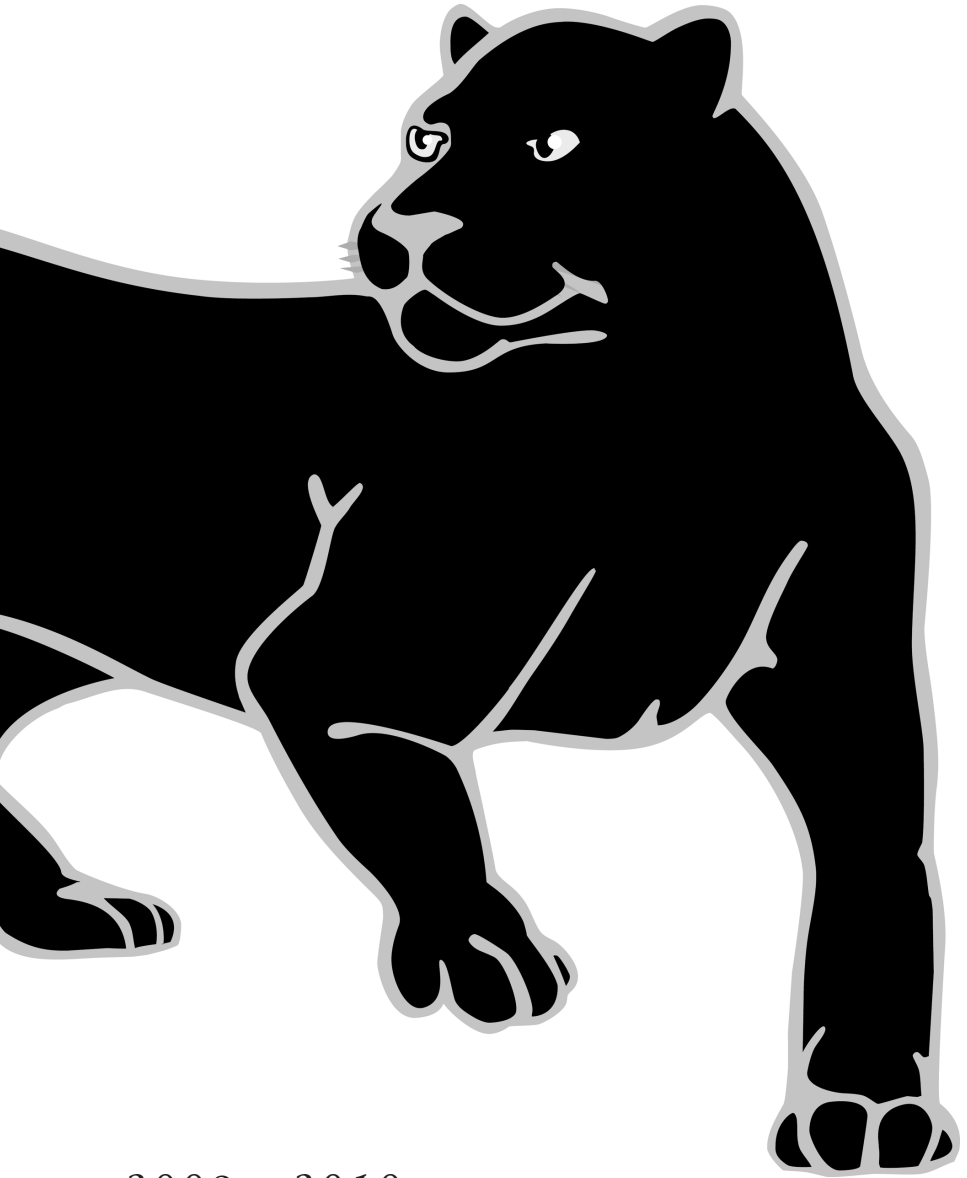


Southwestern College

Student Policy Manual



2009 - 2010

Southwestern College
Student Policy Manual



DEVELOPED AND PUBLISHED BY THE
SOUTHWESTERN COLLEGE
OFFICE OF STUDENT SERVICES

EFFECTIVE THE ACADEMIC YEAR 2009-2010
(THIS MANUAL SUPERSEDES ALL PREVIOUS EDITIONS)

FOR ADDITIONAL INFORMATION,
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Standards of Student Conduct Procedures

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 policy and the state education and 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.

The Superintendent/President's designee shall, in consultation with the Academic Senate, establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the Federal and State law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including, but not limited to, the removal, suspension or expulsion of a student. The procedures shall be made widely available to students through the College Catalog and other means.

VIOLATIONS

1. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
2. Disruptive behavior, willful disobedience or the open and persistent defiance of the authority, or persistent abuse of college personnel which may or may not include habitual profanity or vulgarity.
3. Assault or battery upon another person or causing, attempting to cause, or threatening to cause physical injury to another person.
4. 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.

5. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind; or unlawful possession of, offering, arranging or negotiating the sale of any drug paraphernalia.
6. Committing or attempting to commit robbery or extortion.
7. Causing or attempting to cause damage and/or defacing district property or private property, on district controlled facilities.
8. Theft or attempting to steal, or knowingly receiving stolen district property or private property.
9. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
10. 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.
11. Committing sexual harassment as defined by law or by district policies and procedures.
12. Willful misconduct which results in injury or death to a student or to college personnel.
13. Dishonesty, forgery, alteration or misuse of college documents, records or identification, or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene, libelous, or slanderous; or threats of violence which may or may not so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. 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 District property.
18. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose of effect of unreasonably interfering with a

student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

19. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been asked to cease.
20. 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.
21. Violation of college regulations or state laws.

Disruption in the Classroom, 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, the student will be disciplined as outlined in the disciplinary action procedures.

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

The administrator has the right to exercise appropriate disciplinary action in temporary exclusion with respect to actions in a college office.

DISCIPLINARY ACTION PROCEDURES

1. The faculty, college staff member or administrator concerned who believes disruptive behavior 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, college staff member or administrator will inform the Dean or Supervisor of the area. The Dean or Supervisor should meet with the faculty, college staff member or administrator, and the student(s) involved in an attempt to resolve the problem.
3. If the faculty/college 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 have been called or in which the situation has become an issue of safety, the previous two steps need not be adhered to.

4. The Dean of Student Services shall confer with the student for the purpose of reviewing the misconduct and attempting to resolve the matter.
5. The Dean of Student Services, or designee, 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: (all sanctions will be documented and misconduct files kept in the Student Services office).
 - a. *Verbal Warning*: Student receiving a warning will have met with the Dean of Student Services to discuss the inappropriate behavior.
 - b. *Written Reprimand*: A student receiving a reprimand by the administrator is thereby notified that continued conduct of the type described may result in further disciplinary action against the student.
 - 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.

It should be noted that 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. Students who have been suspended and waiting for a hearing will not be able to attend any on-campus or college sponsored activities. If the student wishes, he/she may contact his/her instructor(s) or appropriate college office by e-mail or voice-mail to receive class assignments or other information may do so. Assignments or college documents can be turned into the College Police to be forwarded to the appropriate parties.

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 taken at a public meeting.

STUDENT GRADE DISPUTE PROCEDURES

If a student feels that an instructor has given him/her a grade based on prejudiced or 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.

California Education Code 76224 states: "When grades are given for any course of instruction taught in 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 professor 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 sent to the student. If the concern is not resolved satisfactorily, then:
2. The student must discuss the matter with the School Dean or Designee in person, via electronic mail or in writing within 10 working days. The School 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 discuss the matter with the Vice President for Academic Affairs 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 of Academic Affairs, in consultation with the Academic Senate President will be final. There will be no requests granted for a due process hearing.

STUDENT GRIEVANCE PROCEDURES

The student is encouraged to pursue academic studies and other college-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. 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 regulations and in the state education and administrative codes. Such action may be instituted by the student against another student, a faculty member, an administrator or other staff member. A grievance must be initiated no later than of the end of the term during which incident occurred. Where a student believes an injustice has been done, the student may seek redress through the following policy and procedure.

Students may initiate grievance for any of the following reasons:

1. Intimidation, assault, battery, or harassment*
2. Arbitrary action or imposition of sanctions by a college representative without proper regard to procedural due process as specified in the section on Guidelines for Due Process.

**In case of unlawful discrimination, complaints should be filed as Title V complaints and/or Office of Civil Rights complaints. These complaints will be processed through the Human Resources Office.*

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 Dean or Supervisor of the area.
3. If the student still believes that the issue has not been resolved satisfactorily at these levels, the student shall submit a completed *Report of Grievance* form to the Dean of Student Services. In cases in which the College Police has been called or in which the situation has become an issue of safety, steps 1 and 2 need not be adhered to.
4. The Dean of Student Services shall confer with the student for the purpose of reviewing the grievance and attempting to resolve the matter.
5. The Dean of Student Services or designee, may also obtain information relating

to the grievance from other parties involved. Whenever appropriate, the Dean of Student Services shall assess damage to property and injury to person(s).

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

Against the faculty member or college staff member:

- Dismiss the grievance for lack of merit.
- Work towards an equitable solution.
- Remand the case to a formal hearing. (See *Guidelines for Due Process*)

Against another student:

- Dismiss the grievance for lack of merit.
- Work towards an equitable solution.
- Charge the student with misconduct. (See *Disciplinary Action Procedures*)
- Remand the case to a formal hearing. (See *Guidelines for Due Process*)
- Recommend expulsion to the Governing Board.

From the date the student is notified of the Administrator's decision, any request for a hearing to the Student Grievance and Order Committee must be received postmarked or hand delivered in three working days. Any appeal shall be made in writing and delivered to the office of the Dean 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*.

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. 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. Any action taken by a student under this due process procedure shall 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 any charge of alleged grievance or misconduct made against a student by another student or a member of the college. The complainant shall file a Report of Student Misconduct form or Report of Student Grievance form with the Dean of Student Services hereafter called "Administrator."

B. Notification of Charges

Students charged with violations of the Standards of Student Conduct shall be notified that they are required to schedule an appointment with the Administrator to discuss such alleged violations and/or any disciplinary actions that may or will result if such charges are found to be true. The notice will be mailed to the student's address on file in the college's Admissions Center.

