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# STUDENT HANDBOOK



# Campus Locations

Cerro Coso Community College offers educational programs at several locations through its vast geographical service area. There are community campuses at East Kern, Kern River Valley, the Eastern Sierra College Center in Bishop and Mammoth Lakes, and the Indian Wells Valley Campus in Ridgecrest.

## CC Online

Cerro Coso Community College's virtual center currently offers 12 associate degrees online in addition to the general education courses necessary to meet transfer requirements to a four-year institution. This virtual center also offers comprehensive student services. CC Online has an international reputation for excellence and provides an extraordinary opportunity for those too distant from a community college or too involved in business or family to pursue higher education during traditional hours. Additional information about CC Online can be accessed through its website at <http://www.cerrocoso.edu/cconline/>.

## East Kern Center

Serves the communities of Edwards Air Force Base, Mojave, Boron, California City, and Tehachapi. The program is currently administered from Edwards AFB, where Cerro Coso maintains a facility provided by the United States Air Force.

## Eastern Sierra College Center

Serves the communities of Mammoth Lakes, Bishop, Big Pine, Lone Pine, Independence, and Death Valley, as well as other locations in Inyo and Mono Counties. College campuses are maintained in the communities of Bishop and Mammoth.

## Indian Wells Valley

Serves the communities of Ridgecrest, Inyokern, Randsburg, and Trona.

## Kern River Valley

Serves the communities of Lake Isabella, Kernville, Wofford Heights, Weldon, and Onyx. It is located in Lake Isabella.

# General Admission & Registration Procedures

## Application/Admissions

Complete and submit an admissions application online at <http://www.cerrocoso.edu/>

## Orientation

Contact the Counseling Office for Orientation dates and times.

## Assessment Tests

Cerro Coso offers the Accuplacer Placement Exam. Contact the Counseling Office for dates and times.

## Counseling and Advisement

The college counseling staff provides assistance to each student in planning an academic program of study for a certificate, an associate degree or for transfer.

## Financial Aid

Complete the Board of Governor's fee waiver and the FAFSA online. Applications and more information available in the Financial Aid office.

## Registration

Register for classes in person at Admissions & Records or online through your InsideCC account.

## Pay Fees

Enrollment fees are due at the time of registration. However, there is a ten (10) day grace period from the date of registration to pay fees. Fees not paid within 10 days will result in students being dropped from class.

## Attend Classes

Regular course attendance is expected of all

students enrolled at the college. Students not in attendance on the first day of class will be dropped.

### **Follow-Up Appointment (each semester)**

The rapid changes in requirements and

prerequisites for institutions and careers make continuing guidance a necessary part of students' academic lives.

## **Admission Eligibility**

Individuals who meet one of the following criteria are eligible for admission to Cerro Coso Community College:

- Graduates of accredited high schools
- Individuals who have either the California High School Proficiency Exam (CHSPE) certificate or the General Education Development (GED) certificate
- Persons 18 years of age or older who are able to benefit from the college's instructional program

## **Matriculation**

### **Student Rights and Responsibilities**

The matriculation process at Cerro Coso Community College is intended to assist students in establishing appropriate educational goals and to provide support services to help them to achieve these goals. Students eligible for matriculation will be provided an orientation, evaluation of basic skills, counseling, and completion of an educational plan and follow-up services. All first-time college students should complete orientation, assessment, and counseling prior to registering for courses and may NOT enroll during priority registration unless they have completed the matriculation process.

Cerro Coso Community College has, as its basic role in the matriculation process, the responsibility to develop an efficient process to encourage student participation in college services, programs, and learning experiences that will aid in achieving academic success.

Students have the responsibility to inform the college of their educational and career goals. If you are undecided in either or both areas, our staff can assist you in clarifying your directions. Listed below are the basic components of your partnership with Cerro Coso Community College.

### **You agree to:**

- State a broad educational intent upon enrollment, e.g., AA/AS Degree, transfer, etc.
- Declare a specific educational goal within a reasonable period of time following admission, with the deadline being during the term after which you complete 15 units of course work.
- Attend classes regularly and complete assigned work.
- Complete your courses and maintain progress toward an educational goal.

### **Cerro Coso agrees to:**

- Process your application for admission.
- Provide orientation services addressing questions concerning college procedures, course scheduling, academic expectations, financial assistance and other relevant issues. In addition to a pre-registration orientation process, we also offer student success courses: Tools for College Success, Becoming A Master Student and Becoming a Successful Online Student that are

designed to help you adjust to college expectations and improve your study habits, time management skills, test taking ability, interpersonal skills and other life skills useful in successful goal achievement, both in school and beyond. Career option exploration is also initiated in the course.

- Provide for assessment of your skills in conjunction with counseling/advisement.
- Provide assessment to recommend Math and English placement, including:
  - a. Assistance in identification of aptitudes, interests and educational objectives.
  - b. Evaluation of study and learning skills.
  - c. Referral to specialized support services.
  - d. Advisement concerning course schedules.
- Provide evaluation of your educational progress, which is available through counseling/other support services.
- Provide a wide variety of course offerings, including pre-collegiate basic skills.
- Provide advisement of all non-exempt students with particular emphasis on students enrolled in pre-collegiate basic skills who have not declared a specific educational goal, as well as to students who have been placed on probation.

## **Matriculation Status And Exemption Policy**

Students are required to complete the orientation, assessment, and counseling in order to be a fully matriculated student. All students are welcome to participate in orientation, assessment, counseling, and completion of a SEP. The procedures designed under the matriculation process are not intended to exclude any student from available college services.

**Please Note:** Students who have fully matriculated will receive priority registration status

- If you have an associate degree or higher, you are exempt from all three of the matriculation components.

- If you have satisfactorily completed course work equivalent to college-level English or college-level math, you are exempt from taking the College Placement Exam.
- The Vice President of Student Services or her designee may, upon appeal, exempt students based on circumstances not covered by this policy from participation in these services.

## **Additional Rights of Students**

1. Right to appeal requirements of any prerequisite based on unavailability of the necessary course.
2. Right to acknowledge any prerequisite believed to be discriminatory through the appropriate office.
3. Right to challenge matriculation regulations/procedures. Students have the right to waive one or more of the following: assessment, orientation, counseling and completion of a SEP.
4. Right to be provided alternative services for the matriculation process (if necessary) for ethnic and language minority students and students with disabilities.

## **Credit from Other Accredited Post-Secondary Institutions**

Credit earned from other accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. Students planning to graduate or transfer with certification from Cerro Coso Community College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Cerro Coso Community College.

Transcripts should be sent to:

Cerro Coso Community College

c/o Admissions and Records Office

3000 College Heights Blvd.

Ridgecrest, CA 93555

An evaluation of submitted transcripts can be

requested at the counseling office of the student's local campus or online at <http://www.cerrocoso.edu/student-services/counseling/>

## Educational Expenses

### Tuition and Fees

Enrollment fees are due at the time of registration. A student will have ten (10) days from the date of registration to pay his/her bill. If a student does not pay the full amount due, the student will be dropped from all courses for which he/she registered on that particular registration date up to the end of registration. After the last date of open registration, students will not be dropped from courses; however, a hold will be placed on their records.

