Before Class Starts
Resources for Class Management
Faculty Services and Resources
Emergencies and Disaster Preparedness
Index

Revised August 2012 - Vice President of Instruction Office
Before Class Starts

• Syllabi and Course Outlines
• Textbooks
• Digital Printing Center
• Emergencies
• Evacuation Plan
• Classroom Technology Management and Multimedia Services
• Rosters, Faculty Web Services, and Records Office
• Faculty Identification Cards
• Flex-Instructional Improvement
• Keys and Parking Permits
Syllabi and Course Outlines

All faculty must provide students a syllabus on the first day of class. Clearly state the course title, outcomes, grading standards, grading system, required texts and materials, important dates (i.e. drop dates, etc.) and attendance/participation expectations. To encourage student retention, please include a statement in syllabus requesting that the student speak to you prior to dropping your class. Provide a copy of syllabi to the Dean and Department Chair.

San Diego Community College District requires the following information be included in syllabi:

- The course title, course number, and course reference number (5-digit CRN).
- Contact information including a voicemail number and email address.
- Office hours (full-time contract faculty only). Adjunct faculty are not required to hold office hours, but can do so at any of our program centers such as the Tutorial, Math, or English Centers.
- Textbook title(s) and information on other required or optional materials.
- Course outcomes taken from the official district-approved course outline.
Include the following statements in your syllabi:

- It is the student’s responsibility to drop all classes in which he/she is no longer attending (for face-to-face classes).
- It is the student’s responsibility to drop all classes in which he/she is no longer participating (for online classes).
- It is the instructor’s discretion to withdraw a student after the add/drop deadline [insert date] due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.
- **Attendance:** If the final grade in a class is affected by attendance (active participation in the class), it must be stated in the class syllabus as follows:
  
The final grade in this class will be affected by active participation, including attendance, as follows: [Instructor: define specifically how attendance, including participation, will affect final grade in the class].

- Students are expected to be honest and ethical at all times in their pursuit of academic goals. Students who are found in violation of district Procedure 3100.3, Honest Academic Conduct, will receive a zero grade on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Procedure 3100.2, Student Disciplinary Procedures.
- Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class. (for face-to-face classes).
Students with verified disabilities who may need academic accommodations should contact the instructor as soon as possible. Email addresses and telephone #’s are listed on the syllabus. In order to coordinate with the Disability Support Programs and Services (DSPS) department to identify appropriate accommodations, email CityDSPS@sdccd.edu (for online classes).

If you have an unresolved conflict during the class, you must first contact the course instructor in an attempt to resolve the problem. If the results are unsatisfactory, you should next contact the Department Chairperson. If the results are still unsatisfactory, you should contact the School Dean.

Course Outlines

The syllabus needs to meet department/district outline requirements. A course outline for the class(es) you are teaching is available from your Department Chair and/or Dean’s Office. The course outline states the student learning outcomes expected upon completion of the course. It also outlines essential information about the course such as the number of units, required hours and requisites, and transfer applicability. Ideas for assignments and methods of evaluating student performance are also given.

Course outlines and sample syllabi are available online by going to: http://www.sdccdcurricu.net/sdccd2/. A login/password is not required to access the information. On the left column of the screen, under “Search” click on “Course”. Under “Subject” select from the drop down menu (i.e. PSYC). Enter the course number (i.e. 101). For “Status” select “Active”. Click “OK.” Click on the blue and red “CO” to view the course outline for PSYC 101. Click on the “S” to view the sample syllabus for PSYC 101.

Final Exams

The college does not schedule final exams outside of the regularly scheduled class time. Faculty are required to meet with students on the last day of class.
Textbooks

Textbooks-Instructor Copy

Department Chairs may have extra copies of the text(s). If not, Department Chairs or the Bookstore can provide contact information of the publisher’s representative to be able to request a desk copy and other instructional resources. Contact the Bookstore (619.388.3549) for more information.

Textbooks-Student Copy and Required Supplies

Course material requests are made online. Deadlines and instructions will be sent to District email addresses by the Bookstore once the requisitions are available. Department Chairs will send the information to adjunct faculty who do not have a District email address. Be sure to indicate if the textbook and/or supplies listed are required or optional. Check with Department Chairs for department text requirements/guidelines. Off campus instructors should contact the Off Campus Programs Office (619.388.3924) for information on ordering student textbooks and supplies.
Printing services are located in Room A-8. A Print Request Form is available in the Digital Print Center and is required for all print orders. Print services for faculty are performed in the shortest time possible, but usually not longer than one working day, except during the two weeks preceding and following the first day of instruction and the two weeks preceding the start of final examinations.

Five working days are required for word processing requests. Additionally, instructors are given personal codes for the self-serve copier. The number of self-serve copies permitted is limited, please use the option as "emergency back-up" only. One class worth 0.20 FTE allows for 167 self-serve copies. Requests beyond the copy limitation require approval from Department Chairs. Instructors may place print orders for fall during the summer (indicate “Fall Class” on the Print Request Form). Hours of operation for the fall and spring semesters are 6:30 a.m.-8:30 p.m. Monday - Thursday, 6:30 a.m.-4:30 p.m. Friday, and closed Saturday. Call office for summer hours. Email a Print Request Form and document(s) to be printed (as attachments) to citydup@sdcdd.edu. The electronic Print Request Form can be found in Outlook Public Folder, City Duplicating or by calling and requesting the file. Files must be following formats: PDF, jpeg, Microsoft PC or Adobe Suite. For more information visit http://www.sdcity.edu/digitalprinting
Medical Emergencies

- For a life threatening situation, call 9-911 from any non-pay campus telephone. You may just dial 9-1-1 from a pay or cell phone.

- Contact COLLEGE POLICE DISPATCH at 619-388-6405. You don’t need to memorize this number — IT IS THE RED LETTERS ON YOUR CAMPUS PHONE. PRESS THIS BUTTON AND CONSIDER PROGRAMMING IT INTO YOUR CELL PHONE.

- Remember that the police on campus are the FIRST RESPONDERS for emergencies. They are the ones who patrol our campus, and know how to dispatch help to various campus locations, are CPR certified and have defibrillator access (AED). They assure that paramedics can locate the victim and assist in transport of the victim to an appropriate medical facility.

- Please do not delay emergency care for the victim by first seeking out a Health Services nurse or by going to City Campus Police Offices in the T-building or by calling the College Police Business Office. This wastes precious seconds in a medical emergency which may delay the Emergency Team response (paramedics) and District Dispatch.

- Remember; call 9-911 from Campus phones, 9-1-1 from your cell or pay phone, and 388-6405 for District Police Dispatch.

- All incidents should be reported to Student Health Services and an accident report completed by the student to have District Accident Insurance Coverage recapture costs possibly incurred by the student.

- QUESTIONS? Call Student Health at 619-388-3450

Defibrillators (AED)

- Automated External Defibrillator (AED) are safe, effective, and easy to use devices to restore the heart to a normal rhythm. Devices are located throughout the campus. Please see the college map for locations.
Emergencies (continued)

The health and safety of students and employees is the primary concern when addressing emergency incidents on campus. In emergency situations individuals should use their own judgment when making personal health and safety decisions.

Dismissing Students

For all other non-medical, non-life-threatening, or non-disaster emergencies:

As long as it safe to do so, faculty should not dismiss students unless

- directed by College Police, College President, College Vice President or designee.
- the estimated time of returning to the classroom is beyond the scheduled class time. Faculty must immediately inform the Dean if students are dismissed before the end of class.

- Campus Alert System – College Police is the primary notification point for emergencies at City College. College Police will begin dispatching public safety services to assist the SIC (Site Incident Commander), pursuant to their policies and procedures.

- Emergency Call Boxes - Emergency Call boxes have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Please familiarize yourself with the red "Callbox" location in each environment. You need to push the button for direct dial to College Police Dispatch.

- EvacuChair - Device for evacuating the mobility impaired up and down stairwells. The EvacuChair is located near A-225 (east wing). If an emergency arises which requires use of the EvacuChair, please contact one of the following for assistance.
  - Derrall Chandler - Facilities Services, 388-3444
  - Darwin Browne - Disabled Students Services, 388-3513
  - Dotti Cordell - Health Services, 388-3450
  - Debra Reed - Biology, 388-3256
  - Patricia Fernandez - Digital Print, 388-3444
Emergencies (continued)

- **Fire Alarm** – Buildings are equipped with fire alarms. Alarms will sound only in the incident area. In case of a fire alarm, guide students to the designated evacuation area. Do not re-enter the building without the permission of College Police. Follow the guidelines for dismissing students.

- **Power Outage** – In case of a power outage or blackout, notify College Police Dispatch 619-388-6504. Remain in class and continue instruction for as long as it is safe to do so. Follow the guidelines for dismissing students.

- **Water** – In case of a water-related emergency (such as water shut off or isolated flooding), evacuate students to the designated area, if necessary. Call College Police Dispatch 619-388-6504 to report the incident. Inform the Dean. The Dean will look for an available room so that instruction may continue. Following the guidelines for dismissing students.
Evacuation Plan

Watch the San Diego City College Disaster Preparedness Video

Learn the designated evacuation area for each college building and public area on campus.  
(Video length 13:31 minutes)

http://www.sdcity.edu/safetyfirst
Rosters, Faculty Web Services, and Records Office

Records Office Contact Information
Records: Policies and Procedures
Records: Faculty Web Services
Records: Class Maintenance
Records: Recordkeeping
Records: Grade Submission
Records Office Contact Information

RECORDS – (619) 388-3474

Director: Lou Humphries, lhumphri@sdccd.edu
Support: Michelle Montanez, mmontane@sdccd.edu
Location: San Diego City College/A-109

Hours: Monday - Thursday, 8 a.m. to 6 p.m.
Friday, 8 a.m. to noon

(Holiday and summer hours vary, please call in advance.)
Introduction

The Records Office collects and maintains the grades and attendance records for every student attending the college. The accurate recording of student data is extremely important, and the role each faculty member plays in this process is vital. The accuracy of attendance record keeping and timeliness of reporting student drops is critical for funding purposes, and for record maintenance. It is also a major consideration in the evaluation of contract and adjunct faculty. For questions regarding the policies or procedures for the Records Office, please contact the Director of Admissions and Records, or the Vice President of Student Services Office.

Student Privacy

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law that protects the privacy of student educational records. In accordance with FERPA, and district policy, all student information such as name, ID number, mailing/e-mail address, telephone number, grade(s), and/or attendance should NOT be accessible to individuals without the written consent of the student, even if the student is a minor. For more information, please see the FERPA FAQ on Faculty Web: http://faculty.sdccd.edu/docs/FERPA_QnA.pdf.

Federal Aid/VA Benefits

Federal law requires that students receiving federal aid or VA benefits return money back to the Federal Government if the student receives an “F/NP” grade due to nonattendance. The district is required to report the last date of “known activity” for these students. Therefore, faculty members are required to enter the last date of “known activity” for students identified as FED on the roster when an “F/NP” grade is assigned. Last date of “known activity” is the last physical presence in the class or last online activity for online classes.
The Attendance Accounting and Grade Reporting Manual, found online at http://faculty.sdccd.edu/docs/manual.pdf, provides information and instructions about district attendance accounting and grade reporting including forms and methods, in accordance with the California Education Code and Title 5, California Code of Regulations. For further assistance with any of these subjects please contact the Records office personnel or your dean’s office.
Records: Faculty Web Services

Faculty Web Services can be accessed at: [http://faculty.sdccd.edu](http://faculty.sdccd.edu). From the class management tab, faculty have the ability to download class roster(s), drop or reinstate students, obtain add codes, view wait lists, check class enrollment, enter grades, as well as add/update email addresses. Faculty Web is unavailable Sunday from 5:00pm – midnight. A tutorial of Faculty Web Services is available under the information tab.