A student who does not report to the Office of Student Services to address a grievance or 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 Administrator shall consist of the following:

1. A copy of the adopted Standards of Student Conduct to be given to the student.
2. A written statement of the charges given to the student.
3. Informing the student of any disciplinary action(s) that may be or will be taken.

D. Administrator Actions

The Administrator will obtain information relating to the charge from the student and other persons. Whenever appropriate, the Administrator shall assess damage to property and injury to persons. The Administrator 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 Administrator 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 Administrator 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. Expulsion requires formal action by the Governing Board.
 6. *Remand the case* to formal hearing.

A letter notifying the student of the Administrator's decision shall be sent by certified mail, specifying the mailing date of such letter. The Administrator is deemed to have notified the student of his or her decision on the date.

Students in violation of any additional college policies and/or state 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 again.

E. Appeal to Grievance and Order Committee

From the date the student is notified of the Administrator's decision, any request for a hearing to the Student Grievance and Order Committee must be received postmarked or hand delivered in three working days. Any appeal shall be made in writing and delivered to the office of the Dean of Student Services.

The Administrator will convene the Grievance and Order Committee to conduct the hearing when school is in session.

II. HEARING APPEAL PROCEDURE

A. Formal Hearing Process

The Formal Hearing Process is the college's administrative due process to resolve grievances or misconducts. Parties are allowed to present testimony and witnesses to support their position.

B. The Hearing Panel

There shall be a campus standing hearing panel from which one or more Grievance and Order Committees may be appointed. A Grievance and Order Committee shall be comprised of at least one member from each of the following groups:

- Two students and two alternates (enrolled in six or more units) who shall be appointed by ASO president and;
- Two full-time academic staff, and two alternates, except those designated as management, who shall be appointed by the Academic Senate and;
- Two full-time classified personnel, and two alternates, except those designated as management, who shall be appointed by the Classified Senate and/or Classified Union 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.

C. Scope of the Student Grievance and Order Committee Hearing

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

- Determine if the evidence supports the findings of the Administrator.
- Determine if the disciplinary action levied by the Administrator is within range of disciplinary actions delineated in the Standards of Student Conduct Procedures.
- Make recommendations to the Dean of Student Services or 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 person(s).

E. Right to Representation

This is an internal due process hearing conducted by Southwestern College. Parties are allowed to present testimony and witnesses to support their positions. However, parties are not allowed to be represented by legal counsel at any time during the hearing process.

F. Formal Hearing Procedure

1. Opening

- The Chair shall call the hearing to order, introduce the participants, explain the hearing is 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 Administrator.”

2. Evidence for hearing

- Any and all evidence will be entered for the record.

3. Challenge of a Committee member

- Refer to Section area III, D “Right to Challenge Committee Composition.”

4. Request for Open Hearing

- All hearings are closed, unless otherwise requested open by student. Refer to Section area III, E

5. Identification of witnesses

- Witnesses are to identify themselves and state for the record, the reason for their presence.

6. Swearing in of both parties

- Swear in both the complainant and defendant

7. Opening Statements

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

8. Questioning Protocol

- Grievance and Order Committee members may ask questions of both parties.
- Parties may submit questions to the chair.
- The Chair will pose questions to appropriate party.
- Rebuttal two minutes each.

9. *Calling witnesses*

- Witnesses are sworn in
- Witnesses are questioned by committee members
- Parties may submit questions to Grievance and Order Committee chair

10. *Closing Statements*

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

III. EXPLANATION OF FORMAL HEARING

A. **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 or Report of Student Grievance did not support the Administrator's findings and/or the Administrator 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 then the person filing the misconduct/grievance may present evidence to refute such evidence.

B. **Arguments**

Arguments will be presented first by the person filing the Report of Student Misconduct or Report of Student Grievance. 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 or Student Grievance 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.

C. **Evidence**

- Irrelevant and unduly repetitious evidence shall be excluded.
- All evidence will be submitted 24 hours (one working day) prior to hearing.

D. **Right to Challenge Committee Composition**

The student charged in the Report of Student Misconduct or Report of Student Grievance may challenge any member of the Grievance and Order Committee for cause. Grounds for cause shall be limited to any personal involvement in the situation giving rise to the disciplinary action, any statement made on the matters at issue, or any other act or statement indicating that person could not act in a

neutral manner. Validity of any such challenges shall be determined by the Chair of the Committee. A majority of five panel members will be the minimum number to conduct a hearing.

E. Open/Closed Hearings

1. Hearings shall be confidential and closed to the general public, and all witnesses shall be excused before and after testifying, unless the student requests an open hearing. Both the person filing the Report of Student Misconduct or Report of Student Grievance and the student shall be entitled to call witnesses. The questions to witnesses will be directed in writing to the chair.
2. Any member of the Committee may ask questions at any time upon recognition by the Chairperson. Either side may recall a witness, who again may be questioned by the Committee.
3. A brief caucus may be called by the Chairperson or any member, with all other person's excused except for the Grievance and Order Committee.
4. The hearing shall be recorded. The recording may be used by the Superintendent/President, in case of an appeal.

F. Absence of the Complainant and/or the Defendant

It is imperative that all parties are present at 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 staff person(s) who are involved in the Report of Student Misconduct or Report of Student Grievance do not appear, or if the student and/or the person leaves the hearing before its conclusion, the hearing shall proceed without the absent parties, and the Committee shall reach a decision based on the evidence presented.