### Student Enrollment Fee

The fee per semester is \$46 per semester unit with NO CAP (i.e., 10 units = \$460, 12 units = \$552 and so on).

### Required Supplemental Materials

In accordance with Section 59400-59408 of the California Code of Regulations Title V, students can obtain required supplemental course materials by obtaining a list from the instructor and purchasing class supplies from any outside source of their choosing OR students may pay the required supplemental course materials fee at the time of Registration.

### Nonresident Students

Beginning Summer 2014, all non-resident students will be charged a non-resident tuition fee of \$193 per unit. This is in addition to the Enrollment Fees. Non-resident tuition will be assessed immediately and is capped at 15 units per semester. In addition, a Capital Outlay fee of \$14.00 per unit will be charged to all non-resident students. While there is no tuition for California residents, out-of-state and international students who are not legal residents of California are required to pay a tuition fee at an

annual or per semester unit rate as established each year by the Kern Community College District Board of Trustees.

### Cerro Coso Coyote Card

All students are invited to purchase a nonrefundable Associated Student Body card at a cost of \$8.00 per semester. If lost, a replacement card can be purchased for \$3.00. This card signifies membership in the Associated Students of Cerro Coso and entitles the student to membership in the Community Discount Program and a \$5.00 gift certificate to the college bookstore. Funds collected support the student association, student clubs, co-curricular events, and scholarships. This card can be purchased on campus at the Admissions and Records Office or by selecting it on-line and adding it into your total balance. To receive the card, go to the Office of Student Activities or the Administrative Office at your campus.

### Student Representation Fee

A student representation fee of \$1.00 will be assessed of all students each semester. This fee is used for any purpose related to representing the views of students with governmental bodies (local, state or federal). This fee can also be used to provide leadership training opportunities to students at Cerro Coso Community College. Students may, for religious, political, financial, or moral reasons, request a waiver of the Student Representation Fee by completing the Student Representation Fee Waiver Application, or obtaining and submitting the application at the Business Office at each campus.

### Textbooks

Students may need to buy textbooks, laboratory manuals, notebooks, writing materials,

and miscellaneous supplies as determined by their instructors. It is estimated that the cost of books and supplies will be \$550 to \$650 per semester for a 15-unit schedule. Books may be purchased or rented at Barnes & Noble college bookstore (760) 384-6352 which is open year round, except during college holidays.

## Tuition/Fee Refund Policy

Tuition and course enrollment fees are refunded if a student drops a course:

1. Within 2 weeks after the starting date (NOT THE ADD DATE) of the semester for full term course; or

2. Prior to a date calculated to be 10% from the starting date of a course less than semester length. For example, if a course is 10 days or less in length, a student must withdraw before the second meeting to be credited a refund.

It is the student's responsibility to withdraw from a course in a timely manner. A student entitled to receive an enrollment fee refund must apply for the refund before the end of the second consecutive semester of nonattendance (summer session is not considered a semester), and must use the appropriate campus refund form. All applications for refunds must be submitted to the Business Office before a refund can be processed.

# Financial Aid

The Financial Aid Office is available to help those students who may not have the resources to pay their registration fees. Failure to pay all fees in a timely manner may result in your being dropped from class. If you need assistance in paying your fees please stop by or call the Financial Aid Office at 760-384-6221.

## Notice To Financial Aid Students

**OUT WITH PAPER CHECKS AND IN WITH DIRECT DEPOSIT!**

All financial aid students will need to determine which of the three ways they wish to have US **Bank** forward their financial aid funds:

- Direct Deposit in a US Bank account (*deposited in 24 hours from the date of your scheduled disbursement*)
- Electronically forwarded to your banking account (*up to 5 Business days*)
- Paper check mailed to you (*up to 10 business days*)
- Contact the Financial Aid Office at 760-384-6221 for more information.

# Prerequisites, Corequisites & Advisories



Complete course prerequisites, corequisites, and

advisories are listed in the course descriptions and are intended to ensure students a reasonable chance of success.

## Prerequisite

**THE ONECARD IS AN ALL IN ONE:**

•Student ID•Library Card•Financial Aid Disbursement•MasterCard® Debit Card  
**ONECARD DOES IT ALL!**

A course or courses, skills, or a body of knowledge that students should possess prior to enrolling in a course or program. Prerequisites indicate the Cerro Coso Community College course that must be taken prior to enrollment in a given course. Prerequisite requirements must be met before enrollment is permitted. Prerequisite courses must be completed with a grade of “C” or better.

### **Corequisite**

A course or courses students are required to take simultaneously in order to enroll in another course. Corequisites represent a set of skills or a body of knowledge students must acquire through concurrent and continued enrollment in another course or courses in order to receive a “C” or better in the course requiring the corequisite.

### **Advisory**

A condition of enrollment which students are advised, but not required, to meet before or concurrently with enrollment in a course or educational program. An advisory suggests skills, experiences, or a body of knowledge with which students would achieve a greater depth or breadth of knowledge or skill development, but without which students are likely to receive a satisfactory grade.

The college has established procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the course according to a challenge process.

A student may challenge any prerequisite or corequisite on one or more of the following grounds:

1. The prerequisite or corequisite has not been established according to the district’s process of establishing prerequisites and corequisites;
2. The prerequisite or corequisite violates Title

V, Article 2.5, Section 55201 (Policies for prerequisites);

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the stated prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal stated in the student’s educational plan because the prerequisite or corequisite course has not been made reasonably available.

The student is responsible and bears the burden for showing that grounds exist for the challenge. The challenge must be made in writing to the Director of Student and Counseling Services, prior to the student’s enrollment in the challenged course.

The Director of Student and Counseling Services, in collaboration with the appropriate faculty, shall resolve challenges within five (5) school days of the receipt of the challenge.

The determination of whether a student meets a prerequisite or corequisite shall be made prior to the student’s enrollment in the course.

If space is available in a course when a student files a challenge, the college shall reserve a seat for the student and the student is assured a seat in the class if the challenge is ultimately upheld. If no space is available in the course when a challenge is filed and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent semester.

Prerequisite challenge forms are available in the Counseling Office and online at [www.cerrocoso.edu/student-services/admissions/forms/Admissions-PREREQUISITE\\_COREQUISITE%20CHALLENGE%20FORM.pdf](http://www.cerrocoso.edu/student-services/admissions/forms/Admissions-PREREQUISITE_COREQUISITE%20CHALLENGE%20FORM.pdf)

## **Schedule Changes**

## **Adding Classes**

Full-term classes may be added to your program, subject to available class space, during the first days of the semester.

## **Dropping Classes**

Check the current semester schedule for appropriate drop dates. Please take note of the two significant drop dates listed for full term classes. Non-attendance does not constitute withdrawal. Your GPA may be adversely affected by not formally dropping a course.

