



SOUTHWESTERN COLLEGE

Student Policy Manual

Developed and published by the
Office of Student Services

July, 2017



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STANDARDS OF STUDENT CONDUCT

References: Education Code Section 66300; College District Procedure No. 5500 AP - Standards of Student Conduct

<https://www.swccd.edu/modules/showdocument.aspx?documentid=4938>

In joining the academic community, the student enjoys the right and shares the responsibility of exercising the freedom to learn. Like other members of the academic community, each student's conduct is expected to be in accordance with the standards of the college that are designed to promote its educational purposes. A charge of misconduct may be imposed upon a student for violating provisions of College District policy and/or procedure, state education statutes and regulations and/or administrative codes. Where a student is subject to charges of misconduct, such charges shall be processed in accordance with the Southwestern Community College District's policy and procedure No. 5500.

The Superintendent/President's designee shall, in consultation with the Academic Senate, establish procedures for the imposition of discipline of 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 procedures shall be made widely available to students through the College Catalog and other means.

DISCIPLINARY ACTIONS VIOLATIONS

1. Cheating, or engaging in other academic dishonesty, including copying from another's work; discussion prohibited by the instructor; obtaining exam copies without permission; and using notes, other information, or devices that have been prohibited.
2. Plagiarism in individual or group work or in a student publication, including the act of taking the ideas, words or specific substantive materials of another and offering them as one's own without giving credit to the sources.
3. 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, handwritten or typewritten class notes.
4. Disruptive behavior, willful disobedience or the open and persistent defiance of the authority of, or persistent abuse of, College District personnel which may or may not include habitual profanity or vulgarity.
5. Assault or battery upon another person or any threat of force or violence or causing, attempting to cause or threatening to cause physical injury to another person.
6. 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 permission to possess the item from the Superintendent/ President or his/her designee.

7. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of any controlled substance; alcoholic beverage, or intoxicant of any kind; Unlawful possession of offering, arranging or negotiating the sale of any drug paraphernalia.
8. Committing or attempting to commit robbery or extortion.
9. Causing or attempting to cause damage and/or defacing College District property or private property on College District controlled facilities.
10. Theft, attempted theft, or knowingly receiving stolen College District property or private property.
11. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College District.
12. Engaging in harassing or discriminatory behavior based on race, sex, gender, religion, sexual orientation, age, national origin, disability, or any other status protected by law.
13. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber-bullying.
14. Committing sexual harassment as defined by law or by College District policies and procedures.
15. Willful misconduct which results in injury or death to a student or to College District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College District.
16. Misrepresentation and/or impersonation, including arranging for or allowing another individual to impersonate or otherwise misrepresent the student, in person or in an online environment.
17. Dishonesty, forgery, alteration or misuse of College District documents, records or identification, or knowingly furnishing false information to the College District.
18. Unauthorized entry upon or use of College District facilities.
19. Lewd, indecent or obscene conduct or gestures on College District-owned or controlled property, or at College District sponsored or supervised functions.
20. Engaging in expression which is obscene, libelous, or slanderous; or that incites students as to create a clear and present danger of the commission of unlawful acts on any College District premises, or the violation of lawful College District policies or procedures, or the substantial disruption of the orderly operation of the College District.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular



activities or prevention of authorization guests from carrying out the purpose for which they are College District property.

22. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a College District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
23. Violation of College District policies and/or procedures governing the use of student user accounts, computers, and telecommunication devices, including, but not limited to, the unauthorized entry, opening or viewing of a file; the unauthorized use of another individual's identification and password; arranging for, allowing, and/or impersonation of one person by another; sending obscene or abusive messages or files; and/or use of computing facilities to interfere with the work of another student or employee of the College District.
24. Violation of a duly issued restraining order, stalking, and/or a pattern of conduct with intent to follow, alarm, or harass another person, and/or which causes that person to reasonably fear for his or her safety, and where the pattern of conduct persisted after the person has demanded that the pattern of conduct cease.
25. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
26. Violation of College District regulations or state laws.

DISRUPTION IN CLASSROOMS, COLLEGE OFFICES AND/OR COLLEGE EVENTS

In the event a student is involved in either unethical practice or display of disruptive behavior which is considered not conducive to maintaining a proper learning environment in the classroom, and/or disrupting the business of the College District, the student will be disciplined as outlined in the Disciplinary Action Procedures located in this procedure.

The instructor has the right to exercise immediate disciplinary action with respect to disruptive actions in the classroom and may temporarily exclude the student from the classroom effective for the remainder of the class period and the following class session.

The School/Center Dean has the right to exercise appropriate disciplinary action with respect to actions in a College District office, event or area within their purview. The Dean of Student Services will be notified for any further action.



The Dean of Student Services may impose an immediate interim suspension of 48 hours when he/she concludes that immediate suspension is required to protect lives or property and/or ensure the maintenance of order.

DISCIPLINARY ACTION: PROCEDURES

1. The faculty, staff member, student worker or administrator concerned who believes disruptive behavior or a student conduct violation has occurred shall first attempt to resolve the misconduct by informal consultation with the student.
2. If this proves to be less than satisfactory, the faculty, staff member, student worker or administrator will inform the School/Center Dean or Supervisor of the area. The School/Center Dean or Supervisor should meet with the faculty, staff member or administrator and, then the student(s) involved in an attempt to resolve the problem.
3. If the faculty/staff member still believes that the issue has not been resolved satisfactorily at these levels, a completed "Report of Student Misconduct" shall be filed with the Dean of Student Services. In cases in which the College Police has been called or has become involved or in which the situation has become an issue of safety, steps 1 and 2 need not be followed.
4. During the preliminary meeting with the Dean of Student Services, he/she shall confer with the student for the purpose of reviewing the misconduct and attempting to resolve the matter.
5. The Dean of Student Services may also obtain information relating to the misconduct from other parties involved. Whenever appropriate, the Dean of Student Services shall assess damage to property and injury to person(s).
6. Students charged with misconduct may be subject to the following sanctions:
 - a. Verbal Warning: oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
 - b. Written Reprimand: Students are notified that continuation of conduct may result in further disciplinary action and may be considered in the event of future violations.
 - c. Disciplinary Probation: Any misconduct during the probation period will be cause for suspension or other disciplinary action.
 - d. Disciplinary Suspension: Exclusion from class, privileges or activities for a specified period of time as set forth in the notice of suspension.
 - e. Expulsion: Termination of student status. Expulsion requires formal action by the Governing Board.
 - f. Remand the case to formal hearing.

The Dean of Student Services shall have the power to impose suspension and to recommend expulsion. If the student does not accept the action of the Dean of Student Services, the student has the right to challenge and request a formal hearing under the Guidelines for Due Process set forth below. Students



who have been suspended and are waiting for a formal hearing will not be able to attend any on-campus or College District-sponsored activities.