G. Conclusion

First, the student and then the college staff person filing the Report of Misconduct shall be afforded the opportunity to make or waive a closing argument. The Committee shall recess to deliberate in closed session with all of the members. The Administrator and the college legal advisor may be present to advise. The Committee 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 administrator a written decision arrived at by majority vote of the Committee. The Committee'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 V)
- Any other recommendation(s) that the committee members deem necessary for a successful resolution.

IV. FINAL ACTION

Upon receiving the findings of the Committee, the Administrator shall render a decision within three working days and transmit it in writing to the student, the Committee and other appropriate administrative officers.

Appeal to the Superintendent/President

From the date the student is notified of the Administrator's decision, any request for an appeal to the Superintendent/President must be received postmarked or hand delivered in three working days. Any appeal shall be made in writing and delivered to the office of the Superintendent/President.

The student and the Committee Chairperson may submit written statements on appeal.

The Superintendent/President may do the following:

- Concur with the Committee's decision.
- Reduce the recommended sanction.
- Reverse the finding of the misconduct.
- Increase the sanction.

The letter rendering the Superintendent/President's decision shall include a certification of mailing by the President or designee specifying the date of mailing such letter.

The Superintendent/President's action shall be final and binding on all parties, with the exception of expulsion (see section V).

V. EXPULSION

A student may be expelled only when other means of correction fail to bring about proper conduct or when there is an immediate concern for the safety of the members of the campus community.

In the case of expulsion, the Superintendent/President's recommendation (see section IV) must be forwarded to the Governing Board. The student must be notified of the intent to expel in writing by registered mail, certified mail or personal service.

The Governing Board must consider the expulsion in closed session unless the student requests to have the matter heard in open session. A written request must be received within the 48 hours of the receipt of the written notice of intent to expel, or the matter will be reviewed in closed 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 taken at a public meeting and the result of that action shall be a public record of the district.
- The duration of the expulsion may be indefinite.
- The expulsion shall be noted in the student's permanent and disciplinary file.
- Re-admittance after expulsion requires action by the Governing Board.

Maintenance of Student Records

The facts of any disciplinary action, as provided in Section IV (D)(2)(b) through Section IV (D)(2)(g), and the reasons therefore, 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 disciplinary probation or less, and for ten years for suspension. The condition for the 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 or Designee.

C. *Campus Police*—Southwestern College District College Police.

D. *Day*—When the college is in session and regular classes are held.

E. *Report of Student Misconduct or Report of Student Grievance*

- *Complainant*—Person filing a Report of Student Misconduct or Report of Student Grievance.
- *Defendant*—Person being charged

F. *College*—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 that becomes part of the student file and may be considered in the event of future violations; a written censure by the Administrator for violation of specific regulations.

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 offices
- Removal from any student organization office held
- Revocation of the privilege of participating in college and/or student-sponsored activities

J. *Suspension*—Denial of all campus privileges for a specified period of time.

K. *Expulsion*—The removal of a student from any and all classes of the college; permanent termination of the student. ■

Disruptive Behavior

GUIDELINES FOR ADDRESSING DISRUPTIVE STUDENT BEHAVIOR

WHAT IS DISRUPTIVE BEHAVIOR?

Disruptive behavior includes behavior, which interferes with the legitimate instructional, administrative, or service functions of the college. However, should the behavior threaten the personal safety of a student, faculty, or staff person, or be displayed with such emotional intensity that it engenders fear or concern in others, at that point such behavior is classified as a CRISIS and will necessitate a call to the College Police Dispatch office at 619-482-6380 (or x6380 from campus only).

In identifying disruptive behavior, one should not be confused with the student's right to express their differing opinions, a right fundamental to his/her academic freedom.

Assessing disruptive behavior can be a highly subjective process. Each person will have his/her own level of tolerance and special strategies for handling these disruptions. One must take into consideration the severity of an occurrence/ disruption as well as the number of times that student has been disciplined for the same or similar behavior.

In identifying disruptive behavior in the classroom, the instructor must take into consideration the impact the disruption(s) has/have on students as well as on him/her. An instructor's tolerance level may be greater than that of his/her students. An instructor has to be sensitive to both non-verbal and verbal cues exhibited by a student(s)

The instructor has the right to exercise appropriate disciplinary action and may place the student on probation or temporary exclusion with respect to actions in a classroom effective for the remainder of the class period and the following class session.

The administrator has the right to exercise appropriate disciplinary action in temporary exclusion with respect to actions in a college office.

PREVENTION

It is recommended that the syllabus define the standards of conduct in the classroom. Thoroughly review with the students your behavioral expectations for the class.

Examples of unacceptable classroom behavior may include:

- Cheating, plagiarism
- Excessive tardiness
- Excessive profanity
- Children in class
- Private conversation, or affection
- Uncooperativeness
- Continually leaving their seats
- Eating and drinking
- Reading other than class materials
- Personal electronic equipment (I-Pods, cell phones, blackberry)

Instructors must familiarize themselves with the locations and phone numbers (extensions) of the closest source of help prior to the start of each semester, in order to prepare themselves on how to respond if needed.