**To login**, enter your CSID and password.

First time users should use the “control #” as their password. Your control number will be printed on your roster next to your name or you may contact your Dean’s office for the information. The system is case sensitive so be sure to use capital letters when typing the control number. All users are locked out of the system after the third incorrect attempt.

If you do not know your CSID, click on the “Get Your New CSID” on the Faculty Web Portal.

If you have forgotten your password and/or are blocked from logging in, bring a photo I.D. to the Records office, A-109, to reset it. If you are unable to go into the Records office, contact your Dean’s Office. Your dean or dean’s assistant will request that your password be reset.
Online roster:

“Unofficial” rosters will be available via Faculty Web Services one week prior to opening day. Periodically check your online roster, especially prior to the add/drop and withdraw deadlines. Be sure: 1) students attending class are officially enrolled and 2) students who are no longer attending are dropped.

Consequences of inaccuracy include having to assign a letter grade to a student that did not complete the class or inability to assign a grade to a student that did attend class. Students wishing to add or drop beyond published deadlines will not be approved.

Drop sheet: Faculty are required to drop students using the online drop sheet. You must log in to your drop sheet even if you have no students to drop; there is a button to indicate no drops. A calendar for each class with deadline dates is viewable via the online drop sheet. Please be reminded that drops must be submitted no later than noon on the census date of each class. Requests to drop students after the published deadlines will not be approved. Should a student be dropped in error, the instructor of record can reinstate the student using Faculty Web Services.

Add codes: Beginning opening day, faculty will have access to add codes via Faculty Web Services as well as the paper list with the sticker labels that accompanies your opening day roster. Be careful when distributing add codes from both lists to avoid duplicate distribution. An add code can only be used one time. If using both lists, you may want to distribute from the top down on one list and from the bottom up on the other.
You must keep attendance and grade records in accordance with the District Attendance Policy 3110. Recordkeeping is very important and a crucial aspect of your teaching assignment. Failure to comply may be grounds for dismissal and withholding of pay warrant until such delinquent grades are submitted (AFT Contract Faculty Agreement Article 6.6.13).

**Official Rosters/Attendance:**

An “Opening Day” roster, along with the Add Code list, Wait List (if appropriate), and many other important documents for the semester/term will be distributed in faculty mailboxes as of opening day. Make note of the deadlines that appear in the upper right-hand corner of your roster. Instructions on how to complete the roster are printed on its reverse.

**Census:** Faculty will only be required to record student absences through the census date (add/drop deadline). The Official Grade and Attendance roster should be returned to the Records office, A-109, no later than two weeks after the census date.

**Positive Attendance:** Those teaching Positive Attendance classes must track the students’ hours throughout the entire semester. Rosters are to be submitted at the end of the class with the hours and grades reported for each student.
Records: Grade Submission

Grades are due approximately one week after class ends:

Census classes: Grades are submitted online via Faculty Web Services by the deadline. A hardcopy of grades is not required.

Positive Attendance classes: Grades are submitted both online via Faculty Web Services and via the hardcopy positive attendance roster. Both must be submitted by the deadline.

Supplemental documents: Assignment of Incomplete forms, Tutorial Center Referral Codes and all other documents must be turned in to Records by the deadline. Be mindful of the office hours for submission of paperwork.
Faculty Identification Cards

Benefits Office, District, Room 385, 619.388.6587

Faculty ID cards are required for certain services on campus. Visit the district’s Benefits Office to obtain a photo ID card. Our District Office address is 3375 Camino del Rio South, San Diego, CA 92108. Walk-in service is available. New employee paperwork needs to be fully processed by Human Resources. New employees should call the Benefits Office prior to visiting in order to verify eligibility for an ID card. A current semester validation sticker must be affixed to the back of the card. Validation stickers are available from the campus Digital Print Center/Mailroom (A-8).
Flex – Instructional Improvement

The college academic calendar includes 4 Instructional Improvement (Flex) days for all classroom faculty. Flex is defined in Title 5 as "in lieu of instruction." It is designed for faculty to conduct staff, student, and instructional improvement activities. These hours must be monitored for state apportionment.

Visit the District’s Flex website to:

- review the number of hours you are required to complete (Click “Your Contract”).
- register for Flex activities (Click “Workshop Registration”).
- submit an Independent Project Proposal (Click “Independent Projects”).
- mark your activities complete and submit (See “Your Contract”).
- monitor your Flex hours (See “Your Contract”).
All faculty (contract, adjunct, overload) who have a 16-week classroom assignment must meet their Instructional Improvement (Flex) obligation.

There is no Instructional Improvement (Flex) obligation for short-term (less than 16 weeks) or long-term (more than 16 weeks) assignments.

All contract faculty must be on campus, or at a designated SDCCD location for the mandatory Instructional Improvement (Flex) days. Some of the 20 hours of Flex obligation can be fulfilled during these mandatory days.

The required Instructional Improvement (Flex) obligation for 2012-2013 is as follows:

**Contract**
- Fall: 10 hours
- Spring: 10 hours
- 20 hours = 5 days

Partial contracts will be proportionate.

**Adjunct/Overload/Pro Rata:**
1 hour per semester for each weekly hour of classroom assignment.

**Example:** 3 hour class = 3 hours Instructional Improvement (Flex) obligation for the semester.

Release time does not have an Instructional Improvement (Flex) obligation.

Non-classroom assignments do not have an Instructional Improvement (Flex) obligation.

Since a person's Instructional Improvement (Flex) obligation can be met by independent contract throughout the semester, faculty may not submit paid leave in lieu of Flex.

Faculty may not teach another class (short-term, weekend, overload, summer, etc.) to meet their Instructional Improvement (Flex) obligation.

If Flex activities are conducted during the semester, they must fall outside the 30 hour on-campus requirement for contract faculty.
Workshop presenters will receive double the Instructional Improvement (Flex) credit for the workshop for preparation time and/or administrative responsibilities. The Flex coordinator or designee will be responsible to input the correct hours for presenters.

**Example:** 2-hour workshop presenter will receive 4 hours Instructional Improvement (Flex) credit.

**Adjunct faculty**
Adjunct faculty must meet their Instructional Improvement (Flex) obligation and mark it as completed for both workshops and independent projects by the following dates:
- **Fall:** 12 noon on December 10, 2012
- **Spring:** 12 noon on May 20, 2013

**Contract Faculty**
Contract faculty must meet their Instructional Improvement (Flex) obligation and mark it as completed for both workshops and independent projects by the following date:
- **Fall & Spring:** 12 noon on May 20, 2013

The Vice President of Instruction will be responsible for addressing concerns of failure to meet the Flex obligation. The semesters are defined as follows:
- **Fall:** July 1 through December 31
- **Spring:** January 1 through June 30

**Independent Projects**
Independent projects must be submitted prior to the tenth working day before the end of each semester (AFT article 7.1.4)
- **Fall:** December 10, 2012; **Spring:** May 20, 2013
Activities may include (per Title 5, Section 55724):

- Course instruction and evaluation;
- Staff Development, in-service training and Instructional improvement;
- Program and course curriculum or learning resource development and evaluation;
- Student personnel services;
- Learning resource services;
- Related activities such as student advising, student orientation, matriculation services, and student, faculty and staff diversity;
- Departmental meeting, conferences, workshops, and Institutional Research;
- Other duties as assigned by the district;
- The necessary supporting activities for above.

Examples of Inappropriate Activities:

- Serving as a member of an evaluation committee
- The study time associated with a class

10-month non-classroom faculty will be required to report back when the semester begins as noted on the academic calendar:

- Fall: 08/07/12  Spring: 01/14/13

Classroom faculty with reassigned time will be required to report back when the semester begins for the portion of their teaching assignment for which they are released:

- Fall: 08/07/12  Spring: 01/14/13

Classes begin Fall: 08/20/12; Spring: 01/28/13
Faculty should enroll in Flex workshops **before** the workshop sessions, but the Flex system allows enrollment up to midnight on the day of the workshop. To enroll after the workshop date, contact the Flex coordinator at your college. Online verification of completion of instructional improvement activities by faculty will be required by the given deadline dates. Faculty must go to "Your Contract" and mark attendance at workshops and completion of independent projects.

For independent projects that have been submitted ("In Process" status) and approved ("Input" status), faculty must return to "Your Contract" after completion of the project to: 1) mark the project as completed; and 2) click the submit button to receive Flex credit.

Independent Project proposals will not require advance agreement. However, if during the origination of your project the status is "See Dean/Chair," it is best that you check with your Chair and/or Dean for ways to modify the project proposal. You should then resubmit to receive full Flex credit.

Independent Project - an activity that an individual faculty member uses to enhance the quality and effectiveness of their instructional knowledge and/or skill. Faculty will be required to self-report completion of an independent project.
Flex-Instructional Improvement (continued)

- Since the Flex obligation is "in lieu of instruction", this obligation must be met each semester. However, if there are special circumstances, they will be considered on a case-by-case basis. Faculty may request an exception via the dean to the Vice President of Instruction. The Flex office will send regular reports to the appropriate Dean/Vice President reflecting remaining Flex hour obligations.

- Banking refers to the carry-over of time spent on activities appropriate for Flexible calendar beyond the number required by the institution. Faculty hours are automatically carried over. Banking will not carry over to a new academic year.
Keys and Parking Permits

Keys

Some classrooms must be kept locked when not in use. If assigned to a secured classroom, please complete the Key Request Form available at the Dean’s office or the College Police Office in Room V-100. After the Dean signs, personally take the Key Request form to Business Services (Room A-105) for signature, and then to the College Police office to receive the key(s). A photo ID is required to pickup a key. Any office or classroom key issued to faculty will open faculty restrooms, CitySITE, and the roster drop box.

Parking Permits

The College Police Office issues parking permits free of charge (fee for replacements). Complete the SDCCD Faculty/Staff Parking Permit Application available from the Dean or College Police (Room V-100), obtain the Dean’s signature, and submit the completed form to the College Police Office in Room V-100. Parking permits are required for all college and district parking lots 365 days per year. SDCCD parking permits are accepted by all community colleges in San Diego and Imperial counties when the permit-holder is conducting SDCCD district business. Be aware of SDCCD parking regulations.
Resources for Class Management

- Academic Honesty
- Animals on Campus
- Class Hours and Breaks
- Changing Classrooms
- Disability Support
- Disruption Behavior
- Distressed Behavior
- Field Trips
- Guest Speakers
- Instructional Supplies
- Minor Children In Class
- Petitions
- Students
- Rights Responsibilities, Policy 3100.
- Tutorial Services
Academic Honesty

Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Students Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 outlines the process of handling academic honesty issues.
Animals on Campus

Animals are not permitted on campus with the exception of authorized service animals for persons with disabilities. Refer to Administrative Procedure 3105.2, Service Animals.

The district will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Policy 3105.2) in compliance with state and federal law.
Changing Classrooms and Moving Furniture

Faculty must obtain prior approval from the Department Chair or Dean when changing classrooms. **Do not change rooms independently.** This is extremely important. In case of an emergency, administrators or College Police would be unable to locate the class. Additionally, classroom management software is used to schedule maintenance and events. Unauthorized use of a classroom will cause conflict.

**MOVING FURNITURE**

Faculty may decide to change the layout of classroom furniture to enhance learning. In consideration of others, please return the classroom to the original layout at the end of each class meeting.
Class Hours and Breaks

Faculty are expected to conduct class as scheduled. If a class is terminated prior to the scheduled time of adjournment, written notice (including email) must be given to the appropriate Dean. The college's printed class schedule indicates the beginning and ending time of class and includes break time(s) as follows:

<table>
<thead>
<tr>
<th>Class hours per day</th>
<th>Break time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than two</td>
<td>No break</td>
</tr>
<tr>
<td>Two - three</td>
<td>One (1) ten-minute break</td>
</tr>
<tr>
<td>More than three</td>
<td>Two (2) ten-minute breaks</td>
</tr>
</tbody>
</table>

Break times must not be scheduled at the beginning or end of class. Consult with the Dean about the length of breaks for classes scheduled outside of this schedule.

