportive learning environment. In the event you feel you have not been afforded your rights as an individual, the information in this handbook will provide you with the steps necessary to address your concerns. We look forward to assisting you as you work toward the achievement of your goals.



William H. Duncan, IV  
Superintendent/President  
Sierra College

### **SIERRA COLLEGE MISSION STATEMENT**

Sierra College provides a challenging and supportive learning environment for students having diverse goals, abilities, and needs interested in transfer, career and technical training, and life long learning. The College's programs and services encourage students to identify and to expand their potential. Sierra College students will develop the knowledge, skills and abilities to become engaged and contributing members of the community.

# STUDENT RIGHTS AND RESPONSIBILITIES

## TABLE OF CONTENTS

<b>I. STUDENT RIGHTS AND GRIEVANCES</b> .....	<b>5</b>
Academic Accommodations, Course Grades, Discrimination, and Harassment .....	5
Grievances .....	5
Grievance Procedures .....	6
Grievance Officer .....	6
Informal Grievance Process .....	6
Formal Grievance Process .....	7
Grievance Hearings .....	7
Decision by the Superintendent/President .....	9
<b>II. DISABLED STUDENT PROGRAM AND SERVICES</b> .....	<b>10</b>
<b>III. GRADE CHANGES</b> .....	<b>12</b>
Changing Grades .....	12
Change of Grade from Evaluative Symbol to Evaluative Symbol .....	12
Change of Grade from Evaluative Symbol to Non-Evaluative Symbol .....	13
Change of Grade from Evaluative or Non-Evaluative Symbol to a Drop .....	13
Security of Grade Records .....	14
<b>IV. DISMISSAL</b> .....	<b>15</b>
<b>V. STANDARDS OF STUDENT CONDUCT</b> .....	<b>16</b>
Grounds for Student Discipline .....	18
Types of Student Discipline .....	18
Process for Imposing Student Discipline .....	18
Failure to Comply with Program-Specific Policies and Procedures .....	21
Withdrawal of Consent to Remain on Campus or District-controlled property .....	22
Definitions .....	23
<b>VI. ACADEMIC DISHONESTY</b> .....	<b>24</b>
Examples of Behavior Deemed to be Dishonest .....	24
Examples of Cheating .....	24
Consequences of Academic Dishonesty .....	25

**VII. SMOKING, USE OF TOBACCO, NON-REGULATED NICOTINE  
AND OTHER VAPOR PRODUCING PRODUCTS..... 26**

**VIII. NON-DISCRIMINATION AND SEXUAL HARASSMENT..... 27**

**IX. JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY  
AND CAMPUS CRIME STATISTICS ACT ..... 28**

**X. COMPLIANCE OFFICERS ..... 28**

**GRIEVANCE FORM .....29-30**

**SIERRA COLLEGE EMERGENCY PROCEDURES ..... 31**

## I. STUDENT RIGHTS AND GRIEVANCES (BP/AP 5530)

Students are encouraged to pursue their academic studies and become involved in other college-sponsored activities that promote their intellectual growth and personal development, free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to an unjust action or decision, redress may be sought as prescribed in the Administrative Procedure 5530.

### ACADEMIC ACCOMMODATIONS, COURSE GRADES, DISCRIMINATION, AND HARASSMENT

- Academic Accommodations. Students with verified disabilities shall have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973 (see Administrative Procedure 5140).
- Course Grades. Course grades, to the extent permitted by Education Code Section 876224(a), which provides: "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." (See Administrative Procedure 4231)
- Discrimination (See Administrative Procedure 3435)
- Harassment (See Administrative Procedure 3435)

### GRIEVANCES

Students at Sierra College are afforded the following rights:

- The right of free expression protected by state and federal constitutions and Education Code Section 76120.
- The right to have academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only with the written consent of the students or as provided by law and pursuant to Administrative Procedure 5040.
- The right to take reasonable exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion.
- The right to be free from unfair or improper action
- The right to participate in the formation of policy affecting students in accordance with established procedures for Shared Governance.
- The right to petition to form an organization around any particular interest, including the freedom to organize and to join student organizations, subject to published campus and District regulations.

Students who allege that an action or decision by the District has violated their rights as listed above may file a grievance as outlined in the Sierra College Student Grievance Policy (Administrative Procedure 5530).

Students are encouraged to follow the college's grievance process. Issues that are not resolved may be referred to the California Community Colleges Chancellor's Office at <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

## GRIEVANCE PROCEDURES

A grievable matter is an alleged action or decision of the District that adversely affects the status of a student or violates the rights of a student as set forth in Board Policy 5530.

The following allegations or issues shall not be heard under this procedure:

- Discipline of students (see Administrative Procedure 5520 and 5521)
- Discipline of employees
- Traffic or parking citations (through Campus Security)
- Grade Changes (see Administrative Procedure 4231)
- Discrimination or sexual harassment complaints other than academic accommodation (See Board Policies 3410 and 3430 and Administrative Procedures 3410, 3430 and 3435)

Procedures for grievances and complaints are provided below and provide exclusive means for resolving any alleged unfair or improper action. The purpose of this procedure is to secure an equitable solution to student complaints at the lowest level possible.

Some education programs may have specific processes and procedures for grievances and complaints.

Failure of the District to meet any of the deadlines specified in this Administrative Procedure shall not be construed against the District nor result in a finding in favor of the student.

### A. GRIEVANCE OFFICER

The District Superintendent/President shall appoint an employee who shall serve as the Grievance Officer. The Grievance Officer shall serve to assist all parties to facilitate a full, fair and efficient resolution of the grievance, shall coordinate all scheduling of hearings, and shall avoid an adversarial role.

### B. INFORMAL GRIEVANCE PROCESS

A student who believes that his/her rights have been violated must make a reasonable, good faith attempt to resolve the matter through the informal grievance process before the formal process can be requested. At any point during the informal grievance process level, a student may also informally and orally present the complaint to the Grievance Officer.

