

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

SECTION V

STUDENT SERVICES POLICIES

Approved by the Governing Board

May 20, 1978

SECTION V

STUDENT SERVICES POLICIES

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1/28/92; 5/20/97

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V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000 - ADMISSIONS POLICY

The San Jose/Evergreen Community College District shall maintain open enrollment for students who are legal residents of California. Any student may attend any college within the District by meeting the following admissions requirements:

**5000.1 Admissions Requirements

***1. Academic:

The student shall be a *high school* graduate or have passed the California Proficiency Examination, or the G.E.D., or be 18 years of age or older, and in the opinion of the Admissions Committee able to profit from instruction offered.

2. Residency:

**A. The student shall be a legal resident of California;

or,

**B. The student shall be a nonresident out-of-state student who meets admissions requirements and enrollment priorities and upon payment of tuition and fees as set by the District Governing Board;

or,

**C. The student shall be a foreign student who has met with special admissions procedures and enrollment priorities and upon payment of tuition and fees set by the District Governing Board.

*Revised: 6/12/73; 7/2/74; 2/1/77;
9/19/78; 4/1/86

**Revised: 2/17/76; 9/19/78; 4/1/86

***Revised: 1/17/89

San Jose/Evergreen Community
Community College District

V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000.2 - SPECIAL PART-TIME STUDENTS

**Under the following provisions, a student who is under 18 years of age and who has completed the 8th grade may be admitted as a part-time student to classes conducted by the San Jose/Evergreen Community College District whenever space is available.

The student shall attend grades 9 through 12 for at least a minimum school day.

The student shall comply with application and admission procedures established by the college district for such students.

The student shall present the colleges with a signed statement from the parents and school principal indicating what courses or areas of study the student desires. The student, subject to college approval, may be admitted to courses provided he/she has met academic standards.

Upon written recommendation to the President of the College by an appropriate elementary school administrator, the President, or his/her designee, may admit students below the 9th grade level to college classes. Such students shall meet college and course prerequisites.

***A parent or guardian of a student who is not attending high school may directly petition the President of the College to authorize the attendance of the student as a part-time student.

A student admitted under these provisions as a part-time student shall receive credit for the community college courses completed in the same manner as if he/she were a regularly enrolled community college student unless, upon agreement between the two districts, the student receives high school credit for the course completed. The student may not receive both high school and community college credit for such a course.

Part-time students admitted under these provisions will be subject to all college rules and regulations which shall be published in the college catalog. Education Code 76001)

*Revised: 2/17/76; 9/19/78; 4/1/86 San Jose/Evergreen Community
**Revised: 5/19/87 College District
***Added: 5/19/87

V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000.3 - ENROLLMENT PRIORITY

The highest admission enrollment priority shall be given to those students who are legal residents of California. Nonresident students and foreign students shall be admitted to the colleges as space is available.

Foreign and nonresident students shall pay the foreign and nonresident student tuition rate as determined by the San Jose/Evergreen Community College District Governing Board and published annually in the college catalogs and the schedule of classes.

The Chancellor or his designee will authorize questionnaires to be used for determination of residency. (Title 5, 54010; Education Code 68041)

Appeals concerning residency will be considered by the District Director of Admissions and Records. Appeals of the District Director's decision will be directed to the Administrative Dean/Provost.

Appeals of the Administrative Dean's/Provost's decision will be directed to the College President, Chancellor, or their designee. (Title 5, 54060; Education Code 68044)

V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000.4 - ENROLLMENT LIMITATIONS

*Enrollment in a course may be limited:

1. by available space on a first-come, first-served basis;
2. because of health, safety or facility limitations, or legal requirements imposed by statute and approved by the Board;
3. to completion of a specified number of units for the purpose of establishing priority registration; or
4. to those students meeting course prerequisites approved by the Board.

*Added: 1/28/92

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000.5 - REQUIRED EDUCATIONAL GOAL

*After the term in which a student has completed a cumulative 15 units, the student will be required to state an educational goal prior to registering in a subsequent semester. Students completing 15 or more units without an educational goal shall be required each semester to see a counselor prior to registering for classes until such a time as an educational goal is stated. Title 4 financial aid recipients must have an educational degree or certificate goal stated on an educational plan prior to receiving aid.

*Added: 1/28/92

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5000 - ADMISSIONS POLICY

*5000.6 - MATRICULATION EXEMPTION CRITERIA

*New students may be exempted from the assessment component of matriculation if they:

1. are enrolling in open curriculum classes only;
2. are enrolling in non-AA applicable courses other than pre-collegiate basic skills;
3. are enrolling in apprenticeship courses only;
4. or have AA, BA, or other college degrees.