☐ If for any reason faculty will not be in the classroom for the entire scheduled time, call the Deans' Office between the hours of 7:00am to 7:00pm Monday through Thursday and 7:00am to 5:00pm Fridays, or call the evening/weekend administrator thereafter (619.559.3468). An administrator is on duty until 10:00pm Monday through Friday and 8:00am to 4:30pm on Saturdays.
Students with verified disabilities have the legal right to receive academic accommodations and auxiliary aids to provide access to college programs and activities. Accommodations appropriate to the student’s disability are identified with the DSPS counselor to best demonstrate knowledge of the subject. Students are responsible for discussing the accommodations with instructors at the beginning of the semester. Faculty members are to consult with DSPS to facilitate test proctoring and other services. Disability Support Program & Services (DSPS): 619.388.3513, Room A-115.

- Resources for faculty
Disruptive Behavior in Class

What Is Disruptive Behavior?

Any behavior which interferes with the legitimate instructional, administrative or service functions of the college is considered to be disruptive behavior. However, if the behavior threatens the personal safety of students, faculty, staff, or is displayed with such emotional intensity that it engenders fear or concern in others, then the disruptive behavior should be classified as a crisis and District Police Dispatch should be contacted at (619) 388-6405 or TTY (619) 388-6519. Instructors should be familiar with the location of the closest available telephone in order to respond if necessary. Most classrooms are equipped with emergency communications system. Instructors should be familiar with the location of the red button (apparatus) in most classrooms. The red button is directly linked to Dispatch and allows dispatchers to listen in on the class.
Recommended Actions:

- Ask the student to discontinue the disruptive behavior. (Cases involving academic dishonesty should be directed to the attention of the School Dean.)
- If the behavior continues, issue a verbal warning to the student. Example: “If this behavior continues, you will not be allowed to remain in class.”
- In the event the behavior continues, remove the student from the class for the remainder of that class period and for the following class period.
- Immediately after class, consult the Department Chair and School Dean to notify them of the situation.
- Submit written (or email) description of the incident and reasons for removing the student from class to the Dean of Student Affairs, Department Chair, and School Dean.
- Complete “Removal of Disruptive Students Faculty/Staff Incident Form” and send to Student Affairs Office.
- Contact the Dean of Student Affairs to determine the next course of action. (Rm. D-106; T: 619-388-3498; F: (619) 388-3038; E: limaxey@sdccd.edu)
- The student is required to meet with the Dean of Student Affairs prior to return to class.

If in any of the above steps the student becomes abusive or refuses to leave the class:

- Contact College Police
- Document the event (form listed above)
- Ask the police officer to file an incident report
- Notify the Dean of Student Affairs.
Distressed Behavior

**Brief Guidelines for Assisting Distressed Students**

- Locate the phone nearest to your work site or classroom. Most classrooms are equipped with an emergency communications system (red button on wall).

- Keep these numbers with you at all times:
  - Campus Police Dispatch (619) 388-6405, 24 hours-a-day/7 days-a-week
  - Access and Crisis Line (800) 479-3339
  - Dean of Student Affairs (619) 388-3498, Monday-Thursday, 8:00am-4:30pm, Friday, 8:00am-3:30pm.
  - Campus Mental Health Specialist (619) 388-3539

- **ALWAYS REMEMBER TO CALL 911 FOR MEDICAL OR LIFE THREATENING SITUATIONS. CALL CAMPUS POLICE NEXT TO NOTIFY THEM OF THE 911 CALL.**

- **CALL CAMPUS POLICE WHEN A PERSON PRESENTS AN IMMEDIATE DANGER TO SELF OR OTHERS.**

- Red flags that indicate a student's symptoms may warrant crisis intervention:
  - Serious stated intent to harm self or commit suicide
  - Serious stated intent to harm others
  - Undue aggressive or threatening behavior towards yourself or others.
  - Reports fearful of harm from another or evidence of injury e.g. rape victim, injury from relationship violence, etc.
  - Behavior that is severely disruptive to class or work site.
  - Drug use or impairment from drug/alcohol use that disrupts conduct from class.
Field Trips

The Request/Authorization to Conduct Off-Campus Student Activities and Travel Permission Release and Waiver forms must be completed and submitted to the Dean for approval at least two weeks prior to the date of the field trip. All field trips must directly relate to course content. Overnight, out-of-state, or international travel requires prior approval from the Board of Trustees.

See SDCCD Board Policy 3120: Off-Campus Student Activities; Procedure 3120.2: Authorization to Conduct Off-Campus Student Activities.
Guest Speakers

The Guest Speaker Request Form must be completed and submitted to the Dean for approval at least two weeks prior to the desired date of invitation. Faculty must be present throughout the entire time that a guest speaker is in the classroom. To provide a guest parking pass, visit the College Police website and follow directions. (619-388-3461, V-100).

Volunteers and visitors are expected to adhere to conduct expectations according to Procedure 3100.4.
Instructional Supplies

Instructional supplies, (e.g. chalk, erasers, dry-board markers, etc) are usually in the classrooms. If not, make the request from the Department Chair or the Digital Print Center/Mailroom (A8).
Minor Children in Class

Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.
Petitions

Students and faculty conduct important college business via petition process. A comprehensive guide to the college’s petitions is available online. The information is organized alphabetically by form title and includes procedures to successfully complete the process as well as sample forms.

See “Petition Guide” on the college website.
Policy 3100 – Students Rights, Responsibilities, and Administrative Due Process

- The San Diego Community College District Board of Trustees, Chapter 5-Student Services, Policy 3100 describes student rights, student responsibilities, and student code of conduct.
The Tutorial/Learning Center serves San Diego City College and the ECC, and is dedicated to helping students achieve their academic goals. The mission at the Tutorial/Learning Center is to provide high quality academic support to all City College and ECC students. The center encourages and promotes a culturally diverse and inclusive environment and helps to develop students’ self esteem, confidence, and persistence. Students who wish to receive tutoring services in Math and English are required to have referral codes issued by their professors. Please call for the current hours of operation.
## Faculty Services and Resources

- Academic Freedom
- Code of Ethics
- Committee Participation
- Email
- Evaluation Process
- Faculty Absences
- Substitute Assignments
- Faculty Travel
- Mail
- Off Campus Assignments

- Online Instruction
- Smoke-Free Campus
- Web-Enhanced Instruction
- Blackboard Vista Shell
- Learning Resource Center
- Payroll
- Program Cards
- Wireless Internet (WIFI)
Academic Freedom and Freedom of Expression

The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community. Please see the complete Board of Trustees policy on Academic Freedom and Freedom of Expression (Policy 4030).
Code of Professional Ethics

I. Community college faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subjects is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and adhere to their proper role as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for private advantage and acknowledge significant assistance from them. They protect the academic freedom of students.

III. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of their institutions, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decisions upon the program of the institution and give due notice of their intentions.

V. As members of their community, faculty members have the rights and obligations of all citizens. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject areas, to their students, to their profession, and to their institutions. When they speak or act as private persons they avoid creating the impression that they speak or act for their colleges or universities. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
Committee Participation

Committee Participation – (619) 388-3578, Rm. A-2

- Faculty make important contributions to the operation of the college and district through committee participation. Contract faculty are expected to serve on at least one district or college committee. Adjunct faculty are encouraged to participate on committees. Faculty should contact the City College Academic Senate for committee appointment.
Email

Request an SDCCD email account by contacting the Dean. The Dean or Dean’s assistant will send login and password information once the account is setup. Faculty may link district email to another email account. (more information)

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. District Policy 0550 reflects these principles within the context of the District's legal and other obligations.

Contact the district Help Desk by calling 619-388-7000 for technical assistance with email and all other district web-based applications
Evaluation Process

Evaluations

- The San Diego City College Guide to Faculty Appraisals/Evaluation is available on the college’s website. Also, refer to Article XV - Evaluation of Faculty of the AFT College Faculty Agreement for information. Contact Libby Andersen, Evaluation Coordinator at 619-388-3074 with specific questions.
Faculty Absences

- Instructors must report an absence of any duration to his/her immediate supervisor or supervisor’s designee (Department Chair) prior to or during the first working hour of the assigned workday unless an emergency makes notification impossible. (AFT College Faculty Agreement 11.1.2) If reporting an absence before or after regular business hours, please leave a message on the absence line by calling 619.388.3939. To contact the administrator on duty during evening and weekend assignments, call 619.559.3468.

- Request for Leave Of Absence forms are available online and in the Campus Mailroom (Room A-8). Absence requests due to illness or bereavement are due to the Dean within three days of returning to work. Other types of absences require prior approval.
Substitute Assignments

Substitute assignments will be made by the appropriate manager. To assist the Administrator/Department Chair in obtaining coverage for your classes, faculty may provide recommendations of available substitutes. Please leave your telephone number with the Dean’s secretary so that the substitute may discuss the material that needs to be covered. This communication is necessary to provide continuity of instruction during faculty absences. Substitutes are not available in all departments. Always check with the Dean before planning for a substitute.
Faculty Travel

Faculty (contract and adjunct) interested in attending conferences/workshops may submit a Conference/Travel Application for approval by Department Chair and Dean. Please review District Procedure 6310.1 for complete instructions on travel request process. Funds may be available through the AB1725 Travel and Conference Committee. Apply for AB1725 funds well in advance of the committee’s deadlines.
Mail

Faculty Mail Box
- Faculty mailboxes are located in Room A-8. Mail is a regular method of communication and conducting business between the college and faculty. Faculty are expected to check mailboxes frequently. Adjunct faculty mailboxes are changed at the end of each semester. Mail left in an adjunct mailbox will be sent to the Dean.

Metered Mail
- All stamped and metered mail is processed by US Postal Services.
- First Class, Priority, Express, Global Express, International – Air
- Metered Mail Mailroom Center will only meter mail this is official college business. No personal mail will be metered or taken to post office. Each mail piece must have college return address with department or senders name.

Timelines
- All outgoing mail and packages must be in the center by 12:30 p.m. for processing and pick up by U.S. Postal Services.

Curbside Pickup
- A USPS curbside mail box is located on Russ Blvd by “A” building. Pick up times are 10:30 a.m. and 1:00 p.m.

Delivery – District
- District Mailroom Center delivers and picks up twice a day.
- District mail is comprised of Mesa, Miramar, Continuing Ed, Unified School District and other select college districts.
Off Campus Assignments

- Various City College courses are made available in the community through classes offered at off campus sites such as high schools, military bases, businesses, social service agencies and at San Diego Community College’s Educational Cultural Complex (ECC). Classes scheduled off site are usually offered in 8 or 16 week sessions. Due to the short duration and variable schedules of some off campus classes, it is important that faculty pay close attention to deadline dates for adding/dropping students. Off campus instructors must check class rosters and drop students using online services. If there are discrepancies between students’ names on the roster and students in attendance, please call the Off Campus Programs Office.