- First Step  
The student should discuss the problem directly with the person involved or see the grievance officer for assistance in problem resolution within sixty (60) instructional days from the date the student became aware of the problem/or the alleged act. Failure of the student to act within the above-specified sixty (60) day period shall constitute a waiver of the right to pursue the matter further.
- Second Step  
If the problem cannot be resolved at the first step, the student shall discuss the problem with the immediate supervisor of the person against whom the complaint is directed. The immediate

supervisor shall make every effort to resolve the problem with the student and the person being grieved.

- Third Step  
If the problem cannot be resolved at the second step, the student shall discuss the grievance with the next-level administrator within ten (10) working days from receiving a decision from the immediate supervisor.

## C. FORMAL GRIEVANCE PROCESS

Within five (5) instructional days of the completion of the informal grievance process, the student may file a formal grievance by submitting a Grievance Form to the Grievance Officer. The Grievance Form may be obtained from the Grievance Officer. The Grievance Officer will determine whether the allegations are grievable under this Administrative Procedure as follows:

- The grievant was an enrolled student at the time the alleged incident occurred;
- The student has completed the informal process;
- The timelines have been met;
- The complaint, if true, would constitute a violation of Board Policy 5530.
- There is a remedy which is within the authority of the District to grant;
- There is not another prescribed administrative channel for due process.

If the grounds for grievance have been satisfied, a formal hearing before the Grievance Committee will be scheduled within ten (10) instructional days of the request. The student must contact the office of the Vice-President of Student Services for the hearing date.

## D. GRIEVANCE HEARINGS

1. Committee Membership
  - a. The Grievance Officer shall serve as chair.
  - b. The Grievance Committee shall consist of three (3) members: one (1) administrator; one (1) faculty member; and one (1) student.
2. Selection process of the Grievance Committee:
  - a. The chair will request:
    - that the Management Senate appoint an administrator
    - that the Academic Senate appoint a faculty member
    - that the Student Senate appoint a student representative
  - b. Committee members shall not in any way be connected to the event out of which the action arose.
3. Hearing Process
  - a. The hearing shall be convened within ten (10) instructional days of the request. The hearing shall be limited to one (1) meeting unless required otherwise by due process.
  - b. The student shall be given not less than 48 hours advance written notice of the time, date and place of the hearing.
  - c. If the student is accompanied by an attorney, the name and address of that attorney must be submitted to the Office of the Vice-President, Student Services at the time of filing the request for a formal grievance. Failure to do so shall constitute good cause for

a continuance of the hearing and good cause to exclude the attorney. If the student is represented by an attorney, the District will also be represented by an attorney. The role of the advisor or attorney shall be passive in this procedure. The advisor or attorney may be present at the appeal hearing and may counsel the student responding to questions relating to the incident. The advisor or attorney may not address the Grievance Committee and shall not be permitted to participate in any way during the hearing except to offer counsel to the student.

- d. The decision of the Grievance Officer shall be final on all matters relating to the conduct of the hearing unless there is a two-thirds majority vote of the members of the Grievance Committee to the contrary.
- e. The hearings need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding. Unduly repetitious evidence may be excluded.
- f. The burden of proof by a preponderance of the evidence shall be carried by the student grievant.
- g. The Grievance Officer shall assist all parties in the securing of supporting information.
- h. Each party of the grievance may provide the Grievance Committee with police reports, written and/or oral statements. Written statements of individuals not present at the hearing must be made under penalty of perjury and must be submitted to the Grievance Office prior to the start of the hearing. If the written statement is disputed by either side, the Grievance Officer may continue the hearing to allow the objecting party to secure the attendance of the witness, obtain contradictory evidence, or such other remedy determined by the Grievance Officer.
- i. All proceedings of the Grievance Committee shall be closed to everyone other than the Grievance Committee members, the Grievance Officer, the student grievant, a witness while presenting evidence, the advisor or attorney for the student, and the advisor or attorney for the District, the person being grieved, and the advisor or attorney for the person being grieved. All participants shall maintain the strictest confidentiality.
- j. Final deliberations will be conducted with only the Grievance Committee members present.
- k. The Grievance Committee will consider all relevant evidence pertaining to the appeal and issue a written report to the District Superintendent/President.
- l. All Grievance Committee hearing proceedings shall be recorded. The recordings shall be maintained by the Grievance Officer for two (2) calendar years, along with copies of all decisions made. Access to the recordings and copies of decisions made shall be limited to the parties involved, unless otherwise required by law.
- m. The Grievance Committee will provide its findings to the District Superintendent/President within three (3) instructional days after the conclusion of the hearing.



## E. DECISION BY THE DISTRICT SUPERINTENDENT/PRESIDENT

1. The grievant shall not have a right to a hearing by the District Superintendent/President.
2. The District Superintendent/President shall review the report of the Grievance Committee.
3. The District Superintendent/President may consult with the Grievance Officer.
4. The District Superintendent/President shall submit a written decision to all parties concerned.
5. The District Superintendent/President may accept or reject the findings and recommendations of the Grievance Committee.
6. Once the District Superintendent/President makes a decision, the grievance process has been completed.
7. There is no right of appeal to the Board of Trustees.

## II. DISABLED STUDENT PROGRAM AND SERVICES (AP 5140)

The Disabled Student Program and Services (DSPS) provides programs and support services to students with verified disabilities. The program ensures that disabled students have equality of access to classes and programs.

The goal of providing reasonable academic accommodations to disabled students is to minimize the effects of the disability in the educational process. The disabled student needs to be given the opportunity both to acquire information and to be evaluated in a way which allows the student to fully demonstrate his/her knowledge of the subject.