**Please Note:** If you are adding or dropping a course, please see a counselor or educational advisor. Such action is particularly desirable for students whose eligibility in special programs may be adversely affected (e.g., Veterans, Financial Aid, EOPS, DSPS, and Intercollegiate Athletics). Students on academic probation, or high school students who are concurrently enrolled at the college, may also be affected by program changes. All veteran students receiving VA educational assistance are required to immediately report all class program changes.

# **Attendance Requirement Policy**

## **ATTENTION STUDENTS RECEIVING FINANCIAL AID:**

**Special rules apply to those Financial Aid students who withdraw from all classes.  
Please contact the Financial Aid Office for more information.**

Regular course attendance is expected of all students enrolled in the college. It is especially important that students attend the first session of each course to avoid being dropped. This policy is enforced due to the importance of information provided in the first session.

The attendance policy for each course is established by the instructor and communicated for each course, preferably in writing. Attendance policies will be reasonably related to course objectives, the requirements of institutional reporting, and legitimate absences. Instructors are responsible for maintaining accurate attendance and scholarship records.

While it is the responsibility of instructors to communicate attendance policies and to apply them equally to all students, it is the responsibility of students to know the policy in each of their courses and to be aware of their current attendance status.

Students who have been absent from a course should notify the instructor of the reason for the absence. Absence in no way relieves students of responsibility for work missed. Excessive absence may result in the student being dropped from the course. Instructors may drop a student from a course when absences number the equivalent of two weeks of courses recorded from the first day of instruction.

Faculty members may give consideration to excusing students from courses to participate in scheduled college activities, e.g. athletics, music, forensics, field trips, etc. The student must make arrangements in advance to make up the work to be missed.

Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

# Student Services

## Counseling

The Cerro Coso counseling staff can provide you with assistance in planning an academic program of study for graduation, transfer, or personal interest. Make an appointment to work on your student educational plan (SEP) today.

The prerequisites for other educational institutions and careers make continuing guidance a necessary part of the student's academic life. All students are encouraged to define educational goals and objectives and plan how to achieve them. Matriculating students must have selected an informed educational goal during the semester after which they complete their first 15 units of coursework.

Counseling staff can also provide students with special counseling and guidance in matters pertaining to adjustment to college, improving study skills, and career planning.

Counselors and educational advisors are available for assistance throughout the year on a drop-in or appointment basis. Appointments can be made by calling 760-384-6219.

## Financial Aid

The primary purpose of the Financial Aid program is to provide assistance to students who, without such aid, would be unable to attend college.

State and federal grants and student jobs are available to qualified students. Additional funds made possible through the generous contributions of various individuals and groups in the community are awarded in the form of scholarships and loans on the basis of need and academic performance. (See Scholarship Handbook.) Counseling and financial aid staff have specific details on the many programs available to students.

## Veterans' Services

Cerro Coso Community College maintains a full-time program of Veterans' services to assist veteran students and their dependents. The staff at

all sites work with the Veterans' Administration to assist veterans and their dependents in claiming and receiving the educational benefits to which they are entitled. Please contact the college for additional information on Veteran's Educational Benefits.

## ACCESS Programs

The goal of ACCESS Programs is to provide each student with the maximum opportunity for a successful and satisfying learning experience. Among the services provided are the following: educational, vocational and personal counseling, diagnostic testing, special parking, test-taking, reading and note taking services, use of special equipment, mobility assistance, peer counseling, tutorial and learning assistance, books, and bus passes.

ACCESS Programs consist of the following categorically funded programs that are integrated into a single service program:

- The Disabled Student Services Program (DSPS) provides complete assistance for students with all types of disabilities as well as for persons referred for training by the Department of Vocational Rehabilitation.
- The Extended Opportunities Programs and Services (EOPS) is specifically funded by the State for the purpose of assisting full-time students who have educational, economic, social, cultural or language problems which may hinder their academic progress in school.
- Included as part of EOPS, Cooperative Agencies Resources for Education (CARE) is a program designed to enhance educational opportunities for single parents, head of household AFDC/TANF recipients, who seek to enhance their employability, minimize their welfare dependence, and establish economic self-sufficiency through enrollment in a vocationally-oriented or job-training program.
- The CalWORKs program offers services to

students receiving AFDC/TANF benefits, 18 years or older, in good academic standing. Services include short term training programs, GED preparation and testing, job transition services, work/study position, child care, career and academic counseling, liaison and coordination with social service agencies.

## **Student Activities Program**

The purpose of the Student Activities Program is to provide students with an environment in which to enhance identification, affiliation, friendship, and responsibility, as well as assist with the delivery of services which will facilitate the completion of educational goals. The program also provides students with an organization through which they may have self-governance and participation in co-curricular and extra-curricular activities.

The Student Government of Cerro Coso (SGCC) is the official student organization of the college, with membership open to all students. The SGCC, through its governing body the Student Senate, promotes the Student Activities Program at all sites of Cerro Coso. A system of self-government has been established by which the students, through democratic action, formulate and execute policies and programs and prepare the student body's financial budget.

Cerro Coso Community College students are expected to become members of the SGCC through the purchase of a Coyote Card each semester at the time of registration. These funds, in turn, support the planned activities of the SGCC which benefits and contributes to the welfare of all students.

Active membership in the Student Government organization may qualify an individual to serve as a

club or area representative to the Student Senate, to hold office, to join college student organizations, to be eligible for student loans, and to receive student discounts from the college bookstore as well as in the communities in which they live.

## **Student Insurance**

Cerro Coso Community College and Kern Community College District do not carry broad coverage student health and accident insurance. Students who wish to obtain individual protection must make personal arrangements to be included in a student group insurance policy. More information and applications for one such policy are available in the Office of Student Activities.

## **Scholarship Opportunities**

Scholarships are monies that you do not have to pay back and are based on criteria such as educational degree/majors, grade point average, or financial need. A variety of scholarships are available to our students. Applying for scholarships is easy. Remember, after every summer semester you will need to reapply.

### **Local Scholarships**

The CCCC Foundation is committed to helping students succeed in college through its scholarship program. fundraising events are held throughout the year to raise money for scholarships for Cerro Coso students.

Apply for all foundation scholarships at once by filling out the Scholarship Application and following the application instructions. Each applicant will be screened for every scholarship. The amounts awarded are determined by the amounts donated throughout the year.

# **Student Academic Information & Procedures**

## **Plagiarism and Cheating**

The Academic Senate of Cerro Coso Community College enforces the District Policy 4F8G as the following:

Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has

a range of many options, which may be as severe as giving the student a failing grade for the course. Furthermore, the student may face other penalties as stated in the College's Student Conduct Policy. Finally, it must be understood that a student who knowingly aids in another student's cheating e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense. A student charged with cheating or plagiarism is entitled to appeal that charge by means of the college's Student Conduct Policies and Procedures.

## Academic Standing - Probation

### Academic Probation

A student who has attempted at least 12 cumulative semester units and has earned a cumulative grade point average below 2.0 shall be placed on academic probation.

### Progress Probation

A student who has attempted at least 12 semester units shall be placed on progress probation when the percentage of all units for which entries of "W", "I", "NC" and "NP" reaches or exceeds 50 percent.