- Services on campus are also available to off campus instructors, although faculty should contact the Off Campus Programs Office for information about duplicating procedures, mailbox access, audio/visual or other needs. Off campus instructors must report their absences to the office of Off Campus Programs (619-388-3924).
Faculty members interested in teaching online should talk with their department chair. The list of courses that have been approved for Distance Education can be found at http://instsrv.sdccd.edu/curriculum.html. Additional Distance Education courses are first approved by the City College Curriculum Committee. Once the course is approved, it can be scheduled as fully online or partially online. The District supports the development of online courses through SDCCD Online Learning Pathways (http://www.sdccd.edu/online). City College faculty are supported by regular training sessions and individual instructional development and design appointments through SDCCD Online Learning Pathways (www.sdccdonline.net/faculty/training). Faculty members who wish to enhance their face-to-face courses using the course management system should fill out a course request at http://www.sdccdonline.net/faculty/newcourserequest.cfm.

Faculty Support for SDCCD Online:

- **Faculty Mentor for City College**: Gwen Enright - genright@sdccd.edu 619-388-3086
- **Design Coordinator**: Dr. Dave Giberson - dgiberso@sdccd.edu 619-388-7332
- **Design Coordinator**: Katie Palacios - kpalacio@sdccd.edu 619-388-7327
- **Technical Support**: https://www.sdccdonline.net/help
Smoke-Free Campus

San Diego City College is a smoke-free campus.

- No Smoking on campus
- No Smoking in pedestrian walkways
- No Smoking at campus entrances/exits
- No Smoking on or near campus stairs or stairwells

FAQs about the college smoke-free policy.
Web-Enhanced Instruction

San Diego City College's on-campus faculty can web-enhance their on-campus class by creating course shells within our Blackboard Vista course management system.

On-campus faculty are encouraged to review the section for Blackboard Vista users. Training and support for online faculty are being provided at City College every Wednesday by SDCCD Online Learning Pathways in R-301. For more information, please see the Online Faculty Training page at http://www.sdccdonline.net/faculty/training.
Blackboard Vista Shell

Requesting a Black Board Vista Shell: (On-Campus Faculty Only)

Currently, on-campus faculty can request a Blackboard Vista shell by accessing SDCCD Online Pathways' Faculty link (http://www.sdccdonline.net/faculty/) and clicking the orange Course Request Form button. The completion and submission of the online form generates a Blackboard Vista shell for the faculty member. If one is new to using Blackboard Vista, the following Flex opportunity is recommended:

Blackboard Vista Training (On-Campus Faculty Only)

San Diego City College's on-campus faculty who request the creation of a Blackboard Vista course shell may take advantage of the Blackboard Vista Training (search under District Flex #69045). This is a fully online, self-paced training course for on-campus instructors who wish to use the Blackboard Vista course management system to web-enhance on-campus Fall 2012 courses. The course modules take one through different tools available in Blackboard Vista and, by the end of the course, participants will have the necessary foundation to build their own course. Upon completion of the eight (8) Vista training modules, which take approximately 5-8 hours to complete, one will earn a Certificate of Completion and Flex Credit of 10 hours. In-person orientations to the training are conducted by appointment only. Interested faculty should enroll in District Flex #69045 and email Paula Miranda (pmiranda@sdccd.edu) for login access.
Learning Resource Center (LRC)

- **Learning Resource Center (LRC) – (619) 388-3421, R-Building**
  - San Diego City College’s Learning Resource Center (LRC) is located in the R building which occupies the southwest corner of campus at Park Boulevard and C Street. Library resources and services are accessed on the LRC’s second floor (main entrances level) and third floor. The LRC’s first floor features the Independent Learning Center (academic computing), CitySITE (Professional Development), a videoconference room, and the Office of Classroom Technology Management and Multimedia. San Diego City College students, faculty and staff will find that the LRC provides a multitude of services and resources specifically selected to support academic endeavors. Hours for all service areas coincide with the LRC building hours found at [http://www.sdcity.edu/CollegeServices/LRCLibrary/CitySITE/Hours ContactsPolicies](http://www.sdcity.edu/CollegeServices/LRCLibrary/CitySITE/Hours ContactsPolicies)
The Library offers an extensive collection of books, e-books, periodicals, and a robust selection of electronic reference resources and electronic periodicals appropriate for academic research and projects. Faculty librarians actively cultivate vital relationships and collaborate with fellow faculty across the campus to enrich our services and resources especially in the areas of instruction and collection development. The library’s instruction program consists of tours of the building, 90-minute research sessions tailored to specific classes, and a 1-unit transferable information literacy course. Faculty librarians also provide one-on-one consultations with students. Library services include the development of and access to reserves, circulation, and inter-library loan between district colleges. The library also affords students access to computers, WIFI, and group study rooms. SDCCD instructors have borrowing privileges at SDSU and UCSD as well. Click on the Library link found at http://www.sdcity.edu/CollegeServices/LRCLibrary/Library/ServicesforFacultyStaff or call 619-388-3421 for details.
The Independent Learning Center (ILC) is primarily an academic computing facility for San Diego City College students. The ILC consists of three computer laboratories with a combined total of 108 computers (including 5 Macs) with internet access, Microsoft Office Suite, and a wide variety of other specialized classroom-related software. Adaptive software and hardware are available to facilitate DSPS students. Both black/white and color printers are available along with scanners, DVD players, CD players and VHS tape players. To request installation of specialized software for class (purchased by the department), contact the Technical Support Group (619-388-3636) prior to the start of each semester. It is strongly recommended that faculty complete this request concurrently with submission of a textbook order request for the next semester. With advanced scheduling, the ILC staff is able to provide orientations for a class. Click here http://www.sdcity.edu/CollegeServices/LRCLibrary/IndependentLearningCenter.aspx or call 619-388-3418 for details.
The Office of Classroom Technology Management and Multimedia (OCTMM) offers the campus the instructional technology required for a college in the 21st century by providing “smart” classrooms and maintenance and support of campus-wide audiovisual equipment. The OCTMM supports digital signage and furnishes technical assistance for campus-wide student events.

The OCTMM also facilitates borrowing materials, such as DVDs, from the San Diego County Consortium for City College faculty’s classroom use. Click on the OCTMM link found at http://www.sdcity.edu/CollegeServices/LRCLibrary/OCTMM.aspx or call 619-388-3418 for details. A Faculty ID card is required for OCTMM services.
CitySITE (Support for Integration of Technology in Education), is the college’s faculty and staff development center located on the lower level of the LRC (R101). Any office or classroom key issued by the College Police Office will open CitySITE. The center provides faculty and staff with resources to develop class materials, conduct online research, learn new software, and access e-mail. One must have a sdccd.edu email account to use the computers in CitySITE. Because Deep Freeze software is installed on all of the computers in CitySITE, faculty and staff are encouraged to save their work on their own portable data storage device. One can reserve CitySITE to conduct training for faculty and or staff, by contacting Majeda Nasrawi (619-388-3766, mnasrawi@sdcdd.edu). The room is designed for small group or individual instruction. For privacy and security, CitySITE is restricted to faculty and staff.

Click on the CitySITE link found at:

http://www.sdcity.edu/CollegeServices/LRCLibrary/CitySITE.aspx or call 619-388-3421 for details.
The Employee Services of WebAdvisor is an interactive Web application that enables District Employees to view their individual Human Resources and Payroll information contained in the Colleague database. Through WebAdvisor, access personal information in a secure and paperless manner.

**Review individual profile information that includes:**
- Pay Advice
- Leave Plan & Balances (as of the prior month)
- Stipends
- Position Summary
- Available W-2
- Total Compensation
Payroll Services (continued)

To access WebAdvisor, email the following information to: warequest@sdccd.edu

- Name
- Employee ID (as given on your pay stub, may be different than ID used for Faculty Web Services)
- Email address (in order to activate WebAdvisor access)

HR will respond and confirm by sending an email with instructions for initial login.
Program Cards

Program Cards are a record of each contract faculty member’s weekly schedule including hours, class times, reassigned time, and committee participation. The Program Card form is to be completed by contract faculty and submitted to appropriate Dean prior to the start of the fall and spring semesters.
Wireless Internet (WIFI)

WIFI access is available in Buildings B, C, D, L, P, R, and V, along with outdoor spaces Curran Plaza and Gorton Quad. To acquire a code, access the following link:

http://www.sdcity.edu/CollegeServices/LRCLibrary/CampusWiFi.

When prompted, enter your active CSID number and last name. The access code changes at the start of each fall and spring session.
Index

A
absences, faculty
absences, students
animals

B
Blackboard Vista Shell
blackout, power outage
breaks, in class

C
children, in class
classrooms, changing
Classroom Technology Management and Multimedia Services
committees, organization
committees, participation
computers, for faculty

D
Digital Printing Center
Disability Support Program & Services
DVDs

E
email
emergencies
ethics, Code of Ethics
evaluation

computers, for students
computers, in class
conference, faculty
copies, making
course outlines
Index (continued)

F
Faculty Web Services
field trips
fire emergencies
Flex, overview
Flex, deadline dates
Flex, independent projects
flooding

G
grades, incomplete
grades, students

grades, student challenge
grades, submitting grades
guest speakers

I
identification cards

K
keys

L
Learning Resource Center
library
M
mail
meetings, see: committees
Multimedia

O
Off Campus Programs
online instruction
Online Mentor

P
parking, permits
parking, regulations

payroll
policies, Records Office
policy, 0550-District Email Policy
policy, 3100-Students Rights Responsibilities
policy, 3120-Off Campus Student Activities (field trips)
policy, 4030-Academic Freedom
power outage, black out
procedure, 3100.3 – Academic Honesty
procedure, AP 3105.1-Service Animals
procedure, AP 3120.2-Authorization to Conduct Off Campus Activities
procedure, AP 6310.1-District Travel
Index (continued)

procedures, Records Office
program cards, contract faculty
projector, in class

R
Records Office, contact
roster, class maintenance
roster, recordkeeping
petitions, a guide

S
smoking
student, disruptive behavior
student, with disability
student learning outcomes
substitutes, faculty
supplies, for faculty
supplies, for students
syllabi, required language
Index (continued)

T
- technical support textbooks, instructor copy
- textbooks, reserve copy
- textbooks, student copy
- technology, classroom
- technology, Help Desk
- travel, faculty
- travel, student
- tutoring

W
- water emergencies
- web-enhanced instruction
- wireless Internet (WIFI)

V
- voicemail
1.0 DESCRIPTION

The District recognizes that principles of academic freedom and privacy of information hold important implications for electronic mail and electronic mail systems. This policy reflects these principles within the context of the District's legal and other obligations.

2.0 FUNCTIONS AND RESPONSIBILITIES

The District encourages the use of its electronic mail system and respects the privacy of users. The Email system shall be used for District business and only incidentally for personal use which does not violate District policies or restrictions. While the District does not routinely inspect, monitor, or disclose electronic mail without the Email Holder's consent, the confidentiality of any Email message cannot be guaranteed. Subject to the requirements for authorization and notification, the District may deny or revoke access to its electronic mail when required by and consistent with law, when there is a substantiated reason to believe that violations of District policy and procedures or law have taken place, or when required to meet time-dependent, critical operational needs. Except in emergency situations, inspection must be authorized in writing by the Chancellor or appointed designee. When appropriate, the District's legal counsel's advice should be sought.

The Chancellor shall: (1) establish procedures for using the District's Email system; and (2) appoint a district officer responsible for assuring compliance with the rules of this policy.

3.0 DEFINITIONS

1. Mail Holder. An Email user who is in possession of a particular Email record, regardless of whether
that Email user is the original creator or a recipient of the content of the record.

2. Personal use. Electronic mail services may be used for incidental personal purposes provided such use does not (a) interfere with the operation of computing facilities or electronic mail services; (b) burden the District with noticeable costs or (c) interfere with the Email user's employment or other obligations to the District. Email records are considered to be official District records.

3. Substantiated Reason. Reliable evidence indicating that a violation of law or District policy or procedures has occurred.