Previous reading, writing, and math coursework successfully completed (with a C grade or better) may be used for placement purposes in lieu of the corresponding placement test(s).

New students may be exempted from the orientation, and/or the counseling components) of matriculation if they:

1. are enrolling in apprenticeship or short-term courses;
2. have a previous college degree.

All students are included in the follow-up component.

V. STUDENT SERVICES POLICIES

SECTION 5005 - STUDENT RECORDS AND TRANSCRIPTS

*5005 - STUDENT RECORDS AND TRANSCRIPTS

A complete, official college record shall be maintained for each student admitted, showing courses attempted and/or completed and the current academic status of the student. All records shall be in the form prescribed by the Chancellor. All records shall be maintained as confidential as required by Education Code and federal law.

**All official records of the College are held as confidential, and no information regarding a student will be released without prior written authorization from the student. Federal and State laws do make exceptions, giving certain persons the right of access to records without prior written consent, provided there is sufficient reason to see those records. The exceptions are:

- **1. College officials, including teachers, counselors and counseling interns.
- **2. Authorized representatives of the Comptroller General of the United States, the Secretary of H.E.W., and the administrative head of an education agency.
- **3. Officials authorized to review records in conjunction with a student's application for, in receipt of, Financial Aid.
- **4. Officials of schools in which the student may plan to enroll, provided that the student receives a copy of this record, if desired.
- **5. Officials of government authorized to subpoena records, provided that there is a reasonable attempt to notify the student when such records are subpoenaed.

*Revised: 9/19/78
**Added: 3/4//86

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5005 - STUDENT RECORDS AND TRANSCRIPTS

*5005 - STUDENT RECORDS AND TRANSCRIPTS

**A record of access of all persons in categories 2, 3, 4, and 5 is maintained in the student's file folder. No other person may obtain information about a student without the student's written consent.

**Statistical information concerning the student body, which contains no personally identifiable data, is made available to the public in various forms. The college also makes available to the public the names of students who are graduating, the names of students who are placed on the "Honors List," participants in athletic events, and copies of the student's class schedule unless students request, in writing to the Director of Admissions and Records, that their name be withheld from any such list. Such requests must be submitted prior to the opening day of each semester.

A college of the District will forward without charge, at the request of the student, two transcripts of work undertaken at the college. After the first two transcripts have been issued, a handling charge for each additional transcript will be made.

*Revised: 9/19/78
**Added: 3/4/86

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

*5010.1 - FEES

All students not otherwise exempted by these policies, by Education Code or Title 5, shall pay, at the time of registration, the Enrollment Fees and other fees as authorized by the California Legislature and/or the Governing Board.

Added: 4/1/86
*Revised: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

5010.2 - SPECIAL PART-TIME STUDENTS

*Special part-time students attending high school (Policy 5000.2) and who are enrolled in college classes for high school credit are exempt from the enrollment fee.

Added: 4/1/86
*Revised: 11/17/87

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

*5010.3 - NONRESIDENT

A nonresident out-of-state student, including international students, shall pay the fees set annually by the San Jose/ Evergreen Community College District Governing Board.

Full-time employees of the District, their spouse and children, are exempted from the one-year residency requirement and will not be charged nonresident tuition. (Education Code 68079)

**Nonresident students who have been hired by a public agency as a police officer or who have written assurance of being hired by a public agency as a police officer upon successful completion of police academy courses, will be classified as a resident for tuition purposes in police academy courses.

* Revised: 9/19/78; 4/1/86; 1/17/89
**Added: 6/21/88

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

*5010.4 - EXCHANGE OF STUDENTS

The District may enter into contracts with other states and foreign countries for the exchange of students.
(Education Code 68131 and 76140)

*Revised: 6/12/73

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

*5010.5 - ASSOCIATED STUDENTS

The Associated Students governance group shall recommend annually the price of the student activity card which entitles a student to membership in and participation in activities of the Associated Student organization.

*Revised: 9/19/78; 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5010 - FEES AND CHARGES

*5010.6 - REFUNDS

Nonresident and international student tuition refunds will be made in full for program reductions and withdrawal from the college which are recorded in the Office of Admissions and Records prior to the 11th school day in each semester. No refunds will be given for reductions or withdrawals after the 10th school day. (Title 5, 54070)

Nonresident and international student tuition refunds will be given in full for any class which is canceled by the college regardless of when the class is canceled.