If permissible, the student may contact his/her instructor(s) or appropriate College District office by email or voicemail to receive class assignments or other information. Assignments or College District documents can be turned into the Campus Police to be forwarded to the appropriate parties. If violation(s) of Student Conduct include issues of campus or personal safety, the student may be prohibited from contacting any College District staff, faculty or students.

The Governing Board shall consider any recommendation from the Superintendent/ President for expulsion. The Governing 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 Governing Board on the expulsion shall be reported in a public meeting.

GUIDELINES FOR DUE PROCESS

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair, and orderly manner. These procedures apply to actions which interfere with or exert a harmful effect upon the function of the College District. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the College District. Any action taken by a student under this due process procedure shall not preclude any further action. The implementation of procedural due process on campus will consist of the following due process procedures, and will take place within a reasonable length of time.

I. PRELIMINARY ACTION PROCEDURE

A. SUBMITTING OF OFFICIAL FORMS

The Dean of Student Services shall receive and may issue a charge of alleged student misconduct. Charges may be made against a student by faculty, staff or administrator. The complainant shall file a Report of Student Misconduct form with the Dean of Student Services. In the absence of the Dean of Student Services, there may be a designee.

B. NOTIFICATION OF CHARGES

Students charged with violations of the Standards of Student Conduct shall be notified of the violation of which they are accused and provided with a brief written statement of the facts supporting the accusation. The student is required to schedule an appointment with the Dean of Student Services to discuss such alleged violations and/or any disciplinary actions that may result if such charges are found to be true. The notice will be sent to the student's official address on file with the College District via regular and certified U.S. Mail or overnight delivery service.

After the second attempt of notification, a student who does not report to the Office of Student Services to address the student misconduct report will have an administrative hold placed on his/her records, in addition to possibly being dropped from his/her classes.



C. PRELIMINARY MEETING

The meeting with the Dean of Student Services shall consist of the following:

1. The student is provided a copy of College District Procedure No. 5500 AP - Standards of Student Conduct.
2. The student is provided with a brief written statement of the facts supporting the alleged violation.
3. The Dean of Student Services and the student will review the misconduct charges.
4. The Dean of Student Services informs the student of the potential disciplinary action(s) that may be taken if the allegations are proven to be true.

D. ADMINISTRATOR ACTIONS

The Dean of Student Services will obtain information relating to the charge from the student and other persons. When appropriate, the Dean of Student Services shall assess damage to property and injury to persons. The Dean of Student Services may take any of the following actions and will notify the student of that action:

- Dismiss the charge for lack of merit.
- Issue the student one or more of the following types of disciplinary actions, unless the Dean of Student Services and the student agree to another appropriate disciplinary action:
 1. Verbal Warning: Student receiving a warning will have met with the Dean of Student Services to discuss the inappropriate behavior.
 2. Written Reprimand: A student receiving a reprimand by the Dean of Student Services is thereby notified that continued conduct of the type described may result in further disciplinary action against the student.
 3. Disciplinary Probation: Any misconduct during the probation period will be cause for suspension or other disciplinary action.
 4. Disciplinary Suspension: Exclusion from class, privileges or activities for a specified period of time as set forth in the notice of suspension.
 5. Expulsion: Termination of student status. Dean of Student Services or Vice President for Student Affairs may recommend expulsion to the Superintendent/President. This action requires formal action by the Governing Board.
 6. Remand the case to formal hearing.

A letter notifying the student of the Dean of Student Services' decision shall be sent to the student's official address on file with the College District via regular and certified U.S. Mail or overnight delivery



service, specifying the mailing date of such letter. The Dean of Student Services is deemed to have notified the student of his or her decision on the date of the mail receipt.

Students in violation of any additional College District policies, procedures and/or state, federal regulations while on disciplinary action may be subject to the extension or addition of disciplinary sanctions. If additional misconduct(s) are filed, while students are on disciplinary action, the due process and procedures may be repeated.

E. APPEAL TO GRIEVANCE AND ORDER COMMITTEE

From the date of the mail receipt, the student is notified of the Dean of Student Services' decision, any request for a hearing must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of Student Services. If the student is suspended, the letter of appeal may be delivered to the Campus Police, who will hand deliver the letter to the Office of Student Services.

The Dean of Student Services will convene a Grievance and Order Hearing Panel to conduct the formal hearing within 30 calendar days after the request for a hearing is received during the fall and spring semesters. If the fall or spring semester ends before the hearing is scheduled, both parties will be notified of any delay.

After the hearing date has been established and each party has been notified via regular and certified U.S. Mail or overnight delivery service, copies of the written case materials will be available for each party to pick up from the Office of Student Services seven (7) working days prior to the hearing.

In addition to copies of the written case materials, the names of the Grievance and Order Hearing Panel members will be provided to each party. Each party involved in the Report of Student Misconduct may challenge the participation of any member of the Grievance and Order Hearing Panel for cause. The person must submit their request in writing to the Office of Student Services no later than 48 hours prior to the hearing. The grounds for cause shall be limited to any personal involvement in the situation or issue, or any other act or statement indicating that person could not act in a neutral manner. After submitting the written statement to the Office of Student Services, the validity of any such challenges shall be determined by the Chairperson of the Hearing Panel. Five (5) panel members shall be the minimum number to conduct a hearing.

II. HEARING PROCEDURE

A. FORMAL HEARING PROCESS

The Formal Hearing Process is the College District's administrative due process to resolve misconducts. Parties are allowed to present testimony and witnesses to support their position. All communication and actions taken during this process are confidential. There will a sworn Campus Police representative present at all hearing regardless of the type of Student Misconduct.



B. THE HEARING PANEL

Each academic year, the Dean of Student Services shall request and receive appointments of at least four members from each constituent group to serve on the Grievance and Order Committee and Hearing Panel pool(s) as necessary.

There shall be a standing Grievance and Order Committee from which members are appointed to a Grievance and Order Hearing Panel, as needed. The Grievance and Order Hearing Panel shall be comprised of at least one member from each of the following groups, in addition to the chairperson to consist of a minimum of a five-member panel. When a Hearing Panel is required to be assembled, the Dean of Student Services will contact the President of each constituent group to appoint a member from the Hearing Panel pool.

- Two students and two alternates (enrolled in 5 or more units) who shall be appointed by ASO president and;
- Two full-time tenured faculty and two alternates shall be appointed by the Academic Senate president and;
- Two full-time classified personnel, and two alternates, except those designated as management, who shall be appointed by the Classified Union president and;
- Two full-time management personnel and two alternates, (who shall be appointed by the Superintendent/President) with the exception of the Vice President for Student Affairs and Dean of Student Services.