4.0 RESTRICTIONS

Use of District Email shall not be for communications that:

1. Discriminate on the basis of race, creed, color, gender, religion, disability, sexual orientation;
2. Constitute sexual or other forms of harassment;
3. Infringe copyright law;
4. Breach security of unauthorized access;
5. Constitute political campaigning for or against any candidate for public office or any ballot proposition, or constitute lobbying any federal, state, or local official (elective or non-elective) with respect to any matter not involving official District business;
6. Promote personal or commercial business interests;
7. Violate District policy or state or federal law;

New
5/18/98

Office of Primary Responsibility:
Information Technology
This policy enumerates the rights and responsibilities of all San Diego Community College District students.

1. STUDENT RIGHTS

   All students shall have the right to a safe campus learning environment free from interference and disruption. The District shall ensure to the best of its ability to afford students the rights contained herein.

   a. Students shall have the right to impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress including the method by which the final grade is determined.

   b. Students shall have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and wearing of buttons, badges, or other insignia, so long as the expression is not obscene, libelous or slanderous according to current legal standards. The expression shall not incite students so as to create a clear and present danger of:

      1) The commission of unlawful acts on community college premises;

      2) The violation of local, state, or federal laws and regulations; or

      3) The substantial disruption of the orderly operation of the community college. The District reserves the right to regulate the time, place and manner of all student activities. (Education Code Section 76120).

   c. Students shall have the right to be free from acts or threats of intimidation, harassment, or physical aggression.

   d. Students shall have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.

   e. Students shall have the right to take reasoned exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion. However, this does not preclude the expectation that a student must meet the course requirements.

   f. Students shall have the right to participate in the formation of policy affecting them in accordance with established procedures for Shared Governance.

   g. Students shall have the right to petition to organize interest groups and/or join student associations pursuant to Manual 3200.
h. Students shall have the right to develop student publications in accordance with standards established by current District and college policies, procedures and guidelines.

i. Students with verified disabilities shall have the right to receive appropriate accommodations as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act and District and college policies, procedures and guidelines.

2. STUDENT RESPONSIBILITIES

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

a. Students shall be responsible for defining and making progress toward their educational goal.

b. Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed and online materials.

c. Students with verified disabilities who believe they need academic accommodations are encouraged to identify themselves to instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students who request accommodations or auxiliary aids are responsible for contacting the Disability Support Programs and Services (DSPS) office. Students who make a request directly to the faculty should be referred to DSPS (see Procedure 3105.1).

Students are responsible for providing professional documentation of a qualified disability to DSPS. The DSPS faculty, in consultation with the student, shall recommend appropriate accommodations. The recommendations shall be documented by DSPS and a copy provided to the student.

Students are advised to consult directly with a Disability Support Programs and Services (DSPS) Counselor Specialist regarding any accommodation. These students will be required to meet timelines and procedural requirements established by the DSPS Office.

3. STUDENT CODE OF CONDUCT

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

a. Academic misconduct or dishonesty as specified in Procedure 3100.3, Honest Academic Conduct.

b. Forgery, alteration, falsification, or misuse of campus/District documents, records, electronic devices, or identification.
c. All forms of nonacademic dishonesty, including but not limited to fabricating information, any form of bribery or knowingly furnishing false information or reporting a false emergency to officials acting in an official capacity.

d. Act or threat of damage to, or theft of property belonging to, or located on District-controlled property or facilities.

e. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purpose for which they are on campus.

f. Physical, verbal, or written 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 District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

g. Any expression which is obscene, libelous or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus district.

h. Physical altercation or threats of violence including assault or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.

i. Unlawful conduct of a sexual nature including but not limited to indecent exposure, prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.

j. Any conduct that threatens the health or safety of any person, including oneself.

k. Participation in hazing (California Education Code Sections 32050 through 32052).

l. Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

m. Conduct which is in violation of federal, state, or local laws or ordinances; while on district premises or at district-sponsored or supervised activities. (Ref. 76020, 76120)

n. Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel providing such conduct is related to district policies, activities or college/campus attendance.

o. Smoking on District premises, or in vehicles provided by the district used for transporting students; except as permitted by applicable ordinances, laws, college and district guidelines and procedures.

p. Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
q. Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.

r. Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.

Adopted: October 14, 2010

OFF-CAMPUS STUDENT ACTIVITIES

CONDITION

Off-campus student activities involve the District when they are an integral part of programs offered by the District. These learning situations include but are not limited to: field trips, excursions, classes convened off campus, co-curricular activities, student body activities, and the use of community resources individually by students.

POLICY

In accordance with Educational Master Plan Goal I: TO MINIMIZE ANY SITUATION THAT ACTS AS A BARRIER TO EDUCATION, and Goal II: TO CREATE A CLIMATE THAT FOSTERS LEARNING AND ELICITS THE BEST PERFORMANCE FROM EACH INDIVIDUAL; the Board hereby defines, authorizes, and regulates off-campus student activities under the following rules:

1. Field trips, excursions, and classes convened off campus are defined as those activates which replace regularly scheduled on-campus class sessions. Students are expected to attend since the activity is a part of regularly scheduled class time.
   a. The activity must have a direct relationship to the instructional program and demonstrate a benefit greater than could be achieved in classroom activity.
   b. The learning experience must not be conveniently available to students outside class time.
   c. Adequate preparation or orientation shall be provided in advance.
   d. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
   e. The requirement for the activity shall be specified in the catalog course description.
   f. Overnight trips or trips outside California shall be individually approved in advance by the Board. The Chancellor may approve travel within California.
g. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.

h. No expenses other than transportation for students may be paid from District funds; e.g., entry fees, food, lodging, etc.

i. These activities shall not be authorized if any student cannot participate because of lack of funds. Community service groups should be solicited to provide funds for students in need of them.

j. The necessary expenses of staff/chaperones may be paid from budgeted funds (see Policy 8960).

2. Optional visits are defined as field trips, excursions, and classes convened off campus, except they are not a required part of an educational program.
   . The visit shall not be during nor may it replace a regularly scheduled class session.
   a. Students are encouraged but shall not be required to attend.
   b. No penalty for nonattendance may be reflected in the course grade, nor may any student be held accountable in any way for the learning experience which would have been gained through attendance.
   c. The activity need not be specified in the catalog course description.
   d. The activity shall be scheduled insofar as possible to avoid requiring that students be absent from other classes.
   e. Overnight trips or trips outside California shall be individually approved in advance by the Board.
   f. District vehicles, including contract carriers, may be used to provide transportation, and expenses for transportation/use of District vehicles may be paid from District funds which have been budgeted for this purpose.
   g. No expenses other than transportation of students may be paid from District funds; e.g., entry fees, food, lodging, etc.
   h. The necessary expenses of staff/chaperones may be paid from District budgeted funds (see Policy 8960).

3. Voluntary visits are activities off the premises of the District which are not an integral part of District programs. They are neither approved nor sponsored by the District. For example, visits to museums, art galleries, libraries or any other private or public place which may be related to the students’ education but not undertaken as a part of a District offering.

4. Co-curricular activities both on and off campus, are authorized by the Board in conjunction with educational programs, and meet all of the following criteria:
   . Participation shall be approved in advance by the Board.
   a. Students of the District shall be active participants in the activity or event.
   b. The activity or event shall be supported in part with other than District funds.
   c. The activity or event is an extension of classroom instruction or related community college programs.

The payment of all necessary expenses of students and employees participating in co-curricular activities is a proper expenditure of District funds which are budgeted for that purpose.
5. Student Body activities are those activities which are approved by the local student organization and costs, if any, are charged against Associated Students' funds. Such activities are authorized by the Board under the following rules:
   a. Activities and travel inside the State of California must be approved in advance by the Dean of Students/Student Body Advisor.
   a. Activities and travel outside the State of California must be approved in advance by the Board.

The Chancellor shall develop implementing procedures providing for the uniform District wide administration of off-campus student activities when said activities are defined as a part of a District offering.

Each campus/center shall establish as a part of its annual budget funds to provide for costs related to off-campus student activities which are governed by this Policy.

SUPERSEDES:
Policy C-5493, 9/1/72
The San Diego Community College District is committed to an academic environment that embraces the principles of academic freedom and freedom of expression. This commitment is based upon the value that free expression is essential to excellence in teaching, learning, critical inquiry and service to the community.

1. **ACADEMIC FREEDOM**

   a. Academic freedom affords the faculty the right to speak freely and write, without unreasonable restrictions or prejudices.

   b. In accordance with the doctrine of academic freedom, faculty have the following fundamental rights:

       1) Collective primacy in designing and approving curriculum and instructional methods;

       2) Individual faculty determination of instructional materials, course content, and student evaluation methods, in concert with colleagues, so as to assure coherence in instruction and the maintenance of academic standards;

       3) Individual faculty freedom to discuss subject matter of the course, as appropriate to the standards of the discipline and academic community, even when that material is controversial;

       4) Individual faculty authority to evaluate enrolled students on the basis of the academic merit of the students’ performance;

       5) Individual faculty choice of research topics and methods of investigation—subject to professional and peer-determined standards—as well as unconditional freedom to publish results; and

       6) Faculty participation in shared governance, curriculum review, and accreditation processes.
2. FREEDOM OF EXPRESSION

a. Freedom of expression affords the faculty, staff and students the right to speak and write freely in accordance with the constitutional protections of free speech.

b. Faculty, staff and students have the following rights and responsibilities:

1) The District shall protect the rights of faculty to express their views in the classroom that pertain to class content. While it is understood that controversy is often at the core of inquiry, such controversy should be addressed in a mutually respectful manner.

2) The District shall protect the rights of faculty, staff and students to speak freely on matters of public concern.

3) Faculty, staff and students are free to explore a wide range of views and judge the merits of competing ideas.

4) As outlined in District policies and procedures, faculty, staff and students have responsibilities which are based upon principles of fairness, integrity, confidentiality, safety, professionalism, and respect for others.

5) Members of the academic community have the right to participate in governance and to join or form organizations without fear of retaliation.

Adopted: April 28, 2009

New Policy
This procedure implements District Policy 3100 ensuring that honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals.

1. DEFINITIONS:

   a. Cheating: The act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

      1) Copying, in part or in whole, from another's test or other examination;

      2) Discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;

      3) Using an annotated instructor's edition of a textbook;

      4) Obtaining copies of a test, an examination, or other course material without the permission of the instructor;

      5) Using notes, “cheat sheet” or other devices considered inappropriate under the prescribed testing condition;

      6) Collaborating with another or others in work to be presented without the permission of the instructor;

      7) Falsifying records, laboratory work, or other course data;

      8) Submitting work previously presented in another course, if contrary to the rules of the course;

      9) Altering or interfering with grading procedures;
10) Plagiarizing, as defined herein;

11) Knowingly and intentionally assisting another student in any of the above.

b. Plagiarism: The act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same as one’s own work to fulfill academic requirements without giving credit to the appropriate source. Examples of plagiarism include but are not limited to the following:

1) Submitting work, either in part or in whole, completed by another;

2) Omitting footnotes for ideas, statements, facts or conclusions which belong to another;

3) Omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;

4) Close and lengthy paraphrasing of the writing or work of another, with or without acknowledgment;

5) Submitting artistic works, such as musical compositions, photographs, paintings, drawings, and sculpting, of another;

6) And submitting papers purchased from research companies (or downloaded from electronic source) as one’s own work.

2. ACADEMIC AND ADMINISTRATIVE SANCTIONS

Cheating and plagiarism may warrant two separate and distinct courses of disciplinary action which may be applied concurrently in response to a violation of this policy.