Academic accommodations are individually determined by DSPS certificated faculty in consultation with the student and are based on a review of the functional educational limitations associated with the disability. Appropriate reasonable accommodations will be made in a timely manner.

### STUDENT RESPONSIBILITIES:

1. The student must be enrolled in Sierra College classes and must provide the DSPS Office with a written verification of their disability including identification of educational limitation(s) due to the disability.
2. Each semester and/or as needed during the semester the student will schedule an appointment to meet privately with a DSPS certificated faculty member to request the academic accommodation(s). The student may, at any time, also request the accommodation directly from the classroom instructor.
3. The DSPS certificated faculty member will evaluate the requested accommodation on a course-specific basis and will consult as necessary with the student, class instructor(s), and the DSPS Coordinator to identify the appropriate reasonable academic accommodation for each class. Where it is determined that the accommodation would fundamentally alter the nature of a class or program the DSPS certificated faculty member will consult further with the instructor to determine whether an alternative accommodation can be identified. A Disabled Student Services Academic Accommodation Certification form will be completed for each class and provided to the student at the time of the appointment.
4. The student will give a copy to the classroom faculty member to certify the college's authorization of the accommodation. A copy of the certification will be provided to the student and a copy will be maintained in the student's DSPS file.

### IF THE STUDENT DISAGREES WITH THE ACCOMMODATION DETERMINATION:

1. He/she should contact a DSPS certificated faculty at any time for further interaction. If the student continues to disagree with the accommodation he/she will be referred to the DSPS Coordinator or designee. If there is no further contact made by the student it will be assumed that the student no longer disagrees with the accommodation determination.
2. The DSPS Coordinator or designee will discuss and confer with the DSPS certificated faculty member, the class instructor and other resources as appropriate to review the student's disability and make a determination regarding the appropriate accommodation within 5 (five) instructional days from the date the student contacted the coordinator.

3. If the student is still not satisfied with the disposition of this accommodation, the DSPS Coordinator will refer the request to the District ADA/504 Compliance Officer. The Compliance Officer will confer with all necessary parties and make a final determination on behalf of the District within 30 (thirty) instructional days from the date the Certification was signed by the DSPS certificated faculty member.

The ADA/504 Compliance Officer is LaToya Jackson, Director of EEO, Diversity and Title IX, (916) 660-7006.

### III. GRADE CHANGES (AP 4231)

#### CHANGING GRADES

- The instructor of the course shall determine the grade to be awarded to each student.
- The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade, and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor. Students who are requesting a grade change due to alleged harassment or discrimination shall refer to Administrative Procedure 3435. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Student Services or designee.
- In all cases, the instructor who first awarded the grade will be given written notice of the change.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, P, NP) must submit a change of grade request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances—verified cases of accidents, illnesses, or other circumstances beyond the control of the student—a change of grade request may be submitted to the Academic Standards Committee; however, the period for a request may not exceed three years after the completion of the course.

#### CHANGE OF GRADE FROM EVALUATIVE SYMBOL TO EVALUATIVE SYMBOL:

##### PROCEDURES—WITHIN ONE YEAR

- A student seeking a change of grade shall file a Grade Change Petition with the Records Office within one year after completing the course. Specific reasons for the request must be stated.
- The petition must be approved and signed by the appropriate instructor and dean. The instructor must cite a reason consistent with one of the conditions in Education Code Section 76224.
- The Records Office will process approved grade change requests.

##### PROCEDURES—AFTER THE FIRST YEAR, BUT WITHIN THREE YEARS

- If there are extenuating circumstances, the Grade Change Petition may be submitted to the Records Office up to but no later than three years after the completion of the course. In addition to procedures within one year listed above, the student must also attach to the petition sufficient documentation proving an accident, illness, or other circumstances beyond the control of the student that disallowed them from submitting the Grade Change Petition within one year of the course completion date.

- The Records Office shall validate the required data and forward the petition to the Academic Standards Committee for consideration.

#### CHANGE OF GRADE FROM EVALUATIVE SYMBOL TO NON-EVALUATIVE SYMBOL:

In order to change an evaluative grade (A, B, C, D, F, P, NP) to a non-evaluative symbol (W, I, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of grade to a non-evaluative symbol may not exceed three years after the completion of the course.

#### PROCEDURES—WITHIN THREE YEARS

- A student seeking a change from a grade to a non-evaluative symbol shall file an appropriate petition with the Records Office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.
- The Records Office shall validate the required data and confirm the satisfaction of the conditions specified by California Code of Regulations, Title 5 Sections 55025.
- The petition will be forwarded to the Academic Standards Committee for consideration.

#### CHANGE OF GRADE FROM EVALUATIVE OR NON-EVALUATIVE SYMBOL TO A DROP:

- The student seeking a change of grade from evaluative or non-evaluative symbol to a “drop,” must file an appropriate petition with the Records Office indicating the specific change that is requested.
- The petition must be filed within 30 days after the end of the class or by June 30th of the academic year in which the grade was received, whichever is earlier.

## SECURITY OF GRADE RECORDS

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Student Services or designee. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Student Services or designee immediately. The Dean of Student Services or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

## IV. DISMISSAL (AP 4255)

Students on academic probation shall be subject to dismissal if they earn a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive semesters attended excluding summer. For the purpose of dismissal, "semester" shall be considered consecutive on the basis of the student's enrollment after the drop date, as long as the break in enrollment does not exceed one full semester.

1. Students shall be notified of academic dismissal as soon as possible after grades from the previous semester are posted.
2. Dismissal is posted on the student's permanent academic record.
3. For purposes of determining whether a sufficient number of enrolled semesters for dismissal have occurred, any semester in which a student has withdrawn from all courses shall count towards consecutive semesters, excluding summer.
4. At the end of the second consecutive semester in which a student is on probation they will be subject to dismissal from Sierra College (unless the student has made satisfactory semester progress by earning a semester grade point average of 2.0 or higher).
5. If a student has already registered in classes for the subsequent semester they will be administratively dropped from all classes and disallowed from attending that semester (Spring, Fall).

