

DISCIPLINARY CODES & STUDENT GRIEVENCES AND APPEALS POLICIES

STUDENT CODE OF CONDUCT

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District.

Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, college personnel.
2. Assault, battery or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct, which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e. obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities on College premises).
6. Unauthorized entry into, or use of, College facilities.
7. Forgery, alteration or misuse of College documents, records or identification.
8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
10. Extortion or breach of the peace on College property or at any College sponsored or supervised.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs as defined in California statutes,

- on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or College sponsored events.
 13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on College property or at College sponsored activities.
 14. Use of personal amplified a sound device that disturbs the privacy of an individual or an instructional program.
 15. Failure to satisfy College financial obligations.
 16. Failure to comply with directions of College officials, faculty, staff or campus security officers who are acting in performance of their duties.
 17. Failure to identify oneself when on College property or at a College sponsored event, upon request of a College official acting in the performance of his/her duties.
 18. Gambling.
 19. Violation of other applicable federal and state statues and District and College Rules and Regulations.
 20. Sexual harassment or unlawful discrimination.
 21. Smoking in classrooms or other unauthorized campus areas.
 22. Violation of Skyline College Pet Policy.
 23. Use of skateboards, scooters and/or inline skates on campus.

TYPES OF DISCIPLINARY ACTION

Decisions regarding the following types of disciplinary action are the responsibility of the campus Judicial Officer. Unless the immediate application of disciplinary action is essential, such action will not be taken until the established appeal procedures found in Rules and Regulations, Section 7.73, have been completed.

WARNING - A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

TEMPORARY EXCLUSION - A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed necessary, for the day following. The professor shall immediately report such removal to the Division Dean or Judicial Officer for appropriate action.

CENSURE - The Vice President of Student Services or designee may verbally reprimand a student or may place on record a written statement that details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

CANCELLATION OF REGISTRATION - The Vice President of Student Services or a designee may cancel a student's registration if education records, financial records or other related documents are falsified, or for failure to meet financial obligations to the District.

DISCIPLINARY PROBATION - The Vice President of Student Services or designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

- a. Removal from any or all College organizations or offices;
- b. Denial of privileges of participating in any or all College or student sponsored activities.

RESTITUTION - The Vice President of Student Services or designee may require a student to reimburse the District, College, or individual for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic file. A student subject to disciplinary action has a right to appeal the decision in accordance with District Rules and Regulations, Section 7.73.

SUSPENSION AND EXPULSION OF STUDENTS

SUSPENSION - The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student or College granted privileges.

SUMMARY SUSPENSION - Limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.

DISCIPLINARY SUSPENSION - A temporary termination of student status and includes exclusion from classes, privileges or activities for a specified period of time as stipulated in the written notice of suspension.

The President of the College or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:

1. From one or more classes for a period of up to ten days.
2. From one or more classes for the remainder of the school semester or session.
3. From all classes and activities of the College, for one or more semesters or sessions.

In cases involving disciplinary suspension:

1. The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.
2. The student shall have the opportunity to examine any materials upon which the charges are based.
3. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
4. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record.
5. The student's instructors and counselor shall be informed in writing of the suspension.
6. If the suspended student is a minor, the parent or guardian shall be notified in writing by the President of the College or his/her designee.
7. The President of the College shall report all suspensions of students to the Chancellor.
8. A student under suspension at any District College may not enroll in any other District College during the period of suspension.

9. At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.

EXPULSION - Expulsion of a student is a permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the President of the College.

1. The President of the College shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion, which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold a closed executive session to consider his/her expulsion. A public hearing must be made in writing by the student within at least 48 hours prior to the scheduled hearing.
4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The students or his/her representative may cross examine and witness. The District bears the burden of proof.
5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

STUDENT GRIEVANCE AND APPEALS POLICY

1. Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the college community
2. Skyline College complies with Federal regulations designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability see (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992).
3. Students may file a grievance or appeal if the student believes that:
 - She or he has been subject to unjust action
 - Denied his or her rights
 - Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
 - Disciplinary procedures where not followed in accordance with College policies and District Rules and Regulations
4. Students filing grade grievances must be able to demonstrate the following:
 - mistake
 - fraud
 - bad faith
 - incompetence in the academic evaluation of their performance

In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade grievances must be filed within one year of issuance of the grade in dispute.

5. Filing all grievances and appeals must be done in accordance with the College policies and District Rules and Regulations
6. Complaints of sexual harassment, or discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please visit the San Mateo County Community College District web site www.smccd.edu or stop by the District Office, 3401 CSM Drive, San Mateo CA, 94402

COLLEGE PROCEDURE

The following procedures summarize the appropriate college channels to be utilized by students.

Informal Level:

Before initiating a formal grievance procedure, the student should attempt to resolve the dispute informally with the professor, administrator or staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedure set forth below.

Formal Level:

Level 1: The initial grievance must be filed with the administrator responsible for the area in which the dispute arose. In presenting a grievance, the student must submit a formal grievance form. Forms are available in the office of the Vice President of Student Services and in the office of the Dean of Enrollment Services. The written description of the grievance should include the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
 2. A description of the general and specific grounds on which the appeal is based.
 3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.
 4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.
- The administrator of the division shall review and investigate the grievance. If a faculty or staff member is involved, the administrator will apprise the individual of the alleged grievance. A written notice of the decision shall be provided to the student normally within ten (10) business days of receipt of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

Level 2: In the event that the grievance has not been resolved at the first level, a student may follow one of the next options:

Grade Grievances:

1. Appeals must be in writing and should go directly to the Vice President of Instruction. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President of Instruction will render a decision within ten (10) business days after meeting with the student.