- **Academic Sanctions**, such as grade modifications, are concerned with the student’s grades and are the sole responsibility of the faculty member involved.
- **Administrative Sanctions**, includes any disciplinary action up to and including expulsion, and are the responsibility of the College president or designated representative.

a. ACADEMIC SANCTIONS

1) When a student is accused of cheating or plagiarism, it is recommended that the faculty member arrange an informal office conference with the student and the department chair, or designee, to advise the student of the allegation as well as the evidence which supports it.
2) The purpose of the informal conference is to bring together the persons involved so that the situation might be discussed informally and an appropriate solution might be decided upon.

3) If more than one student is involved in the incident, the faculty member may call the students together to confer as a group at the discretion of the faculty member. All notes and discussion between the student and faculty member are confidential, in accordance with the Family Rights and Privacy Act, and may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.

4) **Guidelines:** It is the faculty member’s responsibility to determine the type of academic sanction, if any. In reaching the decision, the faculty member may use the following guidelines:

   a) The faculty member should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.

   b) The usual sanction is “grade modification.” This sanction is to be used only if the faculty member is convinced and has documented that cheating or plagiarism did, in fact, occur.

   c) The “grade modification” is left to the discretion of the instructor and may include a zero or F on the paper, project or examination.

   d) In addition to grade modification, certain instructional departments/programs may have policies which state that cheating can show unsuitability for continuation in the program and/or profession.

   e) In all cases, faculty should make the student aware of the penalties for cheating or plagiarism and of their appeal rights. It is recommended that a statement be included in the course syllabus. (See District Procedures 3100.1 and 2).

   f) If an academic sanction is imposed, the incident must be reported in writing within ten instructional days to the School Dean who shall send a copy of the report to the Disciplinary Officer. Notice to the Disciplinary Officer will ensure that there is documentation of the incident with the college in the event of a challenge or legal action.

b. **ADMINISTRATIVE SANCTIONS**

   1) The School Dean will consult with the Disciplinary Officer as to whether the matter warrants administrative sanction in accordance with 3100.2. All actions related to discipline under Policy 3100.2 are the responsibility of the Disciplinary Officer.
2) In the memorandum to the School Dean, the faculty member should state what the nature of the offense was, the evidence, and the academic sanction imposed.

3) The memorandum will be retained on file with the Disciplinary Officer.

4) The Disciplinary Officer will notify the faculty member if an administrative sanction will be pursued.

3. **APPEAL**

   a. A student may appeal the decision of a faculty member to impose an academic sanction for plagiarism or cheating, as follows:

   b. The student should file a petition with the School Dean and include documentation.

   c. The School Dean will notify the Dean of Student Affairs of the pending appeal in the event disciplinary action is pending.

   d. The School Dean will conduct a fact finding session with the faculty member, the department Chair and the student within 10 instructional days of the date the petition was filed to try to resolve the matter informally. In the event the matter cannot be resolved informally, the appeal will be referred to the Vice President of Instruction for a grade challenge hearing, pursuant to A.P 3001.2, Grade Challenge.

References: none

Approved by Chancellor: January 16, 2009

Supersedes: Procedure 3100.3, 04/22/1999
The San Diego Community College District will permit qualified students with disabilities to use service animals in District facilities and on District campuses in compliance with state and federal law. Board Policy 3105, Academic Accommodations for Students with Disabilities, was established pursuant to the Americans with Disabilities Amendments Act of 2009 (ADAA) and Section 504 of the Rehabilitation Act of 1973.

The purpose of this procedure is to ensure that qualified students with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability.

This procedure implements Policy 3105 with regards to service animals on campus.

1. DEFINITION:

   a. Service animal is defined in Title III of the ADAA regulations (28 C.F.R., § 36.104). Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

   b. The District shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability (28 CFR 35.136(i)).

   c. The District shall consider: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the student has sufficient control of the miniature horse; the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

If an animal meets this definition, it is considered a service animal under the ADAA, even if it has not been licensed or certified by a state or local government, or by a private agency. A student may choose to produce a San Diego County brass medal identification tag as proof of a service animal. Only dogs are eligible to apply for service animal identification tags (form DAS-195, rev. 07-10) in California. Review of verification documentation and determination by District DSPS personnel for service animals is made on a case-by-case basis. Notification of that review and approval is indicated on the Student ID/Attendance card.

Animals, other than authorized service animals, are not permitted on campus.

2. RESPONSIBILITIES OF PERSONS USING SERVICE ANIMALS:

a. A student with a disability who brings an animal for participation in the services or classes of the District shall be directed to the Disability Support Programs and Services (DSPS) office.

b. The student must provide documentation of his/her disability and a description of the disability related tasks which the animal performs which facilitates access to District programs, services or activities.

c. The student must meet with a DSPS counselor for prior approval and sign the San Diego Community College District DSPS Service Animal Agreement. A service animal sticker will be issued for placement on the Student ID/Attendance card.

d. The care and supervision of a service animal is the responsibility of the student. Civil Code Section 54.2 requires that the owner of the service animal be responsible for any damage done to the premises or facility by the animal.

e. All service animals must be immunized in accordance with State of California Health and Safety Code, §121690. Documentation will be requested.

f. Dogs must work without threatening or disrupting other service animals, students and/or District personnel. A student with a disability who has a service animal that poses a threat to health, safety or program disruption shall be informed that the animal is not an allowable accommodation and cannot be on campus. Failure to comply with this exclusion may result in a disciplinary action in accordance with Policy 3100.

g. A student with a disability will be limited to one approved service animal.

3. EVALUATION PROCEDURES:

a. Under the ADAA and Section 504, the District may not impose a rule upon individuals with disabilities prohibiting service animals, if the rule has the effect of limiting the participation of the individuals with disabilities in the District’s services, programs or activities. However, the District is not obligated to permit the use of service animals, if
doing so would result in a fundamental alteration of the District service, program or activity, or would pose a direct threat to the health or safety of others.

b. The District will determine whether the service animal meets the basic ADAA definition as stated herein. This determination is based upon whether the service animal has been trained to provide the specific task or service required by the student because of his/her disability(ies) and whether the animal can actually provide that task or service. If in the judgment of the DSPS professional, the animal cannot perform the identified task or service, the District may exclude the animal from its facilities and campuses.

c. The District will analyze whether the presence of the service animal would actually have a significant effect upon the service, program, or activity involved. The Governing Board of the District designates the District DSPS professionals, in consultation with the program professionals and the Vice Presidents, to make such determination. If the DSPS professionals, in consultation with the program professionals and the Vice Presidents, determine that the use of the service animal causes a fundamental alteration in District services, programs, or activities, the District may exclude the animal from its colleges, campuses, sites, programs and activities. (Title III of the ADAA Regulations, 28 C.F.R., § 36.104).

1) If the District makes a determination that use of the service animal would result in such fundamental alteration, within 5 instructional days of such determination, the designated person(s) shall issue a written statement identifying the reasons for the determination in sufficient detail to meet the District's burden to demonstrate that such alteration would occur. (Title III of the ADAA Regulations, 28 C.F.R., § 36.104).

2) If use of the service animal would result in such fundamental alteration, at the request of an individual with a disability and in accordance with District Policy 3501 and 3501.1, the District shall take any other action that would not result in such an alteration but would nevertheless allow the individual with a disability to participate in District services or programs.

d. The District will make an individualized assessment to determine whether the presence of the service animal poses a significant risk to the health or safety of other persons that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services. If the District determines that the presence of the service animal does pose a direct threat to the health or safety of persons participating in District services, programs or activities, the District may exclude the animal from its facilities and campuses. (Title III of the ADAA Regulations, 28 C.F.R., § 36.208).

e. A student with a disability who is denied the use of a service animal by the DSPS Department may file a complaint utilizing the formal resolution process of the Academic Accommodations for Students with Disabilities Procedure (Procedure 3105.1).

The Americans with Disabilities Act Revised Requirements, 28 CFR 35.136(i)
This procedure is applicable to all colleges/center. It assigns approval, authority and prescribes the authorization documents required when off-campus student activities are undertaken as a part of District Programs.

FUNCTION

The Board has defined, authorized and regulated off-campus student activities in Policy 3120 which must be used in consort with this procedure.

1. Sequence of events for Request/Approval to conduct Off-Campus Student Activities.
   a. Field Trips, Excursions, Classes convened off-campus and Optional Visits (see Policy 3120 for definition).

   1) Local program official assures that the requirement is specified in the Catalog course description (not required for optional visits).

   2) Instructor/spONSorInG DistrIct officIal

      a) Completes SDCCD Form 3120.2 (see attachment 1 to this procedure).

      b) Reviews

         (1) Policy 3120, Off-Campus Student Activities

         (2) Policy 3125, Transportation of Students

         (3) Procedure 3125.2, Student Travel Permission Release and Waiver Forms

   3) Approval Authority (Appropriate Instructional Dean)

      a) Reviews the request (SDCCD Form 3120.2).
b) If the request is in consonance with Policy 3120, approves the request.

c) If Board approval is required, processes the Docket item to the President for signature, and subsequent Board consideration. Holds the Form 3120.2 until the Board has acted and then approve/disapprove the request as appropriate.

f. Student Body Activities

1) Are authorized in accordance with the local campus/center student governance process.

2) The appropriate student body official prepares SDCCD Form 3120.2 referencing the date, time and authorizing body/officer.

3) Approving authority (student body advisor or Dean of Students).

   a) Reviews the request (SDCCD Form 3120.2).

   b) If the request is in consonance with Board policy, approves the request.

   c) If Board approval is required, prepares a Board Docket item and processes it to the President for signature and subsequent consideration by the Board. Holds the Form 3120.2 until the Board has acted and then approve/disapprove the request as appropriate.

h. Co-curricular Activities (See Policy C-5340, Co-curricular Expenditures)

1) Activities which are scheduled by season, e.g. intercollegiate athletics, forensic activities, etc. are generally approved by the Board by blanket resolution authorizing the activity, advanced payment and travel. In this case, no further approval is required.

2) Individual activities not approved as a part of a season schedule must be approved individually in advance and are processed in the sequence prescribed in paragraphs 1.a.2. and 1.a.3 above.

FORMS/REFERENCES

Attachment I to this procedure, SDCCD Form 3120.2, Request/Authorization to Conduct Off-Campus Student Activities (stocked and issued by Office of Instructional Services).

SUPERSEDES:
New Procedure
Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6310.1 District Travel

Office(s) of Primary Responsibility:

Vice Chancellor of Business Services
Controller
Vice Presidents of Administrative Services

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, and student representatives.

This procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.

All travel activities addressed by this procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.

Per diem rates established by the District will be periodically revised to determine appropriate levels based on state and federal guidelines.

Here’s a brief overview of what’s covered in sections B through O:

- Definition and Approvals Section B
- Submission of a Travel Request Section C
- Lodging Section D
- Meals Section E
- Registration Section F
- Personal car Section G
- Other transportation expenses Section H
- Miscellaneous travel expenses Section I
- Unallowable expenses Section J
- Advance & Direct payments Section K
- District Organized Events Section L
B. Definition and Approval of Off-Campus Travel

For purposes of this procedure, off-campus travel shall be defined as including International, regional, state or sectional meetings whose principal business includes institutional, professional and/or instructional activities. It also includes attendance at seminars, workshops and training sessions conducted by other agencies for the personal development of employees for which the training sessions will also benefit the District. It also includes business mileage incurred in connection with attendance at these meetings and workshops. Registration fees and other related expenses for these events may be paid by submitting a Purchase Requisition to the District Purchasing Department.

Board of Trustees, faculty, staff, and student representatives are authorized to travel on behalf of the District and will be reimbursed for necessary expenses within budget appropriations and maximum per diem allowances.

In some special circumstances, an employee of another government or private entity who is a partner in any grant or contract administered by the District, including any special invited guest traveling with a District administrator on official business, may also be authorized to travel on behalf of the District, and will be reimbursed for necessary expenses within budget appropriations and maximum per diem allowances, in accordance with these travel procedures, unless there is a specific provision to the contrary under the grant or contract.