SCOPE OF THE STUDENT GRIEVANCE AND ORDER HEARING

The Grievance and Order Hearing Panel shall limit the scope of its appeal hearing to the following:

1. Determine if the evidence supports the findings of the Dean of Student Services.
2. Determine if the disciplinary action levied by the Dean of Student Services is within range of disciplinary actions delineated in Procedure No. 5500 AP - Standards of Student Conduct.
3. Make recommendation(s) to the Vice President for Student Affairs or designee.

C. RESPONSIBILITIES OF THE CHAIRPERSONPERSON

The Chairperson shall preside over the hearing and make rulings as to its conduct. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings.

D. RIGHT TO REPRESENTATION

This is an internal due process hearing conducted by Southwestern Community College District. Each party may bring one other non-contributing person to the hearing for the purpose of moral support. The support person may not represent or provide testimony. Parties are not allowed to be represented by legal counsel at any time during the hearing process.



E. FORMAL HEARING ORDER OF PROCEEDINGS

1. Opening

The Chairperson shall call the hearing to order, introduce the participants, explain the hearing is being recorded and proceedings are confidential, and announce the purpose of the hearing, e.g., "The Committee meets to hear an appeal of disciplinary action against (student's name) and/or to submit its findings to the Vice President for Student Affairs."

2. Evidence for hearing

All evidence will be entered for the record. Irrelevant and unduly repetitious evidence shall be excluded.

3. Closed Hearing

Closed hearings: All hearings are confidential and closed to the general public.

4. Identification of witnesses

Witnesses are to identify themselves and state for the record the reason for their presence. Witnesses will be allowed to be present at the hearing only while providing testimony.

5. Swearing in of both parties

Swear in both the complainant and defendant by the Administrative Secretary.

6. Opening Statements

Both parties will make opening statements. Person who filed charges will make first opening statement. Each party will be given five minutes for opening statement.

7. Questioning Protocol

Grievance and Order Hearing Panel members may ask questions of both parties. Parties may submit questions to the chairperson. The Chairperson will pose questions to appropriate party. Rebuttal two minutes each.

8. Calling Witnesses

Witnesses are sworn in by the Administrative Secretary. Witnesses are questioned by hearing members. Parties may submit questions to Grievance and Order hearing chairperson.

9. Closing Statements

Both parties will make closing statements. Person who filed charges will make first closing statement. Each party will be given five minutes.



F. BURDEN OF PROOF AND OF PRODUCING EVIDENCE

The student seeking appeal has the burden of proving that the evidence filed in the Report of Student Misconduct did not support the Dean of Student Services' findings and/or the Dean of Student Services acted outside the scope of his/her authority or acted arbitrarily in imposing the appealed disciplinary measure. The student may present evidence in support of his or her position, and the person filing the misconduct may present evidence to refute such evidence.

G. ARGUMENTS

Arguments will be presented first by the person filing the Report of Student Misconduct. The student shall be afforded an opportunity to make or waive an opening statement. After the opening statements, the person filing the Report of Student Misconduct shall have the first opportunity to present witnesses and other relevant evidence. The student shall have the opportunity to present witnesses and other relevant evidence.

H. EVIDENCE

Irrelevant and unduly repetitious evidence shall be excluded.

I. CLOSED HEARINGS

1. Hearings shall be confidential and closed to the general public.
2. Both parties shall be entitled to call witnesses. Any questions directed to the witnesses will be in writing and given to the chairperson.
3. Members of the Hearing Panel may ask questions to either party upon recognition by the Chairperson. Either party may recall a witness, who again may be questioned by the Hearing Panel.
4. A brief caucus may be called by the Chairperson or any member, with all other persons excused except for the Grievance and Order Hearing Panel.
5. The hearing shall be recorded. The recording may be used by the Vice President for Student Affairs or the Superintendent/ President in case of an appeal.

J. ABSENCE OF THE COMPLAINANT AND/OR THE DEFENDANT

It is imperative that all parties be present during the hearing process. Disruptive behavior will result in removal of the person(s), and the hearing will continue in their absence. If the student(s) and/or the College District employee(s) who are involved in the Report of Student Misconduct do not appear, or leave the hearing before its conclusion, the hearing shall proceed without the absent parties, and the Hearing Panel shall reach a decision based on the evidence presented.

K. CONCLUSION

The opportunity to make or waive a closing argument will be made first by the person filing the Report of Student Misconduct. The Hearing Panel shall recess to deliberate in closed session with all of the



members. The Dean of Student Services and if appropriate, the appointed College District legal counsel may be present to advise. The Hearing Panel shall reach its decision based upon the record of the hearing and shall not consider matters outside of that record.

Within one working day of the hearing, the Chairperson shall deliver to the Vice President for Student Affairs a written decision arrived at by majority vote of the Hearing Panel. The faculty Chairperson will vote in case of a tie.

The Hearing Panel's decision may include one of the following recommendations:

Exoneration

- Written warning
- Disciplinary Probation: conditional continued enrollment
- Disciplinary Suspension: specified period of time
- Expulsion (see section IV)
- Any other recommendation(s) that the committee members deem necessary for a successful resolution.

L. FINAL ACTION

Upon receiving the findings and recommendations of the Hearing Panel, the Vice President for Student Affairs shall render a decision within three (3) working days and will transmit the decision in writing to the student, the Grievance and Order Hearing Panel and other appropriate administrative officers via regular and certified U.S. Mail or overnight delivery service.

The Vice President for Student Affairs may do the following:

- Concur with the Hearing Panel findings and recommendations and the Dean of Student Services decision.
- Reduce and/or reverse the sanctions of the Hearing Panel and Dean of Student Services.
- Increase the sanctions of the Hearing Panel and Dean of Student Services.

APPEAL TO THE SUPERINTENDENT/PRESIDENT

From the date the student is notified of the Vice President for Student Affairs decision, any request for an appeal to the Superintendent/President must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of the Superintendent/President. If the student is suspended, the letter of appeal may be delivered to the Campus Police, who will hand deliver the letter to the Office of Superintendent/President.

The Superintendent/President may do the following:

- Concur with the Hearing Panel findings and recommendations and the Vice President for Student Affairs decision.



- Reduce and/or Reverse the sanctions of the Hearing Panel and Vice President for Student Affairs.
- Increase the sanctions of the Hearing Panel and Vice President for Student Affairs.

The letter rendering the Superintendent/President's decision shall be mailed to the student via regular and certified U.S. Mail or overnight delivery service.

The Superintendent/President's action shall be final and binding on all parties.

EXPULSION

According to Education Code §76030: A student may be expelled “for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others.”

In the case of expulsion, the Superintendent/President's recommendation (see section III) must be forwarded to the Governing Board.