### Disqualification

Any student who is placed on academic or progress probation for three semesters of enrollment shall be disqualified for admission to courses the following semester unless, during the last semester of enrollment, the student earned a grade point average of 2.0 or higher and completed more than 50% of all units for that semester, in which case the student shall be placed on continued probation.

**Students on any form of probation/disqualification will be required to attend a Probation/Disqualification Workshop and meet with counseling staff prior to registration for the upcoming semester. Contact the Counseling Office for more information, dates and times.**

## Student Complaint Policy - Policy 4F10

*(Revised Nov 2011)*

**4F10** Student Complaint Policy--The Vice President, Student Services, or designee shall be responsible for the administration of the student complaint policy.

See Procedures 4F10 (a & b) of this Manual for the Student Complaint and Hearing Panel procedures. *(Revised March 16, 1995)*

**4F10A** This student complaint policy is designed to consider an alleged wrong against a student. Efforts will be made to resolve a complaint in a timely and fair manner. *(Added January 7, 1993)*

**4F10B** Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. See Procedures 4F10(a and b) of this Manual for the Student Complaint and Hearing Panel procedures. *(Added January 7, 1993)*

## Student Complaint Procedures 4F10 (a & b)

**The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. Such repeated filings will be referred to the College President for a decision.**

1. These procedures apply to student complaints such as:
  - Course content
  - Access to classes
  - Verbal or physical abuse by faculty, staff, or students
  - Faculty member refusal to confer with student(s)
  - Harassment

These procedures do not apply to student complaints which involve:

- Unlawful Discrimination (See Policy 11D4)

- Sexual Harassment (See Policy 11D2)
  - Assignment of grades (See Policy 4C4C for final grade changes)
2. The College President will determine and publicize which administrative office will receive and administer student complaints.
  3. Any party to a complaint may be represented by one (1) person on the College staff or student body.
  4. Filing of complaints against any party is a serious undertaking. Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, the student(s) should contact the staff member involved in an attempt to resolve the issue. If this attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.
  5. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, shall be presumed to have been received and read.

### **Informal Complaint Process**

Prior to filing a written complaint, and within ten (10) instructional days of the incident leading to the complaint, student(s) should attempt to resolve the issue by contacting the staff or faculty member involved. If the students(s) are hesitant to communicate directly with the staff or faculty member, they can enlist the assistance of the faculty chair\*\* to facilitate and mediate the process. If the attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint.

#### **Level I**

The student(s) should contact the office of the staff member's immediate supervisor/designee. At the time of contact, the student(s)

should complete and submit a Level I "Initial Student Complaint Form" which will be available in the supervisor's office. The student(s) will be given an appointment to meet with the immediate supervisor/designee at this time. The appointment to meet shall be within ten (10) instructional days of notice of the occurrence to the alleged incident.

At the time of the appointment, the student(s) and the immediate supervisor/designee will attempt to resolve the issue in a satisfactory manner. All Level I conferences may be tape recorded with the concurrence of both parties. (These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)

If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.

Subsequent to the student(s) meeting with the immediate supervisor/designee, the latter shall meet and confer with the staff member(s) involved in an effort to resolve the complaint. If possible, this meeting shall be within five (5) instructional days of the student(s) meeting with the immediate supervisor/designee.

After meeting with student(s) and staff member(s), the immediate supervisor/designee shall notify the parties involved of his/her suggestion for resolution. If this resolution is acceptable to the complainant(s), the immediate supervisor/designee shall complete the Level I "Information/Disposition Form" and submit copies of it to the complainant(s), the staff member(s) and maintain the original in a suitable file.

If the immediate supervisor/designee does not resolve the complaint to the complainant's satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.

At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the

appropriate administrator may delay any further action on the complaint until the next semester.

In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.

## **Level II**

Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor/designee may refer the complaint to Level II immediately. The immediate supervisor/designee shall notify the student(s), staff member(s), and appropriate administrator when the referral has been made to Level II.

If the complainant(s) choose(s) to move the complaint to Level II, he/she/they must complete a "Request to Appeal from Level I Recommendation" form.

Within ten (10) instructional days of receiving the request (either the immediate supervisor's/designee's referral or the student(s)' appeal), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff member(s), and the staff member(s)' immediate supervisor/designee.

All Level II conferences shall be tape recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.

If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the appropriate administrator may delay any further action on the complaint until the next academic term.

The student(s) bringing the complaint and the staff member(s) being complained against must be present at this conference. Under compelling circumstances this meeting may involve teleconferencing. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy.

If the complainant fails to appear for this conference, except for good cause, the Level II

complaint process shall be terminated, and the complainant shall have no further recourse.

Following this Level II conference, the appropriate administrator shall, within five (5) instructional days, provide his/her written decision and the basis for the decision. Copies of this decision shall be sent to the student(s), the staff member(s), the immediate supervisor/designee, and the appropriate Vice President.

The student(s) bringing the complaint and/or staff member(s) being complained against may challenge the Level II decision by proceeding to Level III.

## **Level III**

If the student(s) and/or the staff member(s) challenge(s) the Level II decision he/she/they must file a written appeal (See "Request to Appeal from Level II Recommendation" form) within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed with the appropriate Vice President.

The appropriate Vice President must be provided with copies of all written materials, recordings, and any other documents generated regarding the complaint at Levels I and II.

The purpose of Level III is to make one last attempt to resolve the issues to the satisfaction of the parties involved. To that end, the appropriate Vice President shall, within ten (10) instructional days of receiving the referral assemble the complainant(s), the staff member(s), the appropriate administrator from Level II, the immediate supervisor/designee. (This meeting shall be tape recorded by the appropriate Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)

If the appropriate Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be established in written form and shall be validated by the signatures of all parties involved. This agreement shall become part of the file and copies of same shall be made

available to the complainant(s), staff member(s), appropriate administrator, immediate supervisor/designee.

If the appropriate Vice President is unable to resolve the difference(s)/complaint(s) he/she shall assemble the Hearing Panel within ten (10) instructional days of that determination. He/she shall provide the Hearing Panel with the procedure to be used and answer any procedural questions which may arise.

### **[See Student Complaint Hearing Panel Procedure 4F10(b)]**

*Approved by Chancellor's Cabinet January 12, 1993—Revised 01/11/94;  
Renumbered 04/21/94; Revised 03/21/95; Renumbered 06/01/95;  
Revised 10/02/01; Chancellor's Executive Council 12/13/2005; District  
Consultation Council 05/18/09*

## **Procedure 4F10(b)—Student Complaint Hearing Panel Procedures**

### **Basis for Hearing**

The Student Complaint Procedures are established so that students can resolve difficulties/problems which they encounter in College related activities. Student complaints are taken seriously. Therefore, the complaint must be of a compelling, substantive, and verifiable nature. If the complaint cannot be resolved at Levels I, II or III, then a Hearing Panel shall be convened to hear the student complaints that reach Level IV.