Appeals involving College Policies or Student Conduct Code violations:

1. Appeals involving college policies should be in writing and submitted to the appropriate Vice President. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President will render a decision within ten (10) business days after meeting with the student.
2. Appeals involving college policies can also be brought before the Academic Policy Appeals Committee. The student can submit the request to the Hearing Officer, the Dean of Enrollment Services. The Hearing Officer will convene the Academic Policy Appeals Committee (comprised of faculty, staff and a student). The Hearing Officer will convene the Academic Policy Appeals Committee within five (5) business days of the request. A decision will be rendered within ten (10) business days after meeting with the Committee.
3. In disputes involving degree and certificate requirements, the Vice President of Student Services or Vice President of Instruction will consult with the Academic Senate President or designee.

Level 3: In the event the President of Skyline College is not involved in the second level, the student may appeal in writing to the President to review the appeal within five (5) business days after receipt of the decision or action. The President shall provide the student with a hearing if requested and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) business days of the review of the student's written appeal. In the event that the President's response is not satisfactory to the student, he or she may appeal the President's decision or action to the Chancellor of the

District. At each level of appeal, the student shall be advised of his/her further rights of appeal.

TIMELINE REGULATIONS

a. If the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.

b. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.

c. The designated time periods of this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

CAMPUS TELEPHONE DIRECTORY

Area Code 650

Department/Division	Phone	Bldg/Rm
Academic Senate President	738-4315	2216
Accounting Lab	738-4247	1217
Administrative Offices Fax	738-4338	1314
Admissions and Records	738-4251	2225
Transcripts	738-4254	2225
Veterans' Affairs	738-4462	2225
Grades	738-4452	2225
Degrees	738-4336	2225
Certificates	738-4452	2225
Enrollment Verification	738-4462	2225
Associated Students	738-4327	6214
ASTEP	738-4317	2200
Audio/Visual	738- 4142	5115
Automotive Department	738-4126	8100
Bookstore	738-4212	6
Business Division	738-4201	8
Business Services Supervisor	738-4227	1312
Cafeteria	738-4246	6
Cal Works/CARE	738-4480	2239
Career Center	738-4337	2227
Cashier's Office	738-4101	2225
Center for Intl Trade Development	738-7098	5130
Center for Teaching and Learning	738-4207	2129
Ceramics Lab	738-4153	1103
Child Development Center	738-7070	16
Computer App & Office Tech	738-4145	8119 A2
Concurrent Enrollment	738-4336	2225
Cooperative Education	738-4261	1210
Corporate & Community Ed	574-6173	CSM
Cosmetology	738-4165	Pac Hts
Counseling Division	738-4317	2200
Creative Arts Division	738-4121	1108
Disabled Students Program	738-4280	2208
EOPS	738-4139	2239
Emergency Medical Training	738-4284	8228
Facilities – Day	738-4115	Loma Chica
Facilities- Evening	738-4456	Loma Chica
Financial Aid	738-4236	2234
Gallery Theatre	738-4267	
Graphic Arts/ Production	738-4133	5118
Health Center	738-4270	2207

High School Relations	738-4317	2200
Honors Transfer Program	738-4412	8206
International Students	738-4255	2225
Job Placement	738-4337	2227
Language Arts	738-4202	8112
Learning Resources	738-4202	5130
Learning Center	738-4144	5100
Developmental Skills	738-4108	5104
English Assistance Lab	738-4241	5108
Math Assistance Lab	738-4189	5107
Reading Lab	738-4147	5102
Tutorial Assistance	738-4140	5105
Library	738-4311	5200
Circulation	738-4311	5211
Reference	738-4312	5200
Lost and Found	738-4301	6106
Mailroom	738-7031	5134
Matriculation	738-4317	2220
MESA	738-4244	7207
Microcomputer Lab	738-4105	2108
Parking Permits	738-4199	6106
Payroll (Full time)	738-4209	1316
Payroll (Hourly)	738-4194	1316
Perioperative Nursing	738-4416	3E
Phi Theta Kappa Society	738-4376	7301
Photography Lab	738-4208	2104
Physical Education Division	738-4271	
Athletic Director	738-4293	3130
Athletic Counselor	738-4197	3134
Men's Wrestling	738-4395	3113
Men's Baseball	738-4197	3134
Men's Soccer	738-4272	3113
Men's Basketball	738-4367	3203
Women's Basketball	738-4241	3111
Women's Soccer	738-4214	3134
Women's Volleyball	738-4271	3111
Women's Badminton	738-4215	3146
Sports Medicine	738-4283	3B
Physics Lab	738-4136	7321
President's Office	738-4111	1316
Public Information	738-4325	1317
Puente	738-4464	2220
Respiratory Therapy	738-4457	7311
Room Scheduling	738-4426	1316
Scholarships	738-4236	2234

Science/Math/Technology Division	738-4221	7217
Security Office	738-4199	6106
Shipping and Receiving	738-7031	5134
Skyline View Newspaper	738-4377	2108
Social Science Division	738-4121	1108
Student Activities	738-4275	6212
Student Housing	738-4275	2350
Student Services Center	738-4465	2200
Surgical Technology	738-4470	3E
Swinerton Construction Mgmt	738-7041	Loma Chica
Telecommunications	738-4221	7217
Testing Office	738-4164	2233
Transfer Center	738-4232	2227
Vice President, Instruction	738-4321	1313
Vice President, Student Services	738-4333	1315
Women in Transition	738-4157	1108
Workforce Development	738-7035	1214