RECOMMENDED ACTIONS

- Ask the student(s) to discontinue the disruptive behavior.
- If the behavior continues, issue a verbal warning to the student.
- If the behavior continues, issue a written warning to the student.
- If the student returns and repeats the unacceptable behavior, have the student meet with you and the School Dean to find resolutions.
- In the event, the disruptive behavior continues remove the student from the class period.
- Immediately after class, complete a “Report of Misconduct” form and
- Written description of the incident and reason for the removal of the student from class.
- Submit form to Dean, Student Services
- Determine the next action with the School Dean

If during any of the above steps the student becomes abusive or refuses to leave the class, use a cell phone to call the College Police. In addition, contact the School Dean and document the event. Contact the Dean of Student Services regarding further action and conditions for the return of the student. ■

Academic Accommodations for Students with Disabilities

The Southwestern Community College District is committed to providing support programs and services for students with verified disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Education Code Sections 67310–67313. Student participation in the programs offered by Disability Support Services is voluntary. The fundamental principles of non-discrimination and accommodation in academic programs provide that:

- No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program; and
- Reasonable accommodations or adjustments to academic activities shall be made as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of the disability; and
- The District shall maintain an educational environment where students with disabilities have equal access to instruction without compromising the essential components of the course, educational program, or degree.

In compliance with federal and state law, the District has adopted Procedure No. 5140, Academic Accommodations for Students with Disabilities, to provide consistent and fair review of academic accommodation requests and dispute resolution. Questions regarding the implementation of Policy and Procedure No. 5140 should be directed to the Section 504 Compliance Officer—the Dean of Student Services. ■

References: Education Code Sections 67310 - 67313 and 84850; Title 5 Sections 56000 et seq. 34 C.F.R. Sections 104.3(j)(1) and (k)(3); 104.44(a) and (b)(1)(ii)

1 as amended 29 U.S.C. Section 794

Academic Accommodations Procedures for Students with Disabilities

In compliance with state and federal laws and in order to create an educational environment where students with disabilities have equal access to instruction without compromising any course, educational program or degree, the procedures outlined below have been developed.

ACADEMIC ADJUSTMENT PROCEDURES

1. The student bears the responsibility of presenting Disability Support Services (DSS) with professional disability verification that describes specific educational limitations before an academic accommodation will be authorized.
2. If the student does not have appropriate disability verification, DSS will direct the student to the appropriate professional who can determine disability, or will initiate an assessment to determine and document a disability if within the scope of assessment services provided by DSS and deemed necessary by a DSS professional.
3. The DSS professional, who meets the standards established by state regulations, will assess and document the extent and the effects of the current disability. Depending on the severity and educationally related functional limitations of the assessed disability, the DSS professional shall authorize accommodations immediately upon request of the student.
4. The student will submit to his/her instructors the authorized accommodations forms completed by the DSS professional.

Informal Resolution

- 4a. The College is charged with determining and providing what it believes to be the appropriate academic accommodation for a student. A student who disagrees with the academic accommodation(s) prescribed by DSS should discuss his/her concern with the DSS professional recommending the accommodation. If the student's concern continues to be unresolved, the student should discuss his/her concern with the DSS Coordinator. If the concern continues to be unresolved, the next step is to contact the 504

Compliance Office/Dean of Student Services as outlined in #5 below. *Student must file the Academic Accommodation appeal with 504 Compliance Officer prior to the posting of the final grade.*

- 4b. If an instructor has questions about an accommodation requested by a student with a verified disability, the instructor should *promptly* contact the DSS professional who authorized the accommodation(s). Informal meetings and discussion among the instructor, Department Chair or designee, the student, the appropriate members of DSS and/or other appropriate members of the college community are essential at the outset, and will be completed within five instruction days following the student's request for the accommodation.
5. If no informal resolution can be found within five instruction days and the accommodation is not allowed, the DSS professional, student or the instructor will refer the matter to the 504 Compliance Officer/Dean of Student Services as soon as possible for review. The 504 Compliance Officer/Dean of Student Services will conduct interviews with all involved parties, and will make a decision regarding the accommodation within seven instruction days of having received the matter.
6. Following notification by the 504 Compliance Officer/Dean of Student Services, if either the instructor or the student disagrees with the decision, they will notify the 504 Compliance Officer/Dean of Student Services in writing within three instruction days. Written notice must be hand-delivered or postmarked by the three day deadline. The 504 Compliance Officer/Dean of Student Services will then proceed with the Academic Accommodation Hearing process.
7. The accommodation originally authorized by DSS will be allowed for a maximum of four instruction weeks during which time a resolution will be achieved. If the decision of the Committee is that the accommodation is not reasonable, the accommodation will either be modified or rescinded depending upon the Academic Accommodation Hearing Committee's recommendations.

ACADEMIC ACCOMMODATION HEARING PROCESS

Students or instructors wishing to appeal a decision made by the 504 Compliance Office/Dean of Student Services at the conclusion of the informal resolution process will file a formal written request for a hearing with the College's

504 Compliance Officer/Dean of Student Services. The 504 Compliance Officer/Dean of Student Services is located on campus, in the Cesar Chavez Building, Room S109, (619) 482-6369.