### DISMISSAL APPEAL

Exceptions to the standards of dismissal established under the Board Policy 4250 may be requested by the student, through a written appeal to the Dismissal Committee. The deadline for the written appeal will be seven (7) calendar days after the dismissal notice is sent to the student. If a student fails to file a written appeal petition by the deadline, that student waives all future rights to appeal the dismissal action. It is the responsibility of the student to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting these reasons. The decision of the Dismissal Committee will be final and will be communicated to the student in writing by the Dean of Student Services prior to the start of the subsequent semester.

### DISMISSAL READMISSION

In order to be readmitted, a dismissed student will submit a "Dismissal Readmission Petition" form to be reviewed and signed by a counselor. Readmitted students return to probation in their first semester. They may be held to a limit of units below 13 or to specific courses as approved by the counselor accepting the Dismissal Readmission Petition.

Students who have been dismissed two times will have their petitions reviewed by the Dismissal Committee described above and may have their readmissions postponed or denied if, in the judgment of the committee, the student has not presented sufficient evidence that the problems leading to the past dismissals have been rectified.

## V. STANDARDS OF STUDENT CONDUCT (BP 5500)

By enrolling in Sierra College, a student agrees to be a responsible member of the District community; obey the law; comply with the published rules and regulations of the District; respect the rights, privileges and property of the other members of the District community; and not interfere with legitimate District affairs.

Each student is responsible to adhere to the policies and procedures of Sierra College, as well as all federal, state, and local laws. All rules and regulations applying to conduct also apply to student employees, whether all or a portion of the salary is paid by the District.

The District Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The District Superintendent/President shall notify the Board of all long term suspensions of one or more school terms. The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means. The following conduct shall constitute good cause for discipline, including but not limited to:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating or plagiarizing in relation to a District course or academic program. See also Board Policy 5515.
  - b. Falsification, alteration or misuse of District documents and records; or knowingly furnishing false information to the District.
2. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to class notes, except as permitted by any District policy or administrative procedure.
3. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus, including but not limited to the following:
  - a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of, or persistent abuse of, District personnel on District-controlled property or at District sponsored or supervised functions or through electronic means.
4. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on District premises or at functions sponsored by, or those in which members of the academic community participate. Disorderly conduct includes, but is not limited to:
  - a. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on District premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of another person, including but not limited to:
  - a. Assault, battery, or any threat of force or violence upon a student or District employee.



- b. Engaging in intimidating conduct or bullying against another student or employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and/or cyberbullying.
  - c. Discrimination against or harassment of another student, District employee, or individual based on ethnic group identification, national origin, religion, age, sex, gender identity and expression, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, parenting after pregnancy, or because he or she is perceived to have one or more of the foregoing characteristics. (Board Policies 3410 and 3430).
- 6. Acts that would be considered sexual harassment as defined by law or by District policies and procedures.
- 7. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the complainant's affiliation with the community college (Title V, section 76033 g.).
- 8. Act or threat of damage to, theft or attempted theft, or knowingly receiving stolen property belonging to or located on District-controlled property or facilities.
  - a. Committing or attempting to commit robbery or extortion.
  - b. Unauthorized entry into, or use of, District-controlled facilities.
- 9. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or District official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the District computing system.
  - g. Any violation of the District computer use policy (AP 3720).
- 10. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permissions to possess the item from a District employee, which is concurred by the Superintendent/President.
- 11. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5, on campus or during District-sponsored activities such as field trips, athletic events, study abroad programs, conferences, and workshops.
- 12. Smoking any substance or the use of tobacco or non-regulated nicotine products where prohibited by law or District regulation.
- 13. Gambling on District property.
- 14. Failure to comply with program-specific policies, procedures, and standards and District Board Policies and Administrative Procedures.
- 15. Failure to comply with directions of District officials, faculty, staff, or campus security officers who are acting in performance of their duties and/or failure to identify oneself when requested to do so.
- 16. Continued serious misconduct where other means of correction have failed to bring about proper conduct.
- 17. Violation of any statute, regulation, or ordinance or law punishable by incarceration or a fine, other than a vehicular parking violation. Whether a student has committed such a violation shall be determined solely by the District for purposes of any student disciplinary action. Any District disciplinary action is separate and distinct from any other governmental action. The decision of any non-District person or entity, including, but not

limited to, a jury, as to whether the violation occurred is not binding on the student disciplinary action, although it may be considered in the student disciplinary action.

18. Abuse of the student conduct system, including but not limited to:
- a. Failure to obey the notice from the Discipline Officer, designee, or Student Conduct Committee to appear for a meeting or hearing as part of the student conduct process.
  - b. Falsification, distortion, or misrepresentation of information to the Student Discipline Officer or designee, or before a Student Conduct Committee.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
  - d. Attempting to discourage an individual's participation in, or use of, the student conduct process.
  - e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Committee proceeding.
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a student conduct code proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the student conduct code/process.

Students are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship in any community.

## STUDENT DISCIPLINE PROCEDURES AND DUE PROCESS (AP 5520)

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct outlined in Board Policy 5500. Each case is handled individually; while due process is always employed, some of the procedures outlined below may not be necessary in every case.

### A. GROUNDS FOR STUDENT DISCIPLINE.

The College may impose student discipline for any conduct deemed to constitute willful disruption of the orderly operation of College activities including each of the grounds for discipline set out in Board Policy 5500, and, to the extent not listed in BP 5500, any ground identified in Education Code sections 66017, 66301, 66302, 76030, and any conduct constituting "good cause" within the scope of Education Code section 76033.

### B. TYPES OF STUDENT DISCIPLINE.

Discipline includes reprimand, suspension and expulsion, imposed according to the process described below.