Expenses for travel and conference incurred by professional consultants and independent contractors may be reimbursed as part of their professional or service fees, if these are provided for in their contract with the District. Their contracts and the payments of their professional or service fees and any reimbursable expenses including travel, will be processed through the District’s Purchasing Department.

District travel is subject to the following final approval:

- Out-of-Country: Chancellor
- Out-of-State travel: President or Vice Chancellor
- In-State (one or more days): President, Authorized Designee or Vice Chancellor
- In-State (less than one day): Appropriate Manager or Director

C. Submission of Travel Requests and Payment of Travel Expenses

The District Business Services Department will monitor all approved Travel Requests (TR) with or without expenses and will process all payments of travel expenses regardless whether these expenses are paid in advance or reimbursed to the employee.

All campuses and District Office departments must have a designated campus travel liaison officer(s), who will assist the District Business Services Department in monitoring
all travel requests submitted from their respective campuses or departments. The travel liaison officer(s) will also assist the employees or department in completing the required travel and expense forms, and must review all travel requests and payment forms for accuracy, completeness and approval signatures before being submitted to the District Business Services.

Employees who order airline tickets from any District-approved travel agency must fax or send a copy of their approved Travel Request (TR) to the District Travel Agency. If the employee does not have an approved TR when the airline tickets are ordered, they should pay for the airfare by issuing a personal check or credit card to the District Travel Agency. Employees are encouraged to use the on-line travel booking tool of the District Travel Agency.

At the time the TR is filed, the employee must furnish in full all the information requested on the TR (upper portion of the form).

All approved TR’s with expenses must be submitted to the District Business Services no later than two weeks in advance of required deadlines for hotel, registration, and other advance payments. Approved TR’s without expenses must be submitted before the actual departure date. Travel Vouchers, Travel Requests and Travel Expense Claim forms are available on-line on the District Business Services website.

All Travel Expense Claims (lower portion of the TR) must be finalized and submitted to the District Business Services Department not later than ten (10) days after the last day of travel. A travel expense claim must be submitted even if the employee did not incur any out-of-pocket expense or the trip was cancelled. The travel expense claim must be signed/certified by the employee and approved by the appropriate campus or department manager or director or higher authorized official.

Original receipts are required for all business travel expenditures such as lodging, conference and registration fees, transportation (including airfare, bus, car rental, taxi cab, etc.). Receipts are not required for meals, tips, and other incidentals since these come out of the daily per diem allowance. Exceptions to providing original receipts should be documented and approved by the campus President, Vice Chancellor or the Chancellor. Exclusion of original receipts may result in disallowance of reimbursements.

When an employee has been authorized to travel off-campus to attend meetings called by an agency of the State of California, or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval.

The site/department will be responsible for the billing and collection and a copy of the bill should be submitted with the travel expense claim. Allowable travel expenses shall be paid directly to the vendors or reimbursed to the employee in accordance with these travel procedures subject to the availability of budgeted funds approved for that specific travel. All third party agency reimbursements must be deposited in the appropriate District account.

At the discretion of the Chancellor, or Vice Chancellor of Business Services, employees may be reimbursed for actual and necessary expenses incurred for off-campus
conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond the employee’s control.

D. Expenses for Lodging

The cost of lodging shall be reimbursed up to the cost charged by the host hotel. If rooms are not available at the host hotel, the maximum reimbursement for lodging will be 120% of the host hotel rate. Payment for lodging will be made directly to the vendor when feasible. The original copy of the actual itemized receipt for lodging expense must be submitted with the reimbursement claim.

Lodging should be prepaid directly to the hotel by way of a voucher submitted with the TR, or it may be reimbursed to the employee by submission of the TR after completion of travel. Payment of cash advance to the employee for lodging is not allowed. Some hotels and other lodging establishments charge a special local tax called Transient Occupancy Tax (TOT). However, most cities and municipalities who have this type of tax allow exemptions to representatives or employees of government agencies and non-profit organizations who are on official business travel. When traveling to a city or location where this type of tax is imposed, District employees are encouraged to present a TOT Waiver/Exemption form to the hotel/motel at the time of registration or reservation.

If business telephone calls are included in the hotel bills, these should be identified and marked as such and reported separately on the TR.

Unallowable expenses included in the hotel bills, such as personal phone calls, entertainment charges like video rentals, alcoholic beverages, etc., should be identified and marked as such and fully deducted from the total amount for reimbursement.

E. Expenses for Meals

If the employee is on full-day travel status, they may claim the reimbursement of actual meals up to the full amount of the per diem rate with limitations for local travel, and the time of departure and arrival in San Diego County. The employee may have the option of reporting only the total amount of meals being claimed for the whole day, as one line item on the Travel Expense Claim section of the TR, without itemizing amounts claimed for breakfast, lunch, dinner or other incidental expenses.

If the employee is on a partial-day travel status, they must itemize the meals showing whether the amount is for breakfast, lunch or dinner on the Travel Expense Claim Section of the TR. The actual cost of meals allowed for partial day of travel should not exceed $10.00 for breakfast, $15.00 for lunch, and $21.00 for dinner, which includes tax, tips and other incidental expenses. If the employee travels on a multiple-day trip and departs after 8:00 AM, they are considered to be on partial-day travel status for their first day of travel. On the employee’s return, if they arrive in San Diego before 5:00 PM, they are considered to be on partial-day status on their last day of travel.

If the employee travels on a multiple-day trip and leaves before 8:00 AM, they are considered to be on full-day travel status on their first day of travel. On the employee’s return, if they arrive in San Diego after 5:00 PM of that day, they are considered on a full-day travel status on their last day of travel.
Actual cost of meals, including tax, tips and other incidental expenses up to the maximum per diem amount of $46.00 per day are allowable and may be reimbursed, upon submission of the completed TR. In an event wherein meals are already included and paid by the District as part of the registration fees, but the employee still claims a per diem for meals and incidental expenses on his own, the employee should submit a written explanation for justification with separate approval by the Chancellor, Vice Chancellor or President.

Food charges included in the hotel bills must be deducted and claimed separately up to the extent of the per diem allowance.

Receipts are not required for cost of meals including tax, tips and other incidental expenses up to the District-approved rate of $46.00 per day.

Meal and lodging expenses that exceed the District guidelines can only be approved by the Chancellor. For variances, a written explanation must be attached to the expense report and the actual cost must be fully supported by an original copy of the itemized receipts.

Reimbursement for cost of meals for travel within San Diego County is not allowed unless it is included in the registration fee, or when the time spent for meals is an integral part of the conference or meeting sessions and was pre-approved by the Chancellor, President or Vice Chancellor.

If the employee incurs business meal expenses for others, a written explanation must be attached with separate approval by the Chancellor, President or Vice Chancellor. This explanation should include the name and affiliation of the other party and purpose of the expense.

Reimbursement for the cost of meals and lodging for travel within San Diego County may be allowed if the travel falls on a weekend or on a District holiday. Other justifications must be separately submitted in writing and approved by the Chancellor, President, or Vice Chancellor.

F. Registration Costs

Registration fees charged in connection with approved attendance at conferences, convention committee meetings, in-service training, seminars and so forth, are allowable at actual cost. Actual charges must be verified by a bona fide registration application form. Employees must submit a brochure, flyer, registration form or other announcements about the conference with the TR. Registration should be prepaid directly to the conference by way of a voucher submitted with the TR, or it may be reimbursed to the employee by submission of the travel expense claim after completion of travel. Payment of cash advance to the employee for registration fees is not allowed.

G. Travel with Personal Car

Persons authorized to travel with expenses who wish to drive their own car for personal reasons may do so if absence from the job is not greater than that required by public
transportation. The personal vehicle and the driver must be licensed, registered and covered with adequate insurance.

Employees will be reimbursed at the Board-approved mileage rate and is subject to the following stipulations.

Mileage shall be calculated as the distance from the employee’s regular work location to the business travel destination(s) and return to their regular work location.

In computing business mileage – starting and finishing points shall be the regular work location of the employee.

In the event that an employee does not depart from their regular work location but proceeds from their home to the employee’s first business destination at the beginning of the business day, the employee shall deduct from total mileage:

The distance from home to the first business destination; or

The distance from home to the regular work location, whichever is less.

If the employee proceeds from their last business destination directly to their home, they shall also deduct from total mileage:

The distance from the last destination to home; or

The distance from the regular work location to home, whichever is less.

Transportation–related expenses, which are directly associated with business mileage and reasonably incurred, may be reimbursed. Allowable expenses include such costs as parking fees, bridge, highway and tunnel tolls. These should be itemized and listed separately on the travel expense report and adequately receipted as much as possible.

Separate claims for expenses incurred in the use of a personal car, such as gasoline and oil, repairs, registration, licensing, insurance premiums, traffic and parking violations, and any damage to personal vehicles brought by third parties arising from accidents in which the employee may be involved, unless such is specifically authorized by board action, will not be allowed.

If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage and transportation-related expenses.

Mileage reimbursement may not exceed the total cost of coach airfare.

Employees who incur mileage expenses for business trips outside San Diego County should submit a Travel Request form for reimbursement of their mileage and related travel costs.

For business mileage incurred in the regular conduct of business within San Diego County, please refer to Procedure 6310.2.
H. Other Transportation Expenses

Transportation expenses include all necessary official travel on railroads, airlines, ships, buses, and public conveyance. The method of travel must be indicated on the TR. Claims must be supported by ticket stubs, travel itinerary, boarding passes or itemized receipts provided by the commercial carrier/ticketing agent.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. First-class air travel will not be allowed unless there is no other way available to reach the required destination and prior approval for first-class air travel has been secured from the Chancellor. Any increases in fare resulting from stopovers not required for the conduct of official business will be at the employee’s expense. Airline tickets must indicate whether these are purchased and paid by the employee and will be reimbursed to the employee; or these are purchased by a District-approved airline agency and will be paid directly to that agency.

Transportation to and from the commercial carrier terminal at the conference site, or from one meeting location to another, or to and from a hotel, by van, bus, or taxi, or whatever is most practical under the circumstances, shall be allowable expenses.

When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance by the Chancellor, President or Vice Chancellor.

Other necessary transportation-related expenses (i.e., airport shuttle, airport fees) which are directly associated with conference or meeting attendance shall be allowable expenses.

Incidental travel expenses such as tips of any kind, postage, baggage transfer and other business expenses for which receipts are not issued, may be allowed; however, it must be part of the daily per diem allowance. All travel expenses being claimed, for which receipts are required, but no receipts are submitted by the employee, will likewise be considered part of the per diem allowance unless explained in writing, and separately approved by the campus President, Vice Chancellor or the Chancellor.

I. Miscellaneous Travel Expenses

Unanticipated or extraordinary expenses essential to the transaction of official District business may be reimbursable to the employee when reasonably incurred, approved, evidenced by valid receipts, and itemized. Allowable expenses include items such as minor supplies, postage, reproduction costs, laundry and valet services for trips in excess of four (4) nights, and telephone or electronic communication expenses incurred while conducting District business.
J. Non-Reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

- Entertainment expense, radio or television rental and other items of similar nature.
- Transportation to or from places of entertainment and similar facilities.
- Conference-arranged leisure tours of personal side trip expenses.
- Personal phone calls.
- Individual membership dues or fees.
- Traffic or parking citations.
- Alcoholic beverages.