1. The 504 Compliance Officer/Dean of Student Services is responsible for informing the complainant of his/her rights, responsibilities and procedures.
2. The accommodation originally authorized by DSS will be allowed for a maximum of four (4) instructional weeks during which time a resolution will be achieved.
3. An Academic Accommodation Hearing Committee will be scheduled by the 504 Compliance Officer/Dean of Student Services within five instructional days to review the complaint. The hearing will be convened within 10 instructional days. The committee will be comprised of the following voting members:
 - a. DSS Coordinator or his/her designee
 - b. ADA Compliance Officer or his/her designee
 - c. Appropriate Department Chairperson
 - d. Academic Senate President or his/her designee.
 - e. 504 Compliance Officer
4. The 504 Compliance Officer/Dean of Student Services shall serve as Chairperson and will vote only in case of a tie and will be responsible for appointing a secretary or provide for a tape recording of the hearing.
5. All five voting members, including the chair, shall constitute a quorum by which the hearing may proceed.
6. Both parties have the right to present witnesses, testimony, and evidence, but only as related to the case.
7. Both parties have the right to be accompanied by an advocate in the formal appeal hearing.
8. The hearing shall be closed to the public.
9. The Committee shall review both the written and oral testament presented and shall render a written decision within three instruction days following the conclusion of the hearing. Copies of the findings shall be sent to the student, instructor, committee membership, and other cognizant administrative officers. In addition, a copy of the Committee's findings shall be sent to the College Superintendent/President.

10. The 504 Compliance Officer/Dean of Student Services shall inform the complainant of the Committee's action by certified mail within three instructional days of the receipt of the Committee's findings.
11. Upon notification of the Committee's findings, either party may appeal the Committee's decision to the College Superintendent/President. Any appeal to the Superintendent/ President must be made in writing, and shall be either hand delivered or postmarked within three instructional days following notification of the Committee's findings.
12. The Superintendent/President will review the decision of the Committee and will either accept or modify the decision.
13. The Superintendent/President shall inform the complainant and the committee of his/her final action by certified mail within 15 instructional days of the receipt of the appeal request.
14. The Superintendent/President's decision shall be the final decision rendered and shall be implemented within five instruction days.
15. The confidential tape recording of the proceedings shall be kept in a confidential file by the 504 Compliance Officer/Dean of Student Services and a copy shall be available to the parties. All documents shall be filed separately from the personnel file of SWC employees.

General Provisions

1. The time limits specified herein shall be considered under normal circumstances and every effort shall be made to expedite the process. (Time limits may be extended only by mutual consent, in writing.)
2. The complainant may withdraw the appeal at any time. However, the same appeal shall not be filed again by the same complainant.
3. Either party may consult with the 504 Compliance Officer/Dean of Student Services regarding any of these procedures.

OTHER COMPLAINTS

Students wishing to file complaints or grievances based upon discrimination on the basis of physical or mental disability should contact the College's 504 Compliance Officer/Dean of Student Services located on campus, in the Cesar Chavez Building, Room S109, (619) 482-6369. The College's student grievance policy is available in the Student Policy Manual and the SWC College Catalog.

Academic Freedom Policy

Southwestern Community College District recognizes that academic freedom is essential in maintaining the academic integrity of the institution and in protecting the rights of both the faculty and the students in the learning process. 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.

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 privacy of communication in accordance with the First Amendment. When executing their duties in an appropriate manner, 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 expression 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. ■

[Parts of this policy are adapted from the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, which has been reaffirmed annually thereafter.]

Note: An Academic Freedom policy is mandated in the California Code of Regulations, Title 5, §51023(a)

Academic Integrity Policy

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 establish life-long patterns of behavior that are fundamental to quality of character and good citizenship. Personal integrity must be developed in 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. 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.

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 members must address the violations quickly, judiciously, and fairly. 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. Formal sanctions shall be addressed through appropriate Student Conduct Standards and Discipline procedures (District Policy 6047).

Until such a time as a Southwestern College Honor Code is implemented, the final arbiter of formal sanctions related to academic integrity shall be a Grievance and Order hearing chaired by a tenured professor. ■

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

Alcoholic Beverages

Any person who possesses, consumes, sells, gives or delivers to any other person any alcoholic beverage in or on any public schoolhouse or any of the grounds thereof is guilty of a misdemeanor. This section does not, however, make it unlawful for any person to acquire, possess or use any alcoholic beverage in or on any public schoolhouse or on any grounds thereof if the alcoholic beverage is acquired, possessed or used in connection with a course of instruction given at the school and such person has been authorized to acquire, possess or use it by the governing body or any other administrative head of the school. ■

Smoking and Tobacco Products

Reference: Government Code Sections 7596, 7597, and 7598; Labor Code Section 6404.5; Title 8, Section 5148