### C. PROCESS FOR IMPOSING STUDENT DISCIPLINE.

Students accused of alleged misconduct shall be referred to the Disciplinary Officer. The Disciplinary Officer may require the student to complete a written statement relevant to the alleged misconduct and giving the student's position. The Disciplinary Officer has the right to impose disciplinary action based on good cause as set out in Board Policy 5500 following the disciplinary action procedures below:

#### 1. Discipline Not Requiring Hearing.

(a) By Discipline Officer. The Discipline Officer has authority and discretion, after consideration of available evidence including the student's statement, to impose discipline short of suspension which does not require any due process hearing. Examples include, without limitation, warnings, behavior contracts, informal agreements, anger management counseling, directives to stay away from other students,

faculty or staff, and requiring written apologies. In cases where the Disciplinary Officer determines that an Informal Agreement is appropriate, the accused student will be informed that the Informal Agreement, while not a part of the student's permanent record, is binding. If the student fails to abide by the Informal Agreement, such failure will be regarded as actionable misconduct and may subject the student to disciplinary action. Decisions on such actions shall be final and cannot be appealed.

(b) **By Instructor.** An instructor may remove a student from class for the day of the removal and the next class meeting (no matter the length or type of class) for any good cause. The instructor shall immediately report the removal to the Disciplinary Officer. If the student removed is a minor, the Disciplinary Officer shall invite the student's parent or guardian to attend a parent conference regarding the removal as soon as possible. If the instructor or parent or guardian so requests, a District administrator shall attend the conference. During the period of removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor (Education Code, Section 76032). Decisions on such removals shall be final and cannot be appealed.

**2. Interim (Up to 10 Day) Suspension in Certain Cases.** Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Discipline Officer may impose interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended student for a hearing within ten days of imposition of the suspension. Aside from the timing the hearing process will be as described below.

**3. Initial Notification of Charges.** In cases of alleged student misconduct, the Disciplinary Officer or designee shall use all reasonable means to notify the student of the allegations and to provide an opportunity for the student to respond. The notice shall include the specific section of the Standards of Student Conduct the student is accused of violating, a short statement of facts supporting the accusation, and a complete copy of this Administrative Procedure. Students must respond within two (2) days of receiving notice. Failure to respond shall not be deemed a waiver by the student of the right to contest any discipline in the manner described herein. Any response by the student, or failure to respond, shall be considered by the Disciplinary Officer, who shall then decide whether to proceed with discipline or resolve the matter through alternative means.

**4. Procedure for Discipline Requiring Hearing Other Than Interim Suspension.** The following procedures shall apply to discipline, such as suspension, which requires a due process hearing, Subject to the exception for interim suspension, described above, imposition of suspension and similarly severe forms of discipline require that a due process hearing be offered prior to imposition of the discipline, as described in the following paragraphs.

**(a) Notice to Student.** If the Discipline Officer elects to proceed with discipline after reviewing (or not receiving) the student response to initial notification, and the discipline is of a severity which requires a prior hearing (such as suspension and/or expulsion) the Discipline Officer shall notify the student of the proposed discipline and offer a due process hearing at which the hearing body (the Student Conduct Committee) will consider the evidence and make a determination of whether discipline shall be imposed. The notice shall include a statement of the charges that identifies the cause for which the recommended suspension or expulsion is being imposed. The Notice shall briefly describe the facts supporting the allegations as a basis for violation of the student code of conduct. The Notice shall state that the Student Conduct Committee may also consider the student's previous disciplinary and academic record. The Notice shall give the student an opportunity to refuse or waive the due process hearing. If the student does so, the proposed discipline shall be immediately imposed. Unless the student waives or refuses a due process hearing, the student shall be promptly notified of the date, time and place of the hearing once that has been determined. The student will be allowed to continue with scheduled classes and activities through the due process procedures unless the Disciplinary Officer separately determines that the student's presence is a threat to the health, safety, or well-being of other members of the campus community.

**(b) Formation of Student Conduct Committee.** The Discipline Officer shall arrange for the appointment of a Student Conduct Committee to hear the evidence and determine whether to impose discipline. The Student Conduct Committee shall consist of four members: an administrator who shall serve as non-voting chair, and who shall be appointed by the Superintendent/President; a faculty member who shall be appointed by the Academic Senate President or her/his designee; a classified staff member, who shall be appointed by the Classified Senate President or her/his designee, and a student, who shall be appointed by the ASSC President or her/his designee. Committee members shall not in any way be connected to the event out of which the action arose.

**(c) Conduct of Hearing and Decision.** At least 48 hours prior to commencement of the hearing, the Discipline Officer shall supply the student with a copy of all the written evidence the Discipline Officer intends to present at the hearing. The hearing shall be audio or video taped, and the tape preserved for at least one year. The Chair shall impose appropriate time limits on the presentation of evidence, and arguments. The College, through its Discipline Officer, shall have the burden of proving the charges by a preponderance of the evidence. The hearing need not be conducted according to technical rules of evidence. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding. Unduly repetitious and irrelevant evidence may be excluded by the Chair. The student and the Disciplinary Officer have the right to present police reports, written and/or oral statements. Written statement of individuals not present at the hearing must be made under penalty of perjury and must be submitted to the Chair prior to the start of the hearing. If the written statement is disputed by either side, the Chair may continue the hearing to allow the objecting party to secure the attendance of the witness, obtain contradictory evidence, or other remedy determined by the Chair. All proceedings of the Committee shall be closed to everyone other than the Committee members, the Disciplinary Officer, the student(s) charged, a witness while presenting evidence, the advisor for the student, and the advisor for the District. All participants shall maintain the strictest confidentiality. If the student is a minor, the student's parents may also be present. Although a student shall not be represented by an attorney in the hearing, the student may bring an advisor. The advisor may be present at the due process hearing and may counsel the student responding to questions related to the incident. The advisor shall not be permitted to participate in any way during the hearing except to offer counsel to the student. Following the presentation of evidence and argument the Committee shall meet in closed session to deliberate and arrive at its decision. The Committee has the following options in deciding the matter: uphold the discipline recommendation, revoke the recommendation, impose a lesser discipline or impose a more severe discipline. The Committee, in appropriate cases, may also recommend that the Superintendent/President seek expulsion. Any decision shall be by majority vote of the voting members. Once a decision is reached the Chair shall assign to one of the members the task of preparing a written statement of the decision, which shall be circulated and approved by the members who voted for that outcome. Upon approval, the Chair shall supply the written decision to the Discipline Officer.