### **The Hearing Panel**

Each College shall appoint a Standing Committee from which a panel will be chosen to hear student complaint appeals beyond Level III of the Student Complaint Procedures. The College standing committee shall be composed of eight (8) members. Members shall be appointed each August to serve through July as follows:

- Two (2) faculty members appointed by the Academic Senate President
- Two (2) classified staff appointed by the CSEA or Classified Senate President
- Two (2) students appointed by the Associated Student Body President

- Two (2) administrators appointed by the College President

### **Composition of Hearing Panel**

The non-voting Chair of the Hearing Panel (not a Standing Committee member) shall be appointed by the College President. The Student Complaint Hearing Panel shall be composed of selected members of the Standing Committee and an ad hoc member as follows:

1. If the complaint is against a faculty member, the Hearing Panel shall consist of:
  - Two (2) faculty members
  - One (1) student member
  - One (1) classified member
  - One (1) administrator
  - One (1) ad hoc voting member appointed by the Academic Senate President
2. If the complaint is against an administrator, the Hearing Panel shall consist of:
  - Two (2) administrators
  - One (1) student member
  - One (1) faculty member
  - One (1) classified member
  - One (1) ad hoc voting member appointed by the College President
3. If the complaint is against a classified staff member, the Hearing Panel shall consist of:
  - Two (2) classified members
  - One (1) faculty member
  - One (1) administrator
  - One (1) student member
  - One (1) ad hoc voting member appointed by the CSEA or Classified Senate
  - President

# **Student Complaint Hearing Panel Procedures**

## **Notifications**

When a Student Complaint Hearing Panel is to be convened, the appropriate administrator shall prepare and personally deliver or mail a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing. Notices personally delivered shall be evidenced by a signed receipt. Notices sent to the last address available in the records of the College and deposited in the United States mail, postage prepaid, return receipt requested, shall be presumed to have been received and read.

The notice shall specify the date, time, and place of the hearing and shall include all data pertinent to the complaint from Levels I, II and III, the Student Complaint Policies and Procedures, and these Hearing Panel Procedures. The notice shall also include a statement apprising each party of his/her/their right to: (1) self-representation or representation by a member of the College staff or student body, (2) present witnesses, and (3) cross-examine witnesses presented by the opposing party.

## **Hearing Preparation**

The appropriate administrator shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include scheduling a room, providing for a tape recorder, providing notice to the parties as provided above; notifying members of the Hearing Panel, and any other arrangements.

Either the student(s) or the staff member(s) complained against may challenge any member of the Hearing Panel for cause. Grounds for cause include any personal involvement in the situation giving rise to the grievance, any statement made on the matters at issue, or any other act or statement indicating that a person could not act in an impartial manner. Any challenge must be made in writing, not less than five (5) instructional days prior to the hearing. Challenges shall be considered by the appropriate administrator. If a challenge

is upheld, the appropriate administrator shall direct that an alternate be appointed to the Hearing Panel.

## **Right to Representation**

The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member. Neither the student(s) nor the staff member(s) may be represented by any person not in the College community. Neither the student(s) nor the staff member(s) may be represented by an attorney acting in the role of legal advocate.

## **Right to Advisor**

The student(s) and the staff member(s) have the right to be assisted by any advisor they choose. The advisor may be an attorney. However, the advisor, while permitted to attend the hearing, shall not be permitted to participate directly. In other words, the advisor shall not be allowed to address the Hearing Panel, cross examine witnesses, or make arguments on behalf of his/her advisee.

## **Guidelines for Student Complaint Hearings**

Hearings shall be conducted by the Hearing Panel according to the following guidelines:

The Chair of the Hearing Panel shall preside over the Hearing and make decisions regarding procedure. The Chair's procedural decisions shall be final. In hearings involving more than one (1) accused student, the Chair may conduct separate hearings for each student.

All proceedings of the hearing shall be recorded using audio and/or audio video recorders. The recording of the Hearing shall be the exclusive property of the College and the Kern Community College District and shall be maintained by the appropriate administrative officers. To protect the integrity and confidentiality of the proceedings, no other recording or transcription shall be allowed.

All hearings shall be closed. All witnesses shall be excluded from the hearing except when testifying. Admission of any person to the hearing shall be at the discretion of the Chair.

The Chair shall call the hearing to order,

introduce the parties, and announce the purpose of the hearing, e.g., “This Hearing meets pursuant to **Level III of the Student Complaint Procedures** to hear a complaint brought by \_\_\_\_\_ against \_\_\_\_\_, and make findings of fact and recommendations for action to the College President.

The Chair shall distribute copies of the written complaint to the Hearing Panel members, read the complaint aloud, and ask the parties if they have reviewed the allegations. The Chair shall explain the procedures to be followed during the hearing.

The Hearing Panel may consider only allegations filed by the student(s) at Levels I and II of the Student Complaint Procedures.

The complainant, the staff member(s) being grieved against, and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses shall only be identified at the hearing. The panel Chair shall retain the right to limit the amount of time allowed for the complainant’s case, rebutting evidence, argument, examination of witnesses and the number of witnesses. Each side must, however, be granted equal time to present their cases.

Each party shall be afforded the opportunity to make an opening statement. This statement may not exceed five (5) minutes in length. After the opening statements, each party shall have the opportunity to present relevant evidence and testimony.

Formal rules of evidence shall not apply. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The Chair shall decide on these matters.

The student(s) has (have) the burden of proving that the allegation(s) is (are) true. The student(s) will present evidence in support of the allegation(s) first. Subsequently, the staff member(s) may present evidence to refute the allegation(s).

Each party shall be afforded an opportunity to make a closing statement. This statement may not exceed five (5) minutes in length. The complainant shall close first. Subsequently, the Hearing Panel shall retire to deliberate with only the members of the

panel and the panel chair present.

The Hearing Panel shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing and relevant to the allegations filed at Levels I and II of the Student Complaint Procedures. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

## **Procedures Subsequent to the Student Complaint Hearing**

### **Notifications**

Within five (5) instructional days of the hearing, the Chair shall deliver to the College President the written recommendation(s) arrived at by consensus or by majority vote of the panel members. Minority opinion(s) may be attached to the majority report. The recommendations to the College President are advisory.

Within five (5) instructional days of receiving the Hearing Panel’s recommendation(s), the College President shall render a decision. This decision shall be communicated, in writing, to the complainant(s), the parties grieved against, appropriate supervisor(s) and administrator(s), and the Hearing Panel Chair and members. The decision of the College President is final.

### **Confidentiality of Records**

All reports, records, transcripts, tapes, etc., which are made a part of the hearing shall be retained in the office of the appropriate Vice President.

All such reports, records, transcripts, tapes, etc., shall be held confidential except as required by law.

## **Complaint Process Notice**

Most complaints, grievances, or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues

that are not resolved at the campus level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office by completing the web form, available at <http://www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx#complaintForm>, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.