1. Smoking and other uses of tobacco products are prohibited in all enclosed places of employment, including enclosed patios, lobbies, lounges, elevators, stairwells and restrooms under the direct jurisdiction of Southwestern Community College District. This prohibition shall apply to all properties owned or leased by the District. Smoking and other uses of tobacco products are prohibited in all District-owned vehicles.
2. Smoking and other uses of tobacco products are prohibited within the confines of the perimeter road (Chula Vista campus), and in the walkways adjoining the perimeter road.
3. Smoking and other uses of tobacco products are prohibited in any outdoor area within 20 feet of a main entrance, exit, or operable window of any building under the direct jurisdiction of Southwestern Community College District.
4. Smoking and other uses of tobacco products are permitted only within designated smoking areas.
 - **Chula Vista Campus:** A minimum of four locations adjacent to existing parking lots will be designated as smoking areas, one at each of the four sides of the campus (north, south, east and west).
 - **Higher Education Centers:** One location will be designated as a smoking area at each of the Centers.
5. The sale of, advertisement for, and/or promotion of tobacco products is prohibited on any property under the jurisdiction of the District.
6. All smoking materials must be extinguished before being discarded in a receptacle provided by the District in the designated smoking areas.
7. Violations of this policy shall be reported to the Campus Police Department.
8. Violation of this policy by District employees will result in disciplinary action pursuant to current District policies and procedures.
9. Violation of this policy by students will result in disciplinary action pursuant to District Policy No. 5500, "Standards of Student Conduct."
10. The Student Health Services Office will maintain a current listing of tobacco use cessation programs available to assist employees and students. ■

Campus Visitation by Children

No minor children are to be on campus except for the circumstances described below.

Employees

Infants and minor children of employees may be brought to the campus/Educational Centers only when they are supervised by another adult in an area specifically approved by the Superintendent/President for infants and minor children (e.g., the Child Development Center), and for participation in special events, such as “Bring Your Daughter to Work Day.” Occasional brief visits to the employee’s work area may be authorized by the employee’s immediate supervisor.

Students

Infants and minor children of students may be brought to the campus/Educational Centers only when they are to be supervised by another adult in an area specifically approved by the Superintendent/President for infants and minor children (e.g., the Child Development Center). In an emergency, with the approval of the class instructor and/or cognizant administrator, a student may bring an infant or minor child to the class, so long as the child’s presence does not disrupt the normal class activities. The cognizant administrator may prohibit children in class should it be deemed necessary. A student may not leave a minor child unsupervised on campus at any time.

Public

- Students showing a valid high school identification card may use the library, Learning Resource Center, and other authorized labs for research and study purposes, provided they follow all posted rules and create no disturbance.
- Temporary spaces may be designated by the cognizant vice president for activities such as college events open to the general public, or special class activities which include children.
- Students participating in field trips and other outreach events.
- Students engaged in District business (e.g., attending or registering for class, etc.).

Under no circumstances are infants or minor children to be exposed to hazardous activities, either as observers or participants. Nor are children to be allowed in areas where their presence would distract or otherwise interfere with course activities or the normal work routine of college. ■

Prerequisites / Corequisites

This policy provides for establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation and certain limitations on enrollment in a manner consistent with law and good practice. The District affirms the importance of appropriate prerequisites and corequisites in promoting student success and recognizes that having these requisites in place is a vital factor in maintaining academic standards, which protects the integrity and transferability of courses. The Governing Board also recognizes that, if these requisites are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success. For these reasons, the Board has sought to establish a policy which calls for caution and careful scrutiny in order to foster the appropriate balance between student rights and academic integrity.

COLLEGE POLICIES AND PROCEDURES

- The College shall provide the following explanations both in the College Catalog and in the Schedule of Classes:
 - > Definitions of prerequisites, corequisites and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites and limitations on enrollment which have been established pursuant to Section 55200(a)-(f) of Title V.
 - > Procedures for a student to challenge prerequisites, corequisites and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge.
 - > Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory and circumstances under which a student is encouraged to examine that right.

CHALLENGE PROCESS

The College shall establish 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 class according to a challenge process as required in and according to provisions of Section 55201(f) of Title V and Section I.B. 1-3 of the Model District Policy.

CURRICULUM REVIEW PROCESS

The College certifies that the Curriculum and Instruction Committee has been established by mutual agreement of the Administration and the Academic Senate as required in Section 55002(a) (1) of Title V. The Curriculum and Instruction Committee shall:

- Establish prerequisites, corequisites, advisories on recommended preparation and limitation on enrollment pursuant to Sections 55002, 55201, 55202 and 58106 of Title V and Section I.C.3, 1-4 and II.C of the Model District Policy.
- Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in Section 55201(b)(1) of Title V and Sections II.A.1.a-g. of the Model District Policy.
- Provide for a review of each prerequisite, corequisite or advisory at least every six years pursuant to Section 55201(b)(3) of Title V and Section I.D of the Model District Policy. Any prerequisite or corequisite which is successfully challenged under subsections (1), (2) or (3) of Section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law.
- Provide for a review of each limitation on enrollment at least every six years pursuant to Section II.C of the Model District Policy.

IMPLEMENTING PREREQUISITES, COREQUISITES AND LIMITATIONS ON ENROLLMENT

The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to Section 55202(g) of Title V and Section I.E of the Model District Policy.

INSTRUCTOR'S FORMAL AGREEMENT TO TEACH THE COURSE AS DESCRIBED

The College shall establish a procedure whereby courses for which prerequisites, corequisites or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to Section 55201(b)(2) of Title V. ■

Sexual Harassment

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.