The student will be notified of the intent to expel in writing via regular and certified U.S. Mail or overnight delivery service. A written request addressed to the Superintendent/President must be received from the student within the 48 hours of the receipt of the written notice of intent to expel; otherwise, the matter will be reviewed in closed session.

The Governing Board must consider the expulsion in closed session unless the student requests to have the matter heard in open session. Students may not request a public hearing if any discussion might be in conflict with the right to privacy of any student other than the student requesting the public meeting.

- The final action of the Governing Board shall be reported in a public meeting in accordance with student privacy rights and the result of that action shall be a public record of the College District.
- The duration of the expulsion may be indefinite.
- The expulsion shall be noted in the student's disciplinary file.
- Re-admittance after expulsion requires action by the Governing Board.

MAINTENANCE OF STUDENT RECORDS

The facts of any disciplinary action shall be documented in the student's disciplinary record, subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act (10 USC Section 2332g) and Education Code Section 76200 et seq. All access to, or release of such records to members of the public shall also be in accordance with State and Federal law. The student's disciplinary record will be maintained in the office of the Dean of Student Services for three years for a minor offense of written reprimand or less, and for ten years for disciplinary probation and suspension. The condition for an expulsion will be stated in the student's disciplinary record.



GLOSSARY OF TERMS

- A. **ADMINISTRATOR** - The Dean of Student Services or Designee.
- B. **PRESIDENT** - The Superintendent/President of the College District or Designee.
- C. **CAMPUS POLICE** - Southwestern Community College District Police Department.
- D. **DAY** - When the College District is in regular session and regular classes are held.
- E. **REPORT OF STUDENT MISCONDUCT**
- Complainant: Person filing a Report of Student Misconduct.
 - Defendant: Person being charged.
- F. **COLLEGE DISTRICT** - Southwestern Community College District.
- G. **VERBAL WARNING** - Oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action.
- H. **WRITTEN REPRIMAND** - An admonishment by the Dean of Student Services and continuation of conduct may result in further disciplinary action and may be considered in the event of future violations.
- I. **DISCIPLINARY PROBATION** - Specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
- Ineligibility for all student organization officer position.
- Any misconduct during the probation period will be cause for suspension or other disciplinary action.
- J. **SUSPENSION** - Denial of all campus privileges for a specified period of time.
- Exclusion include from classes, athletics, and co-curricular activities.
- K. **EXPULSION** - The removal of a student from any and all classes of the College District; permanent termination of the student status.



STUDENT RIGHTS AND GRIEVANCES

References: Education Code Section 76224(a);

Title IX, Education Amendments of 1972;

Title 5 Section 51023.7; College District Procedure No. 5530 AP - Student Rights and Grievances

<https://www.swccd.edu/modules/showdocument.aspx?documentid=5014>

Note: Complaints under Section 504 and/or Americans with Disabilities Act are made to the Section 504 Coordinator in Office of Student Services. Complaints of sexual harassment and other forms of unlawful discrimination are made to the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services



The student is encouraged to pursue academic studies and other College District- sponsored activities that will promote intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

STUDENT GRIEVANCE PROCEDURES

A grievance may be initiated by a student when he/she believes he/she has been subject to an unjust action or denial of rights as stipulated in College District regulations and in the state education and administrative codes. Such action may be instituted by the student against another student, faculty, administrator or staff member. A grievance must be initiated no later than the end of the term during which the incident occurred or within 30 days if the alleged action took place during the last two weeks of the semester. Where a student believes an injustice has taken place, the student may seek resolution through the following procedures.

Grade and grading disputes are addressed within this administrative procedure, unless the student is alleging discrimination, harassment, or related retaliation in grading. Students should refer to the "Student Grade Dispute Procedure – Section II" found in this procedure.

The procedure does not apply to:

- Student Disciplinary records covered by College District Procedure No. 5500 AP - Standards of Student Conduct.
- Police citations. Complaints about citations must be directed to the Campus Police or San Diego County Superior Court in the same manner as any traffic violation.



- Complaints alleging unlawful discrimination, harassment, or related retaliation should be filed under College District Procedure No. 3430 AP - Prohibition of Harassment and Discrimination.
- Appeals for residency determination. Residency appeals are filed with Admissions and Records.
- Evaluation of professional competence, qualifications or job performance of any College District employee. The Dean of Student Services reserves the right to transfer the student grievance to the Vice President for Employee Services when deemed appropriate.

A grievance exists when an error or offense has resulted in an injury or harm that may be corrected through this grievance procedure. As noted, there may be other procedures applicable to various other alleged injuries or harms, and this grievance procedure may not be the sole or exclusive remedy, and it may not be necessary to exhaust this process before presenting allegations to other College District or government agencies.

The Superintendent/President shall appoint the Dean of Student Services or his/her designee to assist students in seeking resolution.

Informal meetings and discussion between persons directly involved in the grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought to avoid persons involved in the case becoming polarized, which could render a solution more difficult to achieve.

At no time shall any persons directly or indirectly involved in the case use the facts, the information which has been discussed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute for any other purpose other than the settlement of the grievance.

The determination of whether the Report of Student Grievance presents sufficient grounds for review shall be based on the following:

- The grievant must be a student, which include applicants and former students.
- The grievant is personally and directly affected by the alleged grievance.
- The grievance was filed in a timely manner.
- The grievance is not frivolous, clearly without foundation, or filed for the purpose of harassment.

The Report of Student Grievance must include the following:

- A clear and concise statement of the grievance
- Name(s) of the individuals against who the grievance is being filed.
- Identify the resolution, corrective action or remedy being sought.
- Summary of actions already taken to attempt to resolve the issue.



The Report of Student Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Preliminary Action Procedure

1. The student who believes an injustice has occurred shall attempt to resolve the grievance by informal consultation with the student, staff, faculty or administrator concerned.
2. If this proves to be less than satisfactory, the student will inform the School/Center Dean or Supervisor of the area, who shall attempt to resolve the grievance by informal consultation with the student, staff, faculty concerned.

Formal Grievance

1. If the student still believes that the issue has not been resolved satisfactorily through the informal resolution process, the student shall submit a completed "Report of Grievance" to the Dean of Student Services. In cases in which the College District Police Department has been involved or in which the situation has become an issue of safety, the preliminary actions need not be adhered to.
2. During the preliminary meeting with the Dean of Student Services, he/she shall confer with the student for the purpose of reviewing the grievance and attempting to resolve the matter.
3. The Dean of Student Services or designee may also obtain information relating to the grievance from other parties involved.

The Dean of Student Services will notify each party of the following actions being considered:

- Dismissal of the grievance for lack of merit.
- Agreement among parties to work towards an equitable solution.
- Remand of the case to a formal hearing. (Guidelines for Due Process on page 5)
- Charges are filed against the student for misconduct. (Pursuant to College District Procedure No. 5500 AP - Standards of Student Conduct.)