*Approved by Chancellor's Cabinet January 12, 1993—Revised 1/11/94; Renumbered 4/21/94; Revised 3/21/95; Renumbered 6/01/95; Revised 10/02/01; Chancellor's Executive Council 12/13/2005*

### **Student Conduct Policy** *(Revised Feb 2010)*

- 4F8** Student Conduct *(Revised December 13, 2001)*— Since public education is furnished by the people, it is a privilege. The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses, requires that student conduct must reflect the standards of appropriate behavior as defined in pursuant sections. (See Procedure 4F8 of this Manual for Student Complaint Hearing Panel Procedures.) *(Education Code Section 76037)*
- 4F8A** Students shall respect constituted authority. This shall include conformance to Federal and State laws, Board regulations, College regulations, and applicable provisions of civil law.
- 4F8B** The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the College community. (For specific guidelines regarding conduct, see

Policy 4F8D of this Manual.)

- 4F8C** College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President or designee shall have the right to administer suitable and proper corrective measures for misconduct.
- 4F8D** The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. *(Education Code Sections 76020 and 76030)*

As used in this section, good cause includes, but is not limited to, the following offenses that may result in the imposition of sanction(s) (See Policy 4F8E of this Manual):

“Good cause” may be established by using appropriate investigation standards, such as:

- Interview of witnesses
  - Review of Campus Security Report, if applicable
  - Review of written statements, if applicable
  - Review of pertinent documents, if applicable
  - Review of any other evidence, if applicable
1. Persistent or gross acts of willful disobedience and/or defiance toward College personnel.
  2. Assault, battery, or any other form of physical abuse of a student or College employee.
  3. Verbal abuse of a student or College employee. This includes, but is not limited to: defamation, obscenity, or “fighting words.” *(Education Code Section 66301)*
  4. Any conduct that threatens the health or safety of the individual, or another, including any such action that takes place at an event

- sponsored or supervised by the College.
5. Theft of or damage to the property of the College, another student, or staff.
  6. Interference with the normal operations of the College (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions).
  7. Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the College.
  8. Unauthorized entry into, or use of, College facilities, equipment, materials, or supplies.
  9. Abuse of and/or tampering with the registration process.
  10. Forgery, falsification, alteration, or misuse of College documents, records, or identification.
  11. Dishonesty such as cheating, plagiarizing, or knowingly furnishing false information to the College and its officials. See Appendix 4F8D of this Manual for Student Conduct Definitions of Plagiarism and Cheating.
  12. Disorderly, lewd, indecent, or obscene conduct.
  13. Extortion.
  14. Breach of the peace on College property or at any College-sponsored or supervised function.
  15. The use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus or at any function sponsored or supervised by the College.
  16. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities.
  17. Smoking and/or the use of tobacco products inside all campus buildings and other unauthorized campus areas.
  18. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
  19. Failure to identify oneself when on College property or at a College-sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
  20. Gambling.
  21. Harassment (verbal or physical or sexual) of any student or member of the College community. (Harassment is defined as an activity which causes substantial emotional distress and serves no legitimate purpose.) (See Policy 11C2 of this Manual for a definition of sexual harassment.)
  22. Abuse of computer resources. (See Policy 3E of this Manual regarding Information Technology policies)
  23. Abuse of or disruption to the student conduct and/or complaint process, including but not limited to:
    - Failure to obey the summons of a College official or appropriate committee.
    - Falsification, distortion, or misrepresentation of information before a College official or appropriate committee.
    - Disruption or interference with the orderly conduct of an official College proceeding.
    - Attempting to influence the impartiality of a member of an official committee prior to and/or during the course of, an official College proceeding.
    - Harassment and/or intimidation of any person involved in the conduct and/or complaint process, prior to, during, and/or after the proceeding.

- Failure to comply with the sanction(s) imposed under the Student Conduct Code.
  - Influencing or attempting to influence another person to commit an abuse of the conduct or complaint process system.
  - Repeated filing of frivolous and/or capricious complaints against College personnel.
24. Hazing. (See *Education Code Sections 32050 and 32051*)
  25. Violation of other applicable Federal, State, and local laws (e.g., hate crimes) and College rules and regulations.
  26. Persistent, serious misconduct where other means of correction have failed to bring about proper behavior.
  27. Assisting another person, or soliciting another person, in any of the offences listed in numbers 1 through 26 of this policy.

**[See Procedure 4F10(a) of this Manual for Student Complaint Procedures]**

**4F8E** Sanctions—In accordance with the provisions of Education Code Sections 76031 and 76037, the Board of Trustees provides for the following sanctions for violations of the Code of Student Conduct, and more than one (1) of the sanctions listed below may be imposed for any single violation:

1. **WARNING:** Verbal notification of the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;
2. **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a College office or community agency for counseling or rehabilitative treatment;
3. **PROBATION:** Prohibition of the student by the Administration from participating in designated privileges of College activities for a period of up to one (1) semester or

other stipulated requirements to conform to specified standards or conduct;

4. **RESTITUTION:** Reimbursement to the College, as directed by the Administration, for repair or replacement of District property misused, misappropriated, or damaged by the student;
5. **TEMPORARY REMOVAL:** A faculty member may remove a student from his or her class for the day of the removal and the next class meeting. The faculty member shall immediately report the removal to the College President or designee for appropriate action. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the faculty member of the class. (*Education Code Section 76032*);

Whenever a minor is removed from a class, the parent or guardian shall be notified in writing by the College President or designee. If the student removed from class by a faculty member is a minor, the College President or designee shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the faculty member or the parent or guardian so requests, a College administrator shall attend the conference. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class. (*Education Code Sections 76031 and 76032*);

6. **SUSPENSION:** Exclusion from any or all classes and activities of the College and from use of any District facilities. The College President or designee may suspend a student for good cause as follows:
  - From one (1) or more classes for a period of up to ten (10) days of instruction;
  - From one (1) or more classes for the remainder of the school term;

- From all classes and activities of the College for one (1) or more terms.

In all cases of suspension, the student shall receive official notice from the College President or designee.

No student shall be suspended unless the conduct for which he/she is to be disciplined is related to College activity or campus attendance.

Suspensions of any student from the College shall be accompanied by a prompt hearing unless the charges have been disposed of administratively by mutual consent, or the student sends a written notification to the President of the College or designee indicating that he/she does not want to proceed with the hearing. [See Procedure 4F8 of this Manual for Student Conduct Hearing Panel Procedures] If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended person for a hearing within ten (10) days of the suspension. (*Education Code Sections 66017 and 76030*) (*Revised April 6, 2006*)

During the period of suspension, a student shall not be permitted to enroll in any College in the District. (*Education Code Section 76031*)

The College President shall report all suspensions of students to the Chancellor of the District. (*Education Code Section 76031*)

Whenever a minor is suspended from a College, the parent or guardian shall be notified in writing by the College President or designee. The parent or guardian of the student shall be asked to a conference regarding the removal. (*Education Code Sections 76031 and 76032*); and

7. **EXPULSION:** Termination of the student status by the Board of Trustees on the recommendation of the Chancellor.

No student shall be expelled unless the conduct for which he/she is to be disciplined

is related to College activity or campus attendance.