K. Advance Payments and Direct Expenses

A cash advance and direct payments of calculated travel expenses may be authorized for District business travel under the following conditions:

If cash advance or direct payments are requested, separate vouchers for each payee must be submitted with the TR and each accompanying voucher must be checked off on the TR. Conference registration fees, lodging or air transportation shall be paid directly to the vendors by way of a separate voucher for each vendor submitted with the TR. If airline tickets are purchased through a District Travel Agency, a separate voucher is not necessary. The District will pay the tickets directly to the travel agency by using the Ticket Billing copy of the TR. The employee should reimburse the District for the service fees if the airline tickets purchased through a District Travel Agency is not used by the employee and there is no justification for the employee not being able to use these tickets.

Vouchers for cash advance and direct payments must be submitted to the District Business Services with the approved Travel Request at least two (2) weeks in advance of travel. Each voucher should reference the Travel Request Number and the name of the employee.

Voucher for cash advance to the employee may be allowed if the estimated out-of-pocket expense is at least $200.00.

The employee will be personally liable to the District for the cash advance and all direct payments on his travel request, if any, until he submits his satisfactorily completed and approved travel expense claim, which is the bottom portion of the Travel Request form.

Any unused cash advance must be repaid immediately to the District upon submission of the travel expense claim.

Cash advances and direct payments for subsequent travel requests, will not be allowed if the employee has an outstanding travel request, which is already overdue for liquidation.
L. District Organized Events and Special Activities

Expenses incurred by the District for organizing off-campus events and special activities such as staff development retreats, meetings, and workshops are not reportable on a TR. Expenses for these events such as rentals for the use of facilities, group lodging and catering, bus charter or group transportation, rental of equipment, professional fees, etc. shall be processed through Purchase Requisitions or Purchase Orders.

An employee who attends an off-campus event or special activity organized by the District should submit a TR if they want to request payments or claim a reimbursement of his/her registration fees, mileage, lodging, meals, and other allowable expenses when such expenses are not provided free at the event.

M. Student Travel and Off-Campus Student Activities:

Students attending field trips, excursions, classes convened off-campus and co-curricular activities are covered under District Policy/Procedures 3120 and 3125.

The necessary expenses of District employees acting as staff/chaperones may be reimbursed through the submission of a TR.

Students who attend meetings and conferences to represent the District may be accompanied by a District employee acting as chaperone or advisor. The District employee acting as chaperone or advisor will report and account for all the allowable travel expenses of the student on the employee’s TR. If there is no employee acting as chaperone or advisor, the student must submit a TR for the payment or reimbursement of the allowable travel expenses.

N. Group Travel

A group TR may be submitted for a group of employees under the following circumstances:

- They must travel together to the same destination as a group.
- All members of the group must belong to the same department.
- Air travel is not involved.
- A leader, who is responsible for reporting and claiming all travel expenses, must be designated by the group.
- All expenses being claimed must be incurred as a group and the other members of the group are not claiming any separate cash advance, direct payment or expense reimbursement.

- Only one TR will be submitted for the entire group. The group’s Travel Request will have the name of the leader with the phrase, "ET.AL.". A separate sheet must be attached to the TR indicating the names and the student or employee ID numbers of all the members of the group.
- If individual members of the group prefer to submit their own separate TR, each TR will be treated as separate and independent of each other.
A group TR may also be used for one or more persons where one of them is a District employee hosting or accompanying an official guest, or acting as the advisor and chaperone of a District student to a conference, meeting, or workshop. All allowable travel expenses must be reported and accounted for by the employee. If an official guest is unaccompanied by a District employee, or a student travels alone as a representative of the District, their travel expenses may be paid or reimbursed by the district by submitting their own TR and Travel Expense Claim in accordance with these travel procedures.

The use of a group TR must be restricted to travels where the priority of need over internal control may be justified as being in the best interest of the District.

O. Travel Agencies and Credit Card Services

The District shall maintain a current and active business relationship with one or more travel agencies. Through an open and competitive process, travel services shall be arranged to serve individual travelers with reservations and ticketing capability. The quality of service will be reviewed annually.

The District shall also maintain a current and active business relationship with one or more credit card companies. As an agency of the State of California, the District will be able to use the services of credit card companies and airline companies contracted by the State Department of General Services for state employees on business travel.

Individual District credit cards for travel may be issued to certain District employees for their own convenience through the District Purchasing Department. The employee will be personally liable for the payment of all the charges on their credit card. However, those charges on the employee’s credit card, that are incurred in connection with official District business travel, may be reimbursed by the District if they submit an approved TR before travel and then submits their duly-approved completed Travel Expense Claim section of the TR after the completion of his travel.

P. Forms and References

- Travel Request with Expenses Form available in District Business Services Website (See sample attached)
- Travel Request without Expenses Form available in District Business Services Website (See sample attached)
- District Voucher Form and Instructions available on-line in District Business Services Website (See sample attached)
- Transient Occupancy Tax (TOT) Waiver Exemption Claim Form available in District Business Services Website (See sample attached)
References: BP 6310
Education Code Sections 87032 & 44032

Approved by Chancellor:

________________________

Date

________________________

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.
1. PURPOSE AND DEFINITION

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. The procedures enumerated herein shall be available to any student who believes a district decision or action has adversely affected his/her rights as a student as enumerated in Board of Trustees Policy BP 3100 Student Rights, Responsibilities and Administrative Due Process, Section 1., Student Rights (a. – i.).

2. RESOLUTION PROCESS

a. All parties shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing. Informal meetings and discussion between persons directly involved in a grievance is essential at the onset of the dispute.

b. If the student fails to resolve the grievance informally, no further action will be taken unless the student files a formal grievance by completing a statement of student grievance form within thirty (30) calendar days of the incident.

c. Grievances will only be heard where:

   1) The grievant alleges a violation of a student right as specified in BP 3100 Student Rights, Responsibilities and Administrative Due Process, Section 1., Student Rights (a. – i.);

   2) The grievant was a student of the college/Continuing Education at the time the alleged incident occurred;

   3) The grievant is personally and directly damaged by the alleged incident;

   4) There is a remedy which is within the authority of the district to grant;

   5) There is not another prescribed administrative channel for due process.

   d. The following allegations or issues will not be heard under this procedure:

      1) Discipline of students - See AP 3100.2, Student Disciplinary Procedures;

         a) Students may not grieve a matter that is undergoing disciplinary proceedings, until these proceedings have concluded.

      2) Discipline of employees;

      3) Traffic or parking citation;
4) Correction to records, including grade changes - See AP 3001.1, Student Records, Release, Correction and Challenge;

5) Discrimination or sexual harassment complaints - See BP 3410 and AP 3410 Nondiscrimination; BP 3430 and AP 3430 Prohibition of Harassment; AP 3435 Discrimination and Harassment Investigations;

6) Academic accommodation complaints - See BP 3105, Academic Adjustments for Students with Disabilities;

7) Criminal acts or civil damages.

e. The grievance officer will notify the student of the disposition of the grievance within 10 instructional days. If a grievance is deemed to be valid (in accordance with 2.c. 1–5 above), the grievance officer shall advise the student to complete a grievance hearing request form within thirty (30) days of the end of the semester in which the incident occurred.

Upon receipt of a grievance hearing request form, the Grievance Officer shall:

1) Meet with the student within five (5) instructional days of receipt of the hearing request form;

2) Determine that the informal resolution process has been followed and has been unsuccessful;

3) Within ten (10) instructional days following receipt of a Grievance Hearing Request form, the Grievance Officer shall convene the Grievance Committee.

3. GRIEVANCE OFFICER

a. Each academic year, the President shall appoint a Grievance Officer who shall facilitate the grievance process.

4. GRIEVANCE COMMITTEE

Each academic year, the Academic Senate shall nominate five faculty members and the Associated Students organization shall nominate five students to serve for a one year term to form a pool from which a grievance committee may be convened.

a. The Grievance Committee shall be constituted, as needed, in accordance with the following criteria:
1) The Grievance Committee shall include at least one but no more than three students selected from the pool submitted by the Associated Students organization;

2) The Grievance Committee shall include at least one but not more than three instructors selected from the pool submitted by the Academic Senate;

3) There shall be an equal number of students and faculty represented.

5. HEARING PROCEDURE

a. The full Grievance Committee must be present for the hearing to proceed. The Grievance Officer will be the facilitator and shall inform the participants of the procedures to be followed in the hearing. The decision of the Grievance Officer shall be final on all matters relating to the conduct of the hearing unless there is a two-thirds majority vote of the members of the Grievance Committee to the contrary. The burden of proof shall be on the grievant.

b. Each party to the grievance may provide the committee with oral and written information relevant to the issue of the grievance.

c. The Grievance Officer shall assist all parties in the securing of supporting information.

d. Formal rules of evidence shall not apply. All relevant information shall be considered.

e. Witnesses shall be only present when testifying. A taped record shall be maintained by the Grievance Officer and shall be the only taped record maintained. Destruction of all records of the hearing shall be in accordance with AP 2300.1, Warehousing and Disposition of Records.

6. GRIEVANCE DECISION RECOMMENDATION

a. The Grievance Committee’s recommendation shall be based only upon the record of the hearing. Relevant sections of State and Federal laws shall apply.

b. The Grievance Committee shall submit its findings in writing to the President within five (5) instructional days following the conclusion of the hearing. The written report shall include specific findings on each issue of the grievance together with recommendations.
7. **PRESIDENT'S DECISION**

a. Within five (5) instructional days following receipt of the Grievance Committee's recommendation, the President shall render a decision. The President may accept or reject the findings and recommendations of the Grievance Committee. If the President does not accept a finding or recommendation of the Grievance Committee, the reason(s) shall be stated in the written decision to the committee. The final decision shall be sent in writing to the grievant and Grievance Officer.

The decision of the President shall be final.

Approved by
the Chancellor: June 1, 2011

Supersedes: Procedure 3100.1 – 5/10/79, 4/26/84, 10/14/98
In accordance with Policy 3100, Student Rights, Responsibilities and Administrative Due Process, all students shall have the right to a campus learning environment free from interference or disruption.

1. All visitors and volunteers are expected to adhere to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Visitors and volunteers will be subject to removal from classrooms, service areas, and activities of the campus for any of the following acts. Any violation may be subject to permanent removal from all colleges, campuses, sites, programs and activities of the district in accordance with Section 2, Implementation.

   a. Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.

   b. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purpose for which they are on campus.

   c. Physical, verbal, or written 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 District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

   d. Any expression which is obscene, libelous or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus district.

   e. Physical altercation or threats of violence including assault or battery upon a student or district personnel on district premises or at any time or place while under the authority of District personnel.

   f. Unlawful conduct of a sexual nature including but not limited to indecent exposure, prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.

   g. Any conduct that threatens the health or safety of any person, including oneself.
h. Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

i. Conduct which is in violation of federal, state, or local laws or ordinances; while on district premises or at district-sponsored or supervised activities. (Ref. 76020, 76120)

j. Failure to comply with directions of staff members of the district who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of district personnel providing such conduct is related to district policies, activities or college/campus attendance.

k. Smoking on District premises, or in vehicles provided by the district used for transporting students; except as permitted by applicable ordinances, laws, college and district guidelines and procedures.

l. Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.

m. Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.

Violations of state, federal, or local laws or ordinances, while on district premises, will be addressed by college police in accordance with the California Penal Code.

2. Implementation:

a. In the event of disruption, visitors will be asked to leave the classroom or office/service area by faculty or staff.

b. If the visitor does not comply, the Vice President, Student Services, or other appropriate administrator should be contacted.

c. The Vice President will respond and assess the incident.

d. In the event of serious disruption, college police should be contacted immediately.

e. In the event the visitor does not cooperate, or if apparent conflict arises between the visitor and any member of district faculty or staff, the college police will be contacted to assist. College police will assist with removing the disruptive person from campus as appropriate.
Approved by
the Chancellor: June 1, 2011

Supersedes: Procedure 3100.4 – 4/24/07