From the date the student is notified of the Dean of Student Services' decision, any request for a hearing of the Grievance and Order Committee must be received postmarked or hand delivered in three (3) working days. Appeals shall be made in writing and delivered to the Office of Student Services.

The Dean of Student Services shall arrange a review of the case by formal hearing to consider the disposition. Please see Guidelines for Due Process in this procedure.



STUDENT GRADE DISPUTE PROCEDURES

If a student feels that an instructor has issued a grade based on capricious action in the evaluation of the student's academic performance, the student must be able to substantiate the claim by showing evidence of a mistake, fraud, bad faith, and/or incompetence. If a student feels that an instructor has issued a grade based on unlawful discrimination, harassment, or related retaliation, the complaint is not covered by this procedure. The student should file with the Human Resources Compliance Coordinator in the Office of the Vice President for Employee Services under College District Procedure No. 3430 AP - Prohibition of Harassment and Discrimination.



California Education Code Section 76224 states:

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 incompetence, shall be final.

Students should note the following definitions which are taken from Black's Law Dictionary:

- **Mistake** - some unintentional act, omission, or error by the instructor;
- **Fraud** - an intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right;
- **Bad Faith** - synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one's rights or duties;
- **Incompetence** - lack of ability, legal qualification, or fitness to discharge a required duty.

If the student feels that an instructor has given a grade based on a mistake, fraud, bad faith, or incompetence, and the student has evidence to substantiate the claim, these steps must be followed:

1. The student must contact his/her instructor to discuss, clarify, and attempt to resolve the grade dispute in person, via electronic mail, or in writing within 30 working days of the time the official grade report was posted on WebAdvisor or on the official transcript. Grades are posted within one week after the end of a semester or term. If the concern is not resolved satisfactorily, then:
2. The student must discuss the matter with the School/Center Dean, or designee, in person, via electronic mail or in writing within 10 working days. The School/Center Dean, or designee, will try to resolve the dispute and will respond to the student in writing.
3. If the concern is still unresolved, the student must within 10 working days after receiving written response from the School/Center Dean, or designee, discuss the matter with the Vice President for Academic Affairs or designee in person, via electronic mail or in writing. The Vice President for Academic Affairs, in consultation with the Academic Senate President, will render a final decision in writing within 15 working days.



4. The decision made by the Vice President for Academic Affairs or designee, in consultation with the Academic Senate President, will be final. There will be no requests granted for a due process hearing.

GUIDELINES FOR DUE PROCESS

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair, and orderly manner. These procedures apply to actions which interfere with or exert a harmful effect upon the function of the College District. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body, and the interest of the College District. Any action taken by a student under this due process procedure shall not preclude any further action.

The implementation of procedural due process on campus will consist of the following due process procedures and will take place within a reasonable length of time.

I. PRELIMINARY ACTION PROCEDURE

A. SUBMITTING OF OFFICIAL FORMS

The Dean of Student Services shall receive any charge of alleged student grievance. Charges may be made by a student against another student, faculty, staff or administrator. The complainant shall file a Report of Student Grievance form with the Dean of Student Services. In the absence of the Dean of Student Services, there may be a designee.

B. NOTIFICATION OF CHARGES

Students, faculty, staff or administrators charged with a Student Grievance shall be notified of the grievance which they are accused and provided a brief written statement of the facts supporting the accusation. The student, faculty staff or administrator is required to schedule an appointment with the Dean of Student Services to discuss such alleged violations. The notice will be mailed to the parties' official addresses on file with the College District via regular and certified U.S. Mail or overnight delivery service.

After the second attempt of notification, a student who does not report to the Office of Student Services to address a student grievance report will have an administrative hold placed on his/her records, in addition to possibly being dropped from his/her classes.

C. PRELIMINARY MEETING

The meeting with the Dean of Student Services shall consist of the following:

1. The alleged party is provided a copy of College District Procedure No. 5530 AP - Student Rights and Grievances.
2. The alleged party will be provided with a brief written statement of the facts supporting alleged student grievance.



3. The Dean of Student Services informs the student, staff, faculty and/or administrator of the process which will be followed.

D. ADMINISTRATOR ACTIONS

The Dean of Student Services will obtain information relating to the charge from the student and other persons.

The Dean of Student Services will notify each party regarding any of the following actions:

- Dismiss the grievance for lack of merit.
- Work towards an equitable solution.
- Remand the case to a formal hearing. (See Guidelines for Due Process)
- Charge the student with misconduct. (College District Procedure No. 5500 AP - Standards of Student Conduct)

A letter notifying the parties of the Dean of Student Services' decision shall be sent via regular and certified U.S. Mail or overnight delivery service, specifying the mailing date of such letter. The Administrator is deemed to have notified the student, faculty, staff and/or administrator of his or her decision on the date the mail receipt.

E. APPEAL TO GRIEVANCE AND ORDER COMMITTEE

From the date of the mail receipt, the parties are notified of the Dean of Student Services' decision, any request for a hearing to the Student Grievance and Order Committee must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of Student Services.

The Dean of Student Services will convene the Grievance and Order Committee to conduct the formal hearing within 30 calendar days during the fall and spring semesters. If the fall or spring semester ends before the hearing can be scheduled and held, both parties will be notified of any delay.

After the hearing date has been established and each party has been notified via regular and certified U.S. Mail or overnight delivery service, copies of the written case materials will be available for each party to pick up from the Office of Student Services seven (7) working days prior to the hearing.

In addition to copies of the written case materials, the names of the Grievance and Order Hearing Panel members will be provided to each party. Each party involved in the Report of Student Grievance may challenge the participation of any member of the Grievance and Order Hearing Panel for cause. The person must submit their request in writing to the Office of Student Services no later than 48 hours prior to the hearing. The grounds for cause shall be limited to any personal involvement in the situation or issue, or any other act or statement indicating that person could not act in a neutral manner. After submitting the written request to the Office of Student Services, the validity of any such challenges shall be determined by the Chairperson of the Hearing Panel. Five (5) panel members shall be the minimum number to conduct a hearing.



II. HEARING PROCEDURE

A. FORMAL HEARING PROCESS

The Formal Hearing Process is the College District's administrative due process to resolve student grievances that are not resolved by informal actions. Parties are allowed to present testimony and witnesses to support their positions. All communication and actions taken during this process are confidential during a closed hearing. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings. There will a sworn Campus Police representative present at all hearing regardless of the type of Student Grievance.

B. THE HEARING PANEL

Each academic year, the Dean of Student Services shall request and receive appointments of at least four members from each constituent group to serve on the Grievance and Order Committee and Hearing Panel pool(s) as necessary.