V. STUDENT SERVICES POLICIES

SECTION 5015 - COLLEGE CATALOGS

*5015.1 - ADOPTION

The Governing Board shall adopt the College Catalogs.

*Revised: 9/19/78; 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5015 - COLLEGE CATALOGS

*5015.2 - CONTENT

The College Catalogs shall contain, but not be limited to, the following:

Regulations and procedures fur application and admission.

Rules of probation and disqualification.

Procedures for petition for reinstatement after disqualification.

Requirements for Associate degrees.

Requirements for Certificate of Achievement
granted in designated occupational programs.

Explanation of grading system.

Description and classification of courses and programs.

Names of instructors, dates of original appointment and degrees)
awarded.

V. STUDENT SERVICES POLICIES

SECTION 5020 - STUDENT PERSONNEL SERVICES

*5020 - STUDENT PERSONNEL SERVICES

The San Jose/Evergreen Community College District shall provide and support a program of student personnel services that will assist students to make optimal use of the educational opportunities afforded them.

The District shall provide educational, vocational, social and personal counseling services designed to assist students in evaluating abilities, interests and aptitudes and in realizing their potential.

The District shall appoint a sufficient number of qualified personnel to staff and administer a comprehensive program of student services.

V. STUDENT SERVICES POLICIES

SECTION 5025 - BOOKSTORE AND CAFETERIA

*5025 - BOOKSTORE AND CAFETERIA

The Associated Students shall be represented by students from each campus on an advisory board which shall recommend policy for the operation of the cafeteria and bookstore. Profits yielding a cash position above operational needs may accrue to the Associated Students of each college for the purpose of maintaining student activities for the benefit of the members of the student body.

*Revised: 9/19/78; 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5030 - SCHOLARSHIPS AND LOANS

*5030 - SCHOLARSHIPS AND LOANS

The Colleges shall seek and make available scholarships and loans for students in need of financial assistance. Community organizations and individuals will be encouraged to contribute toward scholarships, loan funds and awards.

All money that is contributed will be kept in a trust fund established by the Student Accounts office.

*Revised: 9/19/78

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5035 - *STUDENT GOVERNANCE

*5035.1 - REPRESENTATIVE ORGANIZATIONS

**There shall be a student body association on each campus of the District. The associations shall operate under the rules stated in their constitutions as approved by the Governing Board.

***These representative organizations of students, through the support of the Governing Board, will participate with the administration, faculty and classified staff of the colleges and the Governing Board of the district with regard to district and college policies and procedures that have or will have a significant effect on students as specified in Section 5035.3.

*Revised: 7/2/91
**Revised: 9/19/78; 1/17/89
***Added: 7/2/91

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5035 - STUDENT GOVERNANCE

5035.2 - APPROPRIATE MEANS

San Jose/Evergreen Community College District shall provide appropriate means to strengthen student knowledge and understanding of governance issues in order to increase student preparedness, and to foster greater self confidence in student leadership roles.

"Appropriate means" include such activities as:

Inservice training and orientation conducted at the beginning of each academic year for the purpose of building trust, fostering team work, and preparing for meaningful participation in the governance process. Those students planning to participate in campus and district governance should be involved;

The provision of ongoing consultative services such as regular, timely meetings with committee chairpersons, the development of mentor programs, or other alternative means of sharing with the students, supported by all governance segments;

Provision for meeting room for the representative student organizations and their committees.

A total of no more than six semester parking permits shall be allocated by the Associated Students' President to elected officers composing each college's executive council.

V. STUDENT SERVICES POLICIES

SECTION 5035 - STUDENT GOVERNANCE

5035.3 - DEVELOPMENT OF POLICIES AND PROCEDURES

San Jose/Evergreen Community College District Governing Board shall encourage the effective participation of the students in the district and college governance as prescribed in AB 1725 (1990) and regulations adopted by the Board of Governors. In addition to other matters, students shall be provided the opportunity to participate in formulation and development of district and college policies and procedures as members of the shared governance structure on each campus and on a district level. This right includes the opportunity to participate in processes for jointly developing recommendations to the Governing Board regarding policies and procedures which will have significant effect on the students.

District and college policies that have or will have "significant effect on students" are:

1. Grading policies.
2. Codes of student conduct.
3. Academic disciplinary policies.
4. Curriculum development.
5. Courses and programs that should be initiated or discontinued.
6. Processes for institutional planning and budget development.
7. Standards and policies regarding student participation and success.
8. Student services and facilities planning and development.
9. Student fees within the authority of the district to adopt.
10. Any other district and college policy, procedure or related matter that the district Governing Board determines will have a significant effect on students.