Notwithstanding any other provision herein, the Superintendent/President is authorized to modify any discipline recommended or imposed by the Due Process committee.

**(d) Notice of Decision and Appeal.** Once received from the Committee, the Discipline Officer shall transmit the decision to the student, along with a form for appeal. The student shall then have the right to appeal the decision to the Superintendent/President. Appeal requires the student to complete, and return to the Discipline Officer, the appeal form, a blank copy of which was provided to the student along with the decision. The student must submit the completed appeal form to the Disciplinary Officer no later than three (3) days after her/his receipt of the discipline decision. Failure to timely submit an appeal form will be presumed to be the student's acceptance of the disciplinary action and waiver of the right to appeal. The appeal shall not be a de novo hearing. The Superintendent/President's decision shall be based upon the record of evidence and argument at the Committee hearing, although the Superintendent/President may at her/his discretion consult with the Committee

or its members. The Superintendent/President shall render her/his decision on the appeal as soon as reasonably practicable, which in most cases shall occur within three (3) days of her/his receipt of the appeal. The Superintendent/President's decision shall be final. Upon suspension of a student, the District Superintendent/President or designee shall notify appropriate law enforcement authorities of any acts of the student that may be in violation of Penal Code Section 245 (Education Code Section 76035).

**(e) Expulsion Process.** Expulsion shall be by decision of the Governing Board upon recommendation of the Superintendent/President. Expulsion of a student is the permanent denial of student status and all attending rights and privileges. The District Superintendent/President may recommend expulsion of a student for "good cause" as defined in Board Policy 5500. After receipt of a recommendation for expulsion from the Due Process Hearing Committee, the District Superintendent/President or designee shall decide whether to recommend expulsion to the Board of Trustees. It is recommended that this occur within five (5) days. The student shall be notified of the decision. The Board of Trustees shall consider any recommendation from the District Superintendent/President for expulsion, preferably at the next regularly-scheduled meeting of the Board after receipt of the recommendation. All deliberations must occur in closed session to protect the student's right to privacy unless the student requests that the hearing be held publicly pursuant to Education Code Section 72122. The student must be informed of the right to request that a public hearing be held pursuant to Education Code, Section 72122. The final action taken by the Board will be made in public session so as to make it a part of the public record and forwarded to the student.

The decision of the Board of Trustees shall be final pursuant to Education Code, Section 76030. Upon expulsion of a student, the District Superintendent/President or designee shall notify appropriate law enforcement authorities of any acts of the student that may be in violation of Penal Code Section 245 (Education Code Section 76035).

**(f) Response to Court Orders.** If an order requested by the College to protect its property or any person lawfully present thereon is issued upon a finding of good cause by a court against a student of the College, and the order prevents the student from attending classes and maintaining academic standing, the College may, prior to expiration of the order, require the student to apply for reinstatement after the expiration of the order. Thereafter if the student applies for reinstatement the Governing Board shall conduct a review of the application which considers all of the following issues: the gravity of the offense leading to the court order, the evidence (if any) of subsequent offenses, and the likelihood that the student would cause substantial disruption if he or she is reinstated. After considering this review, the Governing Board, or the designee with authority pursuant to Education Code section 76038(f), shall take one of the following actions: Deny reinstatement, permit reinstatement, or permit conditional reinstatement subject to specified conditions.

## FAILURE TO COMPLY WITH PROGRAM-SPECIFIC POLICIES AND PROCEDURES:

Sierra College offers educational programs and services that require compliance with specific policies, procedures and standards including but not limited to: Nursing, Public Safety, Study Abroad, Health Center, and Residence Life. Students who fail to comply with these policies will be disciplined according to the specific mandates of the program. This does not preclude discipline against students enrolled in those programs and services for other alleged misconduct under these procedures.

**Financial Aid:** Any student suspended or expelled from the District shall be ineligible for scholarships, loans, grants, or any other financial aid during the period of suspension or expulsion.

**Employment:** Any student suspended or expelled from the District shall be ineligible for student employee status with the District for the period of suspension or expulsion.

**Fees:** No student suspended or expelled shall be refunded or credited any fees paid by and/or for the student.

**Deadlines:** Failure of the District to meet any of the deadlines specified in this Procedure shall not be construed against the District or result in a finding in favor of the student.

**Right to include Statement or Response to Disciplinary Action:** Pursuant to Education Code 76233, whenever there is any student record information concerning any disciplinary action taken by the Sierra College Disciplinary Officer in connection with the student, the student shall be allowed to include in such a record a written statement or response concerning the disciplinary action.

#### D. WITHDRAWAL OF CONSENT TO REMAIN ON CAMPUS OR DISTRICT-CONTROLLED PROPERTY

Withdrawal of Consent to Remain on Campus or District-controlled property: Withdraw of consent to remain on any campus or District-controlled property may be imposed by the Disciplinary Officer or designee on any person to remain on campus in accordance with California Penal Code Section 626.4 where there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility.