There shall be a standing Grievance and Order Committee from which the members are appointed to a Grievance and Order Hearing Panel, as needed. The Grievance and Order Hearing Panel shall be comprised of at least one member from each of the following groups, in addition to the chairperson to consist of a minimum of a five-member panel. When a Hearing Panel is required to be assembled, the Dean of Student Services will contact the President of each constituent group to appoint a member to a Hearing Panel pool.

1. Two students and two alternates (enrolled in 5 or more units) who shall be appointed by the ASO president and;
2. Two full-time tenured faculty and two alternates shall be appointed by the Academic Senate president and;
3. Two full-time classified personnel and two alternates except those designated as management, who shall be appointed by the Classified Union president and;
4. Two full-time management personnel and two alternates (who shall be appointed by the Superintendent/President) with the exception of the Vice President for Student Affairs and Dean of Student Services.

C. SCOPE OF THE STUDENT GRIEVANCE AND ORDER HEARING

1. The Grievance and Order Hearing Panel shall limit the scope of its appeal hearing to the following:
2. Determine if the evidence supports the findings of the Dean of Student Services.
3. Determine if the action levied by the Dean of Student Services is within range of student grievance actions delineated in College District Procedure No. 5530 AP - Student Rights and Grievances.
4. Make recommendations to the Vice President for Student Affairs designee.



D. RESPONSIBILITIES OF THE CHAIRPERSON

The Chairperson shall preside over the hearing and make rulings as to its conduct. Disruptive behavior will not be tolerated and will result in exclusion of the disruptive person(s) from the proceedings.

E. RIGHT TO REPRESENTATION

This is an internal due process hearing conducted by Southwestern Community College District. Parties are allowed to present testimony and witnesses to support their positions. Each party may bring one other non-contributing person to the hearing for the purpose of moral support. The support person may not represent or provide testimony. Parties are not allowed to be represented by legal counsel at any time during the hearing process.

F. FORMAL HEARING ORDER OF PROCEEDINGS

1. Opening

The Chairperson shall call the hearing to order, introduce the participants, explain the hearing is being recorded and proceedings are confidential, and announce the purpose of the hearing, e.g., "The Committee meets to hear an appeal of grievance against (person's name) and/or to submit its findings to the Vice President for Student Affairs.

2. Evidence for hearing

Any and all evidence will be entered for the record. Irrelevant and unduly repetitious evidence shall be excluded.

3. Closed Hearing

All hearings are confidential and closed to the general public, unless both parties agree that the hearing be open and waive their rights to confidentiality. Any such request must be made in writing no less than five (5) days prior to the date of the hearing.

4. Identification of witnesses

Witnesses are to identify themselves and state for the record, the reason for their presence. During a closed hearing, witnesses will be allowed to attend the hearing only during the time they provide testimony.

5. Swearing in of both parties

Swear in both the complainant and defendant by the Administrative Secretary

6. Opening Statements

Both parties will make opening statements. Person who filed charges will make first opening statement. Each party will be given five minutes.



7. Questioning Protocol

Grievance and Order Hearing Panel members may ask questions of both parties. Parties may submit questions to the chairperson. The Chairperson will pose questions to appropriate party. Rebuttal two minutes each.

8. Calling Witnesses

Witnesses are sworn in by the Administrative Secretary. Witnesses are questioned by committee members. Parties may submit questions to Grievance and Order Hearing chairperson.

9. Closing Statements

Both parties will make closing statements. Person who filed charges will make first closing statement. Each party will be given five minutes.

G. BURDEN OF PROOF AND OF PRODUCING EVIDENCE

The person seeking appeal has the burden of proving that the evidence filed in the Report of Student Grievance did not support the Dean of Student Services' findings. The student filing the grievance may present evidence in support of his or her position, and then the other person may present evidence to refute such evidence.

H. ARGUMENTS

Arguments will be presented first by the student filing the Report of Student Grievance. The student shall be afforded an opportunity to make or waive an opening statement. After the opening statements, the student filing the Report of Student Grievance shall have the first opportunity to present witnesses and other relevant evidence. Then the other person shall have the opportunity to present witnesses and other relevant evidence.

I. EVIDENCE

Irrelevant and unduly repetitious evidence shall be excluded.

J. CLOSED HEARINGS

1. Hearings shall be confidential and closed to the general public, unless both parties agree that the hearing be open and waive their rights to confidentiality. Any such request must be made in writing no less than five (5) days prior to the date of the hearing.
2. Both parties shall be entitled to call witnesses. Any questions directed to the witnesses shall be in writing and given to the chairperson.
3. Members of the Hearing Panel may ask questions to either party upon recognition by the Chairperson. Either party may recall a witness who again may be questioned by the Hearing Panel.



4. A brief caucus may be called by the Chairperson or any member, with all other person's excused except for the Grievance and Order Hearing Panel.
5. The hearing shall be recorded. The recording may be used by the Vice President for Student Affairs or the Superintendent/ President, in case of an appeal.

K. ABSENCE OF THE COMPLAINANT AND/OR THE DEFENDANT

It is imperative that all parties be present during the hearing process. Disruptive behavior will result in removal of the person(s), and the hearing will continue in their absence. If the student(s) and/or the College District employee(s) who are involved in the Report of Student Grievance do not appear, or leaves the hearing before its conclusion, the hearing shall proceed without the absent parties, and the Hearing Panel shall reach a decision based on the evidence presented.

L. CONCLUSION

The opportunity to make or waive a closing argument will be made first by the student filing the Report of Student Grievance. The Hearing Panel shall recess to deliberate in closed session with all of the members. The Dean of Student Services and if appropriate the appointed college legal counsel, may be present to advise. The Hearing Panel shall reach its decision based upon the record of the hearing and shall not consider matters outside of that record.

Within one working day of the hearing, the Chairperson shall deliver to the Vice President for Student Affairs a written decision arrive by majority vote of the Hearing Panel. The faculty Chairperson will vote, in case of tie.

The Hearing Panel's decision may include one of the following recommendations:

- Exoneration
- Written warning
- Any other recommendation(s) that the committee members deem necessary for a successful resolution.

M. FINAL ACTION

Upon receiving the findings and recommendations of the Hearing Panel, the Vice President for Student Affairs shall render a decision within three (3) working days and transmit in writing to the person, Grievance and Order Hearing Panel members and other appropriate administrative officers via regular and certified U.S. Mail or overnight delivery service.

The Vice President for Student Affairs may do the following:

- Concur with the Hearing Panel findings and recommendations and the Dean of Student Services' decision.
- Revise the recommendation and/or actions of the Hearing Panel and the Dean of Student Services



III APPEAL TO THE SUPERINTENDENT/PRESIDENT

From the date the person is notified of the Vice President for Student Affairs decision, any request for an appeal to the Superintendent/President must be received postmarked or hand delivered in three (3) working days. Any appeal shall be made in writing and delivered to the Office of the Superintendent/President.