Expulsion of any student from the District shall be accompanied by a prompt hearing. [See Procedure 4F10(b) of this Manual for Student Conduct Hearing Panel Procedures]. If an immediate expulsion is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the expelled person for a hearing within ten (10) days of the expulsion. (*Education Code Sections 66017 and 76030*)

In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and supporting documentation, including the hearing panel's recommendation and the hearing record.

After Board action, the Chancellor or designee shall notify the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all Colleges, programs, and activities of the District.

In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President approves the request, he/she shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

**4F8F**

The College President or designee shall report any violation of Penal Code Section 245 (assault with a deadly weapon) or Civil Code Section 52.1 and Penal Code Sections 422.6 through 422.95 (hate crime) to the appropriate law enforcement authorities. (*Education Code Section 76035*)

**4F8G**

At a minimum, an instructor who determines that a student has cheated or plagiarized

has the right to assign an “F” grade for the assignment or examination. However, each College may impose additional penalties as appropriate to their respective College discipline procedures.

**[See Appendix 4F8D of this Manual for the definitions of plagiarism and cheating.]**

*(Revised May 1, 2003)*

**4F8H** Violation or violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the suspension or expulsion of a student from a community college. *(Education Code Section 76036)*

**4F9** Student Rights--Each College will publish policies and procedures which protect the rights of students, including the right of privacy concerning records and information about each student. *(Revised January 7, 1993)*

### **Student Conduct Hearing Panel Procedures**

For the purposes of these Procedures, an Instructional Day is defined as any of the days noted on the official Academic Calendar of the College as an instructional day, excluding Saturdays and Sundays.

#### **Student Conduct**

The Student Conduct Hearing Panel shall only be convened to hear the following cases:

- Cases in which the College President or designee recommends suspension or expulsion of a student for violation of the Student Conduct Policy. *(Education Code Sections 66017 or 76030)*
- Cases involving suspensions and expulsions in which a student requests a second hearing to appeal his/her alleged violation of the Student Conduct Policy, based on relevant new evidence which exists that was previously unavailable and that would substantially affect the findings of the Hearing Panel. The Hearing Panel Chair of the first hearing shall determine whether new evidence is substantial enough to warrant a

second hearing.

### **Student Conduct Charges and Hearing**

1. The College President will determine and publicize which administrative office will receive and administer the following issues:
  - Student conduct charges
  - Student complaints
  - Complaints related to discrimination (see Policy 11C4)
  - Complaints related to sexual harassment (see Policy 11C2)
2. Any employee and/or student of the Kern Community College District may file charges against any student(s) for misconduct. Charges shall be prepared in writing and directed to the College President or designee. Charges should be submitted within ten (10) instructional days after the event takes place. Charges may not be filed after six (6) months from the date of the offense, except under extenuating circumstances.
3. The College President or designee shall within ten (10) instructional days of receiving the charges, conduct an investigation to determine if the charges can be disposed of administratively by mutual consent of the parties involved. Such disposition shall be final, and there shall be no subsequent proceedings. All parties involved shall be notified in writing within ten (10) instructional days of the decision.

If the charges cannot be disposed of by mutual consent, all parties involved shall be notified by the College President or designee of the intent to proceed to a hearing within ten (10) instructional days, and establish a timetable for convening the Student Conduct Hearing Panel.
4. All charges shall be presented to the

accused student(s) in written form. A time shall be set for a hearing, within ten (10) instructional days after the student(s) has (have) been notified. For compelling reasons, maximum time limits for scheduling of hearings may be extended for ten (10) additional instructional days at the discretion of the College President or designee.

5. All cases of suspension or expulsion must be accompanied by a prompt hearing held by the Student Conduct Hearing Panel.

## **Student Conduct Hearing Panel and Hearing Process**

### **Panel Composition**

- One (1) or two (2) faculty members appointed by the Academic Senate President
- One (1) or two (2) classified staff members appointed by CSEA or Classified Senate President
- One (1) or two (2) administrators appointed by the College President
- One (1) or two (2) students appointed by the ASB President
- One (1) ad hoc chair appointed by the College President. This Chairperson shall be a non-voting member of the Panel except in the cases of a tie vote.

Appointments to the Hearing Panel will be made in accordance with established practices and procedures in effect at the colleges within the district.

### **Notification**

In all student conduct cases before the Hearing Panel, the Chair of the panel or designee shall prepare and personally deliver or mail a written notice to the parties involved, including the Hearing Panel members, not less than ten (10) instructional days prior to the hearing. Notices personally delivered shall be evidenced by a signed receipt. Notices deposited in the United States mail, postage prepaid, return

receipt requested, and sent to the last address available in college records, shall be presumed to have been received and read. The notice shall specify the time, date, and place of the hearing and shall include copies of the written complaint or incident report, the Student Conduct Policy, and the Hearing Panel Procedures. The notice shall also include a statement of the specific student conduct violation and the grounds which if proven, would justify sanctions, appraisal of the right to self-representation or representation by another student or staff member and appraisal of the right to present witnesses and to cross-examine witnesses presented. Finally, the notice shall contain a clear request for the student's response as to whether or not he/she wishes to proceed with the hearing, and a clear indication that no response from the student(s) within five (5) instructional days constitutes a waiver of the hearing option.

### **Preparation**

The Chair of the Hearing Panel or designee shall be responsible for making the necessary arrangements for the hearing. Arrangements shall include: scheduling a room, providing for a tape recorder, providing notice to the parties as indicated above, and any other arrangements.

### **Challenge**

The student(s) accused of misconduct may challenge any member of the Hearing Panel for cause. Grounds for cause include: any personal involvement in the situation giving rise to the charge(s), any statement or act indicating that the person could not serve in an impartial manner. Any challenge must be made not less than five (5) instructional days prior to the hearing. Challenges shall be considered by the College President or designee. If a challenge is upheld by the College President or designee, he/she will direct that an alternate be appointed to the Hearing Panel.

### **Guidelines for Hearing**

Hearings shall be conducted according to the following guidelines:

- The Chair of the Hearing Panel shall

preside over the hearing and make decisions regarding procedures. The Chair's procedural decisions shall be final. In the hearing involving more than one (1) accused student the Chair may conduct separate hearings for each student.

- Hearings shall be closed and confidential. All witnesses shall be excluded from the hearing except when testifying. (Moved from Procedure 4F10(b))
- Admission of any person to the hearing shall be at the discretion of the Chair.
- The Chair shall call the hearing to order, introduce the parties, announce the purpose of the hearing, and read the alleged violation(s) aloud.
- The accused student(s) shall be given the opportunity to respond to all charges. He/she shall be provided an opportunity to present his/her own defense against the charges and to produce either oral testimony or written affidavits of witnesses on his/her behalf.
- The College, the accused, and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross-examination. Witnesses shall only be identified at the hearing.
- Formal rules of evidence shall not apply. All relevant evidence is admissible, including, but not limited to, statements of witnesses and relevant documents. The Chair shall decide on these matters.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Hearing Panel at the discretion of the Chair. Both parties shall be provided the opportunity during the hearing to refute or contest any evidence presented. The Chair will rule on the admissibility of evidence.