The Disciplinary Officer or designee may notify any person that consent to remain on the campus or other District-controlled facility has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility. If the person is on campus at the time, he/she must promptly leave or will be escorted off campus. If consent is withdrawn by the Disciplinary Officer or designee a written report will be promptly made to the Vice President, Student Services.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The written request shall state the address to which notice of hearing is to be sent. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn is guilty of a misdemeanor and is subject to arrest. This section does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal. (Penal Code 626.2 and 626.4)

## E. DEFINITIONS

1. Day(s): Those days, Monday through Friday, when the District is open to the public.
2. Discipline Officer: The Discipline Officer is the Vice-President of Student Services or designee.
3. District: Sierra Joint Community College District, including its officers, agents, employees or members of the Board of Trustees.
4. Warning: A verbal or written notice to the student that continuation or additional violations of code of conduct may be cause for subsequent disciplinary action. A written record of the fact that a verbal warning has been issued may become part of a student's record at the District for a period of up to one year. Failure of the District to expunge the written record of a verbal warning after one year shall not be the basis for any legal action against the District. Written warnings shall become part of a student's permanent record at the District.
5. Informal Agreement: A written agreement between the Disciplinary Officer and the student resolving the disciplinary problem. Informal agreements are not part of a student's permanent record at the District. If the student does not comply with the informal agreement, disciplinary proceedings shall be re-instituted against the student at the discretion of the Disciplinary Officer, unless the informal agreement provides otherwise. Failure by the student to comply with the informal agreement is itself a separate cause for discipline.
6. Expulsion: Permanent exclusion of the student by the Board of Trustees.
7. Instructor: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
8. Mail: Whenever this policy calls for or permits a written notice or other communication to be given, mailing by certified mail, regular mail and/or by electronic communication and addressed to the last known address of the student shall be deemed to be sufficient compliance with the provision. The District will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student's responsibility to ensure that the District has current contact information at all times. A student's failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Personal delivery shall also be deemed compliant with any mailing requirement. Any mail sent to the student's last known mailing address shall be presumed to be received by the student.
9. Removal from class: Exclusion of the student by an instructor for the day of the removal and the next class meeting. Decisions on such removals shall be final and cannot be appealed.
10. Student: Any person currently enrolled as a student in any course or program offered by the District.
11. Suspension: Exclusion of a student for good cause. Students may have other disciplinary action imposed other than suspension. These shall be determined by the Disciplinary Officer.

## VI. ACADEMIC DISHONESTY (BP/AP 5515)

Success in college, as in other aspects of life, demands absolute honesty at all times. Sierra College expects that students, as well as faculty, will observe the principles of ethical conduct in their treatment of fellow members of the academic community and in their accomplishment of academic work. Students are responsible for familiarizing themselves with these principles as they pertain to each course in which they enroll. When completing assignments, students should be careful to follow the principles of ethical conduct. Students who are uncertain about the ethics involved in particular courses or assignments should make it a point to talk with instructors. Proven misconduct or violation of these principles, will be disciplined as set forth in this policy.

The instructor has absolute authority over issuing the final course grade (Education Code, Section 76224).

It is important to remember that the principles of academic honesty in no way restrict free inquiry and the open exchange of diverse, and sometimes unpopular, ideas. These the college encourages, for they are vital to learning and the pursuit of reason and truth.

Students who fail to comply with this policy will be subject to disciplinary action as described below

### A. EXAMPLES OF BEHAVIOR DEEMED TO BE DISHONEST

1. Representing as your own, work that was borrowed, purchased, written, or obtained in any other manner from another student or any other sources.

All work accomplished to meet course requirements must be the student's own original work in oral and written examinations, class projects, lab data, oral presentations, visual media and other assignments.

Group projects must represent the original work of the group; each instructor is free to establish the guidelines for collaborative assignments.

2. Plagiarism, which is to knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one's own original creation, must under all circumstances be avoided.

In papers based on research, plagiarism can be avoided by clearly acknowledging the sources of all information that is not original. The source of quotations and paraphrases must be acknowledged in footnotes, endnotes, or internal citations and/or in a bibliography/list of works cited in a form or style appropriate to the discipline.

### B. EXAMPLES OF CHEATING

1. Any type of assistance, oral, visual or written, given by one student to another during a project or examination without the approval of the instructor.
2. Fabricating information or sources.
3. Using forbidden notes or other sources of information on examinations.
4. Altering a grade or interfering with the grading procedures in any course.
5. Allowing someone other than the officially enrolled student to represent the same.
6. Forging attendance documents or other records.
7. Stealing copyrighted computer software.
8. Submitting purchased, commercially prepared papers.
9. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.



### C. CONSEQUENCES OF ACADEMIC DISHONESTY

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Confront the student or students and give counsel regarding the unacceptable nature of the offense.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper.
4. Refer the student or students to the Disciplinary Officer for the consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College. (See Board Policy 5500 and Administrative Procedure 5520)

## **VII. SMOKING, USE OF TOBACCO, NON-REGULATED NICOTINE AND OTHER VAPOR PRODUCING PRODUCTS (BP 3570)**

Sierra Joint Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District has established a smoke, vapor and tobacco-free environment.

The use of such products is prohibited upon all District owned or controlled properties. The use of such products is also prohibited in all vehicles owned, leased, or operated by the District. This includes the smoking of cigarettes, pipes, cigars, or other tobacco products or the smoking of any substance. The use of smokeless tobacco products (e.g. chewing tobacco) and the use of non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) is also prohibited.

Students, classified employees, faculty, and educational administrators who violate this policy shall be subject to discipline according to collective bargaining agreements, Education Codes, Board Policy and California Penal Code. Others who violate this policy shall be deemed to have disrupted the orderly operation of the College and may be required to leave the premises.

Additionally, those who violate this policy shall be subject to citation and fines per California Government Code section 7597.1.