The Superintendent/President may do the following:

- Concur with the Hearing Panel's findings and recommendations and the Vice President for Student Affairs decision.
- Revise the recommendation and/or actions of the Hearing Panel and the Vice President for Student Affairs.

The letter rendering the Superintendent/President's decision shall be mailed to the student via regular and certified U.S. Mail or overnight delivery service.

The Superintendent/President's action shall be final and binding on all parties.

GLOSSARY OF TERMS

- A. ADMINISTRATOR - The Dean of Student Services or Designee.
- B. PRESIDENT - The Superintendent/President of the District or Designee.
- C. CAMPUS POLICE - Southwestern College District College Police Department.
- D. DAY - When the college is in regular session and regular classes are held.
- E. REPORT OF STUDENT GRIEVANCE

Complainant - Student filing a Report of Student Grievance. Defendant - Staff, faculty and/or administrator being charged

- F. COLLEGE / COLLEGE DISTRICT- Southwestern Community College District.



ACADEMIC FREEDOM

Reference: Title 5 Section 51023, AAUP Statement of Principles of Academic Freedom and Tenure

<https://www.swccd.edu/modules/showdocument.aspx?documentid=18162>

At Southwestern College each individual is obliged by scholarly ethics and academic freedom to speak openly. So too are others obliged to listen with courtesy and to respond with respect and decency to any statement made with conviction and sincerity. Responding with cordiality and respect does not deny the academic freedom of any party, but rather ensures the free and open exchange of all opinions. It is consistent with these ideals that no one may be compelled to adopt the opinions of others offered in dissension, yet all must honor the right of dissenters to bear true faith in their expressions.

Each faculty member has the right and the responsibility to introduce materials and controversial topics into classroom discussion and to provide opportunity for the expression of diverse points of view. The subject matter must be relevant to the discussion, and any information or data should be presented fairly and objectively.



Members of the faculty are also private citizens and are not only entitled to express their own opinions in public but are encouraged to do so. When they speak or write as citizens, they must be free from institutional censorship and discipline, but their special position in the community imposes special obligations. Hence, as scholars they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

The District recognizes the right of the faculty to freedom of speech in accordance with the First Amendment. When executing their duties faculty must be able to communicate with their colleagues without restraint. The District further recognizes that censorship and fear of reprisal do not promote scholarly interaction.

The District honors the freedom of speech guaranteed by the First Amendment of the Constitution of the United States of America and does not restrict the contents of any form of faculty expression.



ACADEMIC INTEGRITY

References: Education Code Section 66300; College District Policy No. 4000 BP – Academic Integrity

<https://www.swccd.edu/modules/showdocument.aspx?documentid=9355>

Southwestern Community College District recognizes that academic integrity is essential in promoting student success and maintaining rigor in instructional programs. It is a quintessential part of any substantive educational experience. Honesty and integrity in one's academic life is fundamental to quality of character and good citizenship. Integrity is expected from each individual and as such should be encouraged in every aspect of a student's experience at Southwestern College.

Southwestern College is a community of scholars and learners committed to the principles of honesty, trustworthiness, fairness, and respect for the academy. Students share with faculty and staff the responsibility for promoting a climate of integrity. Faculty strive to help students distinguish between subjective and objective sources of knowledge. As members of this community, students are expected to adhere to these fundamental values at all times in their academic endeavors.

Violations of academic integrity include, but are not limited to, cheating, plagiarism, lying, stealing, submitting others' work as one's own, or permitting anyone else to do the same. The faculty should make their students aware of specific expectations related to academic integrity in every class and should define academic integrity within the context of the course. The faculty are encouraged to provide pertinent examples of plagiarism, cheating and other violations. These standards apply equally for face-to-face and distance education classes taught in the College District.

It is necessary that all faculty members require their students to conduct themselves with integrity and honor, and, when violations of academic integrity occur, faculty and staff members must address the violations quickly, judiciously, and fairly following established procedures. They should document all incidents including any informal sanctions with their School Dean. It is the prerogative of the faculty member whether to pursue formal sanctions related to violations of academic integrity. Violations of academic integrity and formal sanctions shall be addressed through appropriate College District Policy and Procedures 5500 Standards of Student Conduct.

[Parts of this Policy are adapted from the Duke University "Community Standard" and from Prof. Bill Taylor, Oakton Community College, Des Plains, Illinois, with permission.]



CAMPUS SAFETY

Reference: College District Procedure No. 3500 AP – Campus Safety

Southwestern College is committed to providing our students with a safe environment that is free from any type of harassment or discrimination.



Here is some important information to ensure your safety at SWC.

The SWC campus police department is here to help. You can download their app “My PD” from your phone’s app store. Search for *Southwestern College Police Department*. The app contains important phone numbers and information, including how to request escort service.

There are emergency “blue poles” placed throughout the Chula Vista campus and at the Higher Education Centers. In case of an emergency, you can push the blue button to connect directly with the SWC Police Department. An officer will be dispatched if needed.

The SWC Campus Police webpage contains the Daily Crime Log and more information about: campus safety; Clery Act reporting; the Annual Security Report; and emergency preparedness. <https://www.swccd.edu/index.aspx?page=55>

NON-DISCRIMINATION STATEMENT

Reference: College District Policy No. 3410 BP - Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

PROHIBITION OF HARASSMENT & DISCRIMINATION PROCEDURES

References: College District Procedure No. 3430 AP – Prohibition of Harassment & Discrimination

<https://www.swccd.edu/modules/showdocument.aspx?documentid=4360>

References: College District Procedure No. 3435 AP –Discrimination & Harassment Complaints and Investigations



TITLE IX: SEXUAL HARASSMENT, SEXUAL MISCONDUCT, SEXUAL ASSAULT, REPORTING & RESOURCES

*References: College District Procedure No. 3540 AP – Sexual and Other Assaults on Campus (need link);
SCCD Sexual Misconduct Handbook (need link)*

Southwestern Community College District recognizes that harassment on the basis of sex is a violation of both Federal and State employment discrimination laws as well as district Policy. The District is committed to providing all employees, applicants for employment, students and other persons in a business, service or professional relationship with the District with an environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee or student.

Title IX of the Education Amendments Act of 1972 is a federal civil rights law that prohibits sex discrimination in education.

The Violence Against Women Act of 1994 (VAWA) is federal legislation that addresses prevention of violence against women, including requirements to offer services for victims of violence and to hold offenders accountable.