## **Right to Representation**

The student(s) and the staff member(s) may represent themselves, or may be represented by another student or staff member.

## **Right to Advisor**

The student(s) have the right to be assisted by any advisor they choose. However, the advisor, while permitted to attend the hearing, shall not be permitted to participate directly in the proceedings. In other words, the advisor shall not be allowed to address the Hearing Panel, cross-examine witnesses, or make arguments on behalf of his/her advisee.

Each party shall be afforded the opportunity to make a closing argument.

After the hearing, the Student Conduct Hearing Panel shall deliberate in private for the purpose of determining whether the accused has violated the Student Conduct Code sections(s) as charged.

The Hearing Panel shall make its decision and/or recommendation(s) based on the preponderance of evidence presented at the hearing. In situations where a consensus cannot be achieved, the decision or recommendation(s) shall be made by a simple majority vote.

There shall be a single verbatim record, such as a tape recording, of all testimony before the Hearing Panel. The record shall be the property of the College and/or District.

The hearing shall be held whether the accused attends or not so that the charges and supporting evidence become part of the official record.

## **Procedures Subsequent to Hearing**

### **Notifications**

Within five (5) instructional days of the hearing date, the Hearing Panel shall recommend action to the College President in writing.

Upon receipt of the Hearing panel recommendation(s), the College President shall render a decision within five (5) instructional days and communicate that the decision, in writing, to all parties involved.

In all cases of suspension, the student(s) shall receive official notice from the College President or designee.

In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and support documentation, including the Hearing Panel's recommendation and the hearing record.

After Board action, the Chancellor or designee shall notify the student by registered mail and return receipt requested. The expulsion may be for a specified or unspecified time and shall be from the Colleges, programs, and activities of the District.

In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President approves the request, he/she shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

### **Appeals**

Under certain circumstances, the accused has the right to appeal the College President's decision. The appeal may be made on the following grounds only:

The Student Conduct Policy and/or Procedures were violated, and the violation resulted in demonstrable unfairness to the accused; or

Relevant new evidence exists which was previously unavailable and which would substantially affect the findings of the Hearing Panel.

Appeals must specify the grounds for the appeal and must be submitted in writing to the College President within:

Five (5) instructional days of written notification of the decision when delivered in person with a signed receipt, or Eight (8) instructional days of written notification of the decision when sent by registered mail and return receipt requested.

Following a review, the College President may affirm the findings or sanction(s), remand for a full or partial rehearing, modify the

sanction(s), or dismiss the charge(s) against the student(s).

Within ten (10) instructional days after receipt of the written appeal, the College President shall forward to the student(s) and to all parties involved a written notice of his/her decision regarding the appeal. The decision of the College President is final.

### **Establishment of Confidential File**

A confidential file shall be established on all student(s) who have been found to be in violation of the Conduct Code.

All reports, records, transcripts, tapes, etc., that are made a part of the hearing shall be retained in the office of the appropriate Vice President and such reports, records, transcripts, tapes etc., made a part of the hearing shall be held confidential, except as required by law.

A confidential file shall be established on student(s) involved in District related incidents investigated by campus security and/or law enforcement personnel.

## **Appendix 4F8D - Definitions Of Plagiarism And Cheating**

### **Definitions**

Quoted from the Regulation at Cal State University, Long Beach, as printed in the its General Catalog dated 1990-91, page 56.

### **Definition of Plagiarism**

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole,

completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotations marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

### **Definition of Cheating**

Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following:

copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on a examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

*Approved by the Board of Trustees April 19, 1994—Revised and adopted by the Chancellor's Cabinet January 11, 1994; Renumbered 4/21/94; Renumbered 6/01/95; Revised 4/09/96; Revised 10/02/01*

## **Student Right To Know Disclosure**

In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990(Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the college nor do they account for

student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a completer is a student who attained a certificate or degree or became 'transfer prepared' during a three year period, from Fall 2008 to Spring 2011. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared'

during a five semester period, from Spring 2009 to Spring 2011, are transfer students. These rates do not represent the success rates of the entire student population at Cerro Coso Community College, nor do they account for student outcomes occurring after this three-year tracking period.

More information about SRTK rates and how they should be interpreted can be found at the California Community College's "Student Right-To-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu/index.asp>

Completion rate: 24.64%

Transfer Rate 13.87%

### **Selective Service Notification**

Federal Regulations require that all males between the ages of 18 and 26 be registered with Selective Service in order to receive Federal Financial Aid Funding.

### **Title IX Compliance Statement**

No person associated with the Kern Community College District shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, be unlawfully subject to discrimination in any of the District's programs or activities which are funded directly by the State or receive any financial assistance from the State. Anyone who desires additional information or wishes to file a complaint with regard to the above statement should contact the office of the Assistant Chancellor, Kern Community College District, at (661) 336-5108.

### **Notice of Nondiscrimination**

Cerro Coso Community College and the Kern Community College District do not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color or national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (pertaining to disability) and the Age Discrimination Act of

1975 (pertaining to age). The nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, reasonable accommodation in employment, academic adjustments or auxiliary aids and services, or to request a copy of the grievance procedures covering discrimination complaints, may be directed to: Ms. Heather Ostash, Vice President of Student Services Coordinator, Title IX (pertaining to gender equity, including sexual harassment) Coordinator, Title VI and Section 504/ADA (pertaining to race, color, or national origin, and disability).

Cerro Coso Community College

3000 College Heights Blvd.

Ridgecrest, CA 93555

760-384-6249

Inquiries regarding federal laws and regulations concerning the above may also be directed to the following address:

Office for Civil Rights,

U.S. Department of Education

50 United Nations Plaza, Room 239

San Francisco, CA 94012

### **Aviso De No Discriminación**

Cerro Coso Community College y el Distrito de Kern Community College no discriminan por razón de raza, color, nacionalidad, sexo (incluyendo el acoso sexual), discapacidades o edad, de acuerdo con el Título VI del Acta de Derechos Civiles de 1964 (en relación a la raza, al color y a la nacionalidad), el Título IX de las Enmiendas de Educación de 1972 -relativo al sexo-, Sección 504 del Acta de Rehabilitación de 1973 y el Acta de Estadounidenses con Discapacidades de 1990 (ambas en relación con las discapacidades) y el Acta de Discriminación por Edad de 1975 (relativa a la edad). La política de Cerro Coso Community College de no discriminación va dirigida a la admisión, al acceso, al empleo y a las actividades y programas

del Centro, incluida la formación profesional. Para mayor información acerca de la política de igualdad de oportunidades, la presentación de una queja, las instalaciones adecuadas en el empleo, los ajustes académicos o los servicios y ayudas auxiliares, o para pedir una copia de los procedimientos de quejas relativas a la discriminación, pueden dirigirse a: Ms. Heather Ostash, Vice President of Student Services Coordinadora del Título IX (relativo al sexo) Coordinadora del Título VI y Sección 504/ ADA (relativos a raza, color, nacionalidad o discapacidades).

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