## VIII. NON-DISCRIMINATION AND SEXUAL HARASSMENT

### NON-DISCRIMINATION

Sierra College is committed to maintaining an environment that is free from unlawful discrimination on the basis of students' race, color, religious creed, national origin, ancestry, ethnicity, disability, gender, sexual orientation, or lack of English language skills. Complaints of discrimination should be referred to the EEO Compliance Officer, LaToya Jackson, Director of EEO, Diversity and Title IX, (916) 660-7006..

### SEXUAL HARASSMENT

Sexual harassment includes 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 work or educational setting.

Examples of sexual harassment include:

1. Unwelcome sexual flirtations or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Unwelcome touching;
6. Continuing to express sexual interest after being informed that the interest isn't welcome;
7. Offering favors, or educational, or employment benefits such as grades, assignments or recommendations in exchange for sexual favors.

Students who wish to review Sierra College's complete Sexual Harassment Policy, or believe they may have been the victim of sexual harassment should contact the EEO Compliance Officer.

The EEO Compliance Officer is LaToya Jackson, Director of EEO, Diversity and Title IX, (916) 660-7006.

## IX. JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

In compliance with the Clery Act, Sierra College publishes and distributes an annual security report. The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Sierra College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may obtain a copy of the report by contacting the Police Services Office or by accessing the website at [www.sierracollege.edu/about-us/admin-services/security/incidents.php](http://www.sierracollege.edu/about-us/admin-services/security/incidents.php). Public information regarding sex offenders may be obtained by accessing the Megan's Law website at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

## X. COMPLIANCE OFFICERS

Students who believe they have suffered discrimination based on any of the reasons contained in this handbook may file a complaint with the appropriate office:

**Disciplinary Officer:**

Beth Ervin, Dean, Enrollment Services . . . . . (916) 660-7304

**Student Grievance Officer:**

Faculty Coordinator, Campus Life Programs . . . . . (916) 660-7380

**EEO Compliance Officer:**

LaToya Jackson, Director of EEO, Diversity and Title IX. . . . . (916) 660-7006

**ADA/504 Compliance Officer:**

LaToya Jackson, Director of EEO, Diversity and Title IX. . . . . (916) 660-7006

**College Equity Officer:**

LaToya Jackson, Director of EEO, Diversity and Title IX. . . . . (916) 660-7006

**Sexual Harassment Officer:**

LaToya Jackson, Director of EEO, Diversity and Title IX. . . . . (916) 660-7006

**Title IX Officer:**

Cameron Abbott, Director, Human Resources . . . . . (916) 660-7102

# Grievance Form



Sierra College Student Services 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7380

## Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State: \_\_\_\_\_ ZIP: - \_\_\_\_\_

## Grievance Information

*The following process must have been completed within the required timelines prior to submitting this written grievance.*

Date the act/problem occurred: \_\_\_\_\_

*Was an informal meeting held with the college representative against whom this complaint is being filed?*

Yes  No Date meeting held \_\_\_\_\_

*Was an informal meeting held with the supervisor of the college representative against whom the complaint is being filed?*

Yes  No Date meeting held \_\_\_\_\_

*Was an informal meeting held with the next-level administrator?*

Yes  No Date meeting held \_\_\_\_\_

What specific rule, regulation, law or student right do you allege has been violated?

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What facts do you believe establish the violation? (attach additional pages as needed). -

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Specify remedy/resolution desired: -

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List all documents that should be reviewed (attach legible copies):

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Check One:  Waive attorney at hearing -

Choose to bring attorney

Attorney Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Student Signature**

I believe I have pursued all necessary steps within the designated timeframes to resolve my complaint through the informal grievance process. I consider the issue of sufficient concern to file a written grievance with College officials.

\_\_\_\_\_  
**Student Signature -**

\_\_\_\_\_  
**Date -**

# Sierra College Emergency Procedures

## Emergency Telephone Numbers (Fire, Medical, Police Emergencies)

**In an emergency in which life, limb, and/or property are threatened call 911 immediately.**

**Security Dispatch for all campuses: (916) 660-7120 (extension 7120 on campus)**

### For non-emergencies, call the following numbers:

- Rocklin Campus: Campus Security – (916) 660-7120
- Roseville Center: Roseville PD – (916) 774-5000
- Nevada County Campus: Grass Valley PD – (530) 477-4600
- Tahoe-Truckee Campus: Truckee PD – (530) 550-2323

### In the event of a fire:

- 1) If a fire and/or smoke are present, pull the nearest fire alarm
- 2) Anytime you hear a fire alarm in the building – immediately start evacuation procedures
- 3) Instruct students to gather personal belongings
- 4) Gather attendance records
- 5) Using the evacuation routes available, proceed with class to the established assembly point in the opposite direction of smoke or fire
- 6) Wait with class/others at the assembly point until given further instructions by appropriate emergency personnel
- 7) DO NOT RE-ENTER THE BUILDING until instructed to do so

### In the event of a command to evacuate:

- 1) Gather personal belongings
- 2) Gather attendance records
- 3) Proceed to established assembly point
- 4) Report to the emergency staff assigned at the assembly point before leaving
- 5) Wait at assembly point until receiving further instructions from emergency personnel

### In event of a command to “Lock Down”:

- 1) Close all doors and lock, if possible
- 2) Close all blinds and drapes
- 3) Turn off any unnecessary equipment
- 4) Turn off cell phones
- 5) Stay away from all windows
- 6) Remain as quiet as possible
- 7) Do not allow anyone to leave until notified by emergency personnel

### In event of a command to create “Shelter in Place”:

- 1) Follow all steps identified for lockdown
- 2) Ensure that all ventilation is either closed or shut down

**PLEASE REPORT ANY SPECIAL CIRCUMSTANCES OR LIMITATIONS THAT MAY INTERFERE WITH YOUR ABILITY TO EVACUATE IN AN EMERGENCY.**



**[www.sierracollege.edu](http://www.sierracollege.edu)**

5100 Sierra College Blvd., Rocklin CA 95677

(916) 624-3333

January  
2018