Any employee, applicant for employment, student or any other person in a business, service or professional relationship with the District with a complaint of sexual harassment should implement these complaint procedures as soon as possible. No complainant will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Sexual harassment is unacceptable conduct, is unlawful, and will not be tolerated by the Southwestern Community College District. The District will promptly and thoroughly investigate any complaints of sexual harassment, and will take expeditious action to resolve such complaints, in accordance with these policies.

Sexual Harassment—Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the work or college setting. Sexual harassment may be considered to occur under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or progress or a student's progress at the college.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or academic environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through Southwestern Community College District.

Forms of sexual harassment include, but are not limited to:

- Deliberate verbal comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with work productivity or academic progress.
- Generalized sexist statements and behavior not necessarily designed to elicit sexual cooperation, but to convey insulting, degrading and/or sexist attitudes.
- Sexual behavior by any employee which has the effect of controlling, influencing or otherwise affecting the job, salary, project, performance evaluation, opportunity for employment, or career of an employee, or applicant for employment, or affecting the academic performance or opportunity for admission of any student or applying student.
- Unwelcome sexual, suggestive or obscene letters, notes or other written/printed material, derogatory comments, slurs and/or jokes.

Complainant—An individual who brings either a formal or informal complaint of alleged sexual harassment.

Respondent—A person against whom a claim of sexual harassment has been made.

Informal Complaint—An oral sexual harassment complaint brought by a complainant or a District employee on behalf of a complainant.

Formal Complaint—A written complaint of sexual harassment submitted by a complainant.

Superintendent/President—Where this policy specifies the performance of functions by the Superintendent/President, the Superintendent/President may designate another administrator to perform such functions.

GENERAL PROVISIONS

- Any questions regarding this policy should be directed to the Affirmative Action Officer.
- Although this policy anticipates that the Affirmative Action Officer is responsible for investigating all complaints of sexual harassment, nothing in this policy is intended to prohibit the Superintendent/President's appointment of a different District administrator as investigator where appropriate. Where it is determined an administrator other than the Affirmative Action Officer will investigate a sexual harassment complaint, that appointed administrator shall do so in accordance with these policies.

- All allegations of sexual harassment should be brought to the District's attention at the earliest possible time. Time schedules provided in this policy are to ensure prompt consideration of complaints. Allegations of sexual harassment shall be investigated in accordance with this policy.
- The District recognizes that confidentiality is important to all parties involved in a sexual harassment investigation. To the extent practical, the confidentiality of the complainant, respondent and witness(es) will be protected. Employee(s) and/or student(s) interviewed in accordance with these policies are directed to assist in maintaining such confidentiality.
- The District will not tolerate retaliation against any student or employee for initiation, pursuit or assistance with a complaint of sexual harassment. Any individual who retaliates against any District employee and/or student in violation of this policy may be subject to disciplinary action.
- Any individual who is determined to have falsely initiated, or participated in, a sexual harassment investigation may be subject to disciplinary action.
- The District shall not undertake any disciplinary action involving any respondent or complainant until a final decision has been rendered, except as herein provided. Any individual subject to potential discipline shall have an opportunity to review all materials and provide a response. If, in the opinion of the Superintendent/President, immediate action is necessary, reasonable efforts to first inform the respondent and allow him/her an opportunity under the circumstances to respond to the allegations will be provided. For the purposes of this policy, placement of an employee on paid administrative leave shall not be considered disciplinary action.
- The complainant and the respondent may be assisted by a representative of his/her choice at any stage of these proceedings.
- Nothing contained in this policy is intended to discourage informal resolution of complaints. However, prior to any informal resolution of a sexual harassment complaint, the supervisor or administrator shall contact the Affirmative Action Officer to ensure the informal resolution is consistent with the intent of these policies. ■

TO REQUEST A COPY OF THIS BROCHURE IN ALTERNATE MEDIA, CONTACT
DISABILITY SUPPORT SERVICES, 619-482-6512, TTY 619-482-6470.

SOUTHWESTERN COMMUNITY COLLEGE SEEKS TO FOSTER AND ENGAGE
DIVERSITY AS INTEGRAL TO OUR LEARNING COMMUNITY AND IN
EDUCATIONAL EXCELLENCE. DIVERSITY IS VALUED AS AN ESSENTIAL
CORNERSTONE TO CIVILITY, DIGNITY, FAIRNESS, RESPECT, AND TRUST.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT DOES NOT DISCRIMINATE
ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER,
SEXUAL ORIENTATION, DISABILITY, AGE, OR MARITAL STATUS IN ANY
OF ITS POLICIES, PROCEDURES OR PRACTICES. THIS NONDISCRIMINATION
POLICY COVERS ADMISSION, EMPLOYMENT AND ACCESS TO ALL COLLEGE
PROGRAMS AND ACTIVITIES. QUESTIONS ABOUT THE REHABILITATION ACT
OF 1973, SECTION 504, AND STUDENT GRIEVANCES SHOULD BE DIRECTED
TO THE DEAN OF STUDENT ACTIVITIES, 619-482-6369.
INQUIRIES REGARDING THE EQUAL EMPLOYMENT OPPORTUNITY
POLICIES SHOULD BE ADDRESSED TO THE
DIRECTOR OF HUMAN RESOURCES,
619-482-6330.



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