

Student Rights and Responsibilities

Academic Records

Student academic records are treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have:

1. *The right to inspect and review their education records within 45 days of the day the College receives a request for access.*

A student should submit to the Associate Dean, Enrollment Management, a written request that identifies the record(s) he/she wishes to inspect. The Associate Dean will make arrangements for access and will notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the Admissions & Records Office, the Associate Dean will advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the portions of their education records that they believe are inaccurate or misleading.*

Students should write to the Associate Dean clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits release of student records without written consent is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a member of the Board of

Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Academic Dishonesty

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

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Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying from another student's test or assignments.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test, without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication: Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action. The consequences of academic dishonesty may include receiving a grade of "F" for a class or possible expulsion from the college.

Substance Abuse

The San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances as defined in the Controlled Substance Act. Students, employees and visitors are subject to applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Disciplinary action will be imposed on a

student for misconduct for the following infractions while attending college classes or college-sponsored events:

- The use, sale or possession of illegal drugs.
- The presence on campus of anyone under the influence of drugs or alcohol.
- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

Animals on Campus

The college does not permit staff or students to bring animals on campus, with the exception of "seeing eye" and "hearing ear" and "seizure" dogs and animals used for instructional purposes. At no time should dogs be left in vehicles.

Children on Campus and in the Classroom

All children (with the exception of high school juniors and seniors who have been admitted to the college) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility.

Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then that instructor's Faculty Chair, then to the Division Dean of that department. If necessary, complaints beyond the Dean's level should go to the Vice President of Instruction.

Financial Obligations

Students who have an outstanding financial obligation will not be allowed to register for classes, receive grades, transcripts, diplomas or certificates, obtain enrollment verification or receive any other services normally afforded students in good standing. Examples of obligations falling under this policy include (but are not limited to) returned checks, unpaid loans, equipment breakage, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation.

Speech: Time, Place, and Manner

In accordance with Education Code Section 76120, the use of Free Speech Areas is subject to the following:

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- Persons using the Free Speech Area(s) and/or distributing material in the Free Speech Area(s) shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the Free Speech Area(s) shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
- Persons using a Free Speech Area shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.
- No persons using the Free Speech Area(s) shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the Free Speech Area(s) on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.
- All persons using the Free Speech Area(s) of the college shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the Free Speech Area(s). Material distributed in the Free Speech Area(s) that is discarded or dropped in or around the Free Speech Area(s) other than in the appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the Free Speech Area(s) that day.

Posting:

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. Materials displayed shall be removed after the passage of specified days.

Standards of Conduct

In the classroom: Students are expected to take responsibility for helping to create a quality classroom environment. Students are expected to show:

1. **Respect for the instructor:** This would include arriving on time, staying for the entire class period,

bringing assignments, textbooks and other appropriate materials to class, refraining from talking while the instructor or classmates are making a presentation, leaving cell phones and other electronic devices off during class periods, and using a moderate, mature and respectful tone when participating in group discussions.

2. **Respect for other students:** This would include using appropriate language in public areas and refraining from physically or verbally harassing others in anyway.

An instructor has the right to remove a student from class any time he or she considers the student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the administration for disciplinary action as warranted.

On the Campus: Creating a proper campus environment is also very important for academic and individual success. The Board of Trustees of the San Bernardino Community College District has established district-wide standards of student conduct, which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads and other highly frequented areas.

Grounds for Disciplinary Action

Student conduct must conform to district and college rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

- Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority or persistent abuse of college personnel.
- Dishonesty, such as cheating, plagiarizing or knowingly furnishing false information to the college or to college officials.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- The use or possession of alcoholic beverages on college property or at any college sponsored event,

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or the presence on campus of anyone under the influence of alcohol.

- Assault, battery or any threat of force of violence upon a student, visitor to the campus, or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel member, or cutting, defacing, or otherwise harming any real or personal property owned by the district.
- The use, sale or possession of illegal drugs or substance or any poison classified as such in § 4160, Schedule D of the Business and Professions Code, or the presence on campus of anyone under the influence of such drug substances.
 - Forgery, altercation or misuse of college documents, records or identification.
 - Violation of college regulations governing student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
 - Unauthorized entry to facilities or unauthorized use of college supplies, equipment, and telephones.
 - Possession or use of any firearm, explosive device, dangerous chemical or other deadly weapons while on college property or at college-sponsored activities.
 - Driving of motorcycles and other off-road vehicles on college property other than the regular roads and parking lots.
 - Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
 - Obstruction of pedestrian and/or vehicular traffic while on college property or at college-sponsored activities.
- offender to avoid future infractions).
- **Probation** (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges).
- Suspension (exclusions from the college and college-sponsored activities for a specified time).
- Expulsion (exclusion from the college and all college-sponsored activities by the District Board of Trustees).

See Board Policy 5500 for additional information about student conduct.

Types of Disciplinary Action

Disciplinary actions that are imposed by the college for the violation of its rules or the laws of the state of California include the following:

- **Reprimand** (a verbal or written recognition of a violation of good conduct which admonishes the