Some examples of behavior that could violate Title IX and VAWA include:

- Sexual comments, sexual jokes, or sexually explicit questions
- Spreading rumors about a person's sexuality or gender identity
- Sending or displaying sexually suggestive content over email, text, or social media
- Requests for sexual favors or pressuring someone for sexual activity
- Unwelcome touching, hugging, stroking, or other physical contact
- Stalking, both in person and online
- Dating or domestic violence
- Attempted or actual sexual violence

FILING A TITLE IX COMPLAINT

Students can file a Title IX complaint of sexual misconduct or sexual assault with:

The Vice President for Human Resources
Office for Human Resources
Room 1650
619-482-6328

Southwestern College promptly and thoroughly investigates complaints alleging sex discrimination, sexual harassment, and sexual violence.

Claims of other unlawful discrimination can be made to the Human Resources Office, Room 1670, or through the California Community Colleges Chancellor's Office complaint process State Complaint Process.



Confidential Resources

If a student is seeking strictly confidential support, Personal Wellness Services on the Chula Vista campus is designated as a confidential resource. Offices designated as “confidential” will not report any information to the Title IX Administrator. These conversations are kept strictly confidential and, except in rare circumstances (including imminent harm to self or others), nothing will be shared without your permission.

See the Personal Wellness Services webpage for information on how to make an appointment and for other confidential resources Personal Wellness Services.

If you are a Southwestern College student:

- If this is an emergency, call 911 immediately!
- Southwestern College Police - (619) 216-6691
- Students can file a Title IX complaint of sexual misconduct or sexual assault with the SWC Title IX Administrator in the Office of Human Resources, Room 1650, or by phone at (619) 482-6329.
- If this is not an emergency and you are seeking resources on campus, call or visit the Personal Wellness Services at (619) 421-6700 ext. 5279 or visit them at the 2nd floor of the Cesar Chavez Bldg. They can provide or schedule one-on-one information, support, and counseling or refer you to community resources available outside the college.

Help is available:

- San Diego Access & Crisis Line: (888) 724-7240 or (619) 641- 6992 TTY
- It's Up to Us : www.up2sd.org
- San Diego Domestic Violence & Sexual Assault 24 hour Hotline (Domestic Violence) 888/DVLINKS (385-4657) or 888/385-4657
- South Bay Community Services 24-Hour Hotline (South County) 800/640-2933
- Lesbian, Gay, Bisexual, Transgender, Questioning Community Center (LGBTQ) Heidorn 858/212-LIFE (5433)
- Center for Community Solutions (Coastal) 858/272-5777

What is Consent?

Law defines consent as the affirmative, conscious, and voluntary agreement to engage in sexual activity. Affirmative consent must be ongoing throughout the sexual activity and can be withdrawn at any time.



SMOKING AND USE OF TOBACCO PRODUCTS POLICY

Reference: College District Procedure No. 3570 AP – Smoking & Use of Tobacco Products

The College District recognizes the fact that individual health can be impaired both by the direct and the secondary effects of smoking. In addition, College District recognizes the negative impact of tobacco and nicotine on the educational mission of our college. Therefore, the College District prohibits smoking and the use of tobacco products, including e-cigarettes, on all properties and in all vehicles owned or controlled by the District effective upon approval of the bail schedule by The San Diego Superior Court.

Information on smoking and tobacco use cessation programs and the risks of tobacco use can be obtained at the Health Services Office, Student Center, Room 601F.

<https://www.swccd.edu/modules/showdocument.aspx?documentid=10121>

ALCOHOL & DRUG FREE ENVIRONMENT

References: College District Procedure No. 3560 AP – Alcoholic Beverages:

<https://www.swccd.edu/modules/showdocument.aspx?documentid=13584>

College District Procedure No. 3550 AP – Drug-Free Environment & Drug Prevention Program:

<https://www.swccd.edu/modules/showdocument.aspx?documentid=9419>

The College District is committed to providing its employees and students with a drug-free workplace and campus environment. The College District prohibits the unlawful possession, use, sale, or distribution of illicit drugs by students and employees on the College District's property or as part of any of the College District's activities, including but not limited to field trips, activities or workshops. The unlawful manufacture, distribution, sale, dispensing, possession or use of alcohol or any controlled substance is prohibited on College District property, during College District sponsored field trips, activities or workshops, and in any facility or vehicle operated by the College District. Under Business & Professional Code Section 25608(a), any person who possesses, consumes, sells, gives, or delivers to any other person, any alcoholic beverage in or on any public building, campus, or any of the College District grounds is guilty of a misdemeanor, except as provided for in District Procedure No. 3560 AP, "Alcoholic Beverages."

Violation of this Procedure will result in the College District taking appropriate action and imposing applicable legal sanctions under local, State, or Federal law for unlawful possession or distribution of illicit drugs and alcohol, up to and including termination of employment for employees, expulsion and/or other discipline of students, loss of and ineligibility for financial aid for students, and referral to federal, state, local and/or campus law enforcement for criminal law citation, arrest and/or prosecution of both employees and students, and/or as permitted by law, may require satisfactory participation in programs.

The health risks associated with the use of illicit drugs and the abuse of alcohol include:

- Death including by alcohol poisoning or drug overdose,
- Risk of addiction and withdrawal symptoms including pain, convulsions and depression,



- Liver, heart, kidney, pancreas, and brain damage and/or loss of brain cells,
- Impaired judgment and resulting safety and health risks including accidents, unwanted pregnancies or sexually transmitted diseases, and aggressive or violent behavior,
- Impaired performance including drowsiness, impaired memory, and impaired concentration,
- Sexual dysfunctions,
- Harm to a fetus, including spontaneous abortion, premature labor, and detached placenta,
- Psychological problems including depression, anxiety, paranoia, panic reactions, psychosis and hallucinations,
- Seizures,
- Strokes, cardiac arrest or cardiovascular problems,
- Lung damage or illnesses, bronchitis, or respiratory arrest, and
- Needle-related illnesses and complications such as hepatitis, HIV, muscle and nerve tissue damage necessitating limb amputation, and infections.

Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs or referrals are available to employees and students. Students should contact Health Services, in the Student Activities building, for resources or for assistance.

Link for Southwestern Community College District Drug-Free Schools and College District Regulations Biennial Review 2014-2016

<http://www.swccd.edu/modules/showdocument.aspx?documentid=17851>



STUDENT RECORDS AND STUDENT PRIVACY

Reference: College District Procedure No. 5040 AP – Student Records, Directory Information & Privacy



The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is Federal law that protects the privacy of student education records.

Under FERPA, students have the right to:

- Inspect and review their education records maintained by the school.
- Request that a school correct records which they believe to be inaccurate or misleading.

Schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, under some very specific conditions.

College District Procedure No. 5040 AP:

<https://www.swccd.edu/modules/showdocument.aspx?documentid=4330>

Southwestern Colleges Annual Notification to Students: FERPA and Privacy

Rights <http://www.swccd.edu/modules/showdocument.aspx?documentid=6832>