Governing Board procedures shall ensure that at the district and college levels recommendations and positions developed by students are given every reasonable consideration.

The Governing Board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

Added: 7/2/91

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5035 - STUDENT GOVERNANCE

5035.6 - SELECTION OF STUDENT REPRESENTATIVES

The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made by the Associated Students' President or his/her designee. The representatives are to be fully accountable to their respective organization(s). Achieving equity and diversity should be a significant factor in student appointments and nominations.

Added: 7/2/91

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5035 - STUDENT GOVERNANCE

5035.5 - RIGHTS AND PRIVILEGES

San Jose/Evergreen Community College District, San Jose City College and Evergreen Valley College shall maximize the opportunity for student participation in governance through reasonable accommodation of resources.

To facilitate student attendance and participation, the prior commitments of all members of any given committee shall receive equal consideration in scheduling meetings. Student members of the various district and college governance bodies, other than the Student Trustee, shall be granted the same rights and privileges due to all members. Student committee members may receive a stipend in an amount approved by the Governing Board.

Added: 7/2/91

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5035 - STUDENT GOVERNANCE

5035.6 - FINANCIAL SUPPORT

The colleges of San Jose/Evergreen Community College District may create budget accounts to support student governance activities.

The amounts of money budgeted to these accounts shall be determined through the individual college budget processes.

Added: 7/2/91

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENTS AND STUDENT ORGANIZATIONS

*5040 - STUDENTS AND STUDENT ORGANIZATIONS

A student is defined as one who is presently enrolled in a college in the District.

*Revised: 9/19/78

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENTS AND STUDENT ORGANIZATIONS

*5040.1 - PRIVILEGES OF STUDENT ORGANIZATIONS

To use the college facilities, student organizations must be authorized by the Associated Students.

Added: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENTS AND STUDENT ORGANIZATIONS

*5040.2 - FINANCIAL RESPONSIBILITIES: STUDENT BODY ASSOCIATIONS AND STUDENT ORGANIZATIONS

*5040.201

All money collected by a student body association or by any student club or organization of the college shall be deposited in an account and credited to the appropriate organization. The collection and disbursement of funds will be consistent with acceptable accounting and auditing procedures and with established District policies and procedures.

*Added: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.2 - FINANCIAL RESPONSIBILITIES; STUDENT BODY ASSOCIATIONS AND
STUDENT ORGANIZATIONS

*5040.202

In order to assure efficient operation and prudent expenditure of funds under student control, the following policies will govern:

*5040.2021

The student body association shall be responsible for student body association expenses and shall not be responsible for the financial obligations of student organizations not under its sponsorship and/or jurisdiction.

*5040.2022

Approved expenses of staff members assigned to supervise student body association activities may be borne within the college budget. The expenses of staff members assigned to supervise other student-sponsored events may be borne by the appropriate student organization.

*5040.2023

The college shall be reimbursed by any student organization for all toll calls made on its behalf.

*5040.2024

An annual budget shall be prepared by student body association in accordance with established college procedures.

*Added: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

Students and visitors to San Jose City College and Evergreen Valley College of the San Jose/Evergreen Community College District are expected to adhere to academic and behavioral Standards of Student Conduct.

Academic standards include academic honesty, satisfactory academic performance, and regular attendance.

Behavioral standards include showing mutual respect to students and college staff and adherence to District/College rules and regulations and State/Federal laws.

By following these standards, students will conduct themselves in a manner that fosters a positive learning and working environment for students and staff, maintains order on the campus, and protects the rights of the individual and the interests of the district. Violations of these standards on district-owned or controlled property, or at a district-sponsored activity, could result in the consequences outlined in this section. Decisions will be made based on factual information in accordance with due process procedures as outlined by the college and the California Education Code.

5040.301 Academic Standards

5040.3011 A. Academic Standards Violations

1. Altering grades
2. Altering or forging college documents, records, or identification
3. Copying from someone's test or allowing someone to copy your test
4. Copying from an author's work without giving credit (plagiarism)
5. Doing an assignment (e.g., a term paper or essay) for another student or asking, paying, bribing, or blackmailing someone to do an assignment for you
6. Sitting in for someone in class or on a test or having someone sit in class for you if not authorized by the instructor
7. Submitting work previously presented in another class if not authorized by the instructor
8. During an exam, using or consulting other tests or course material not authorized by the instructor
9. Possession of an examination or materials not authorized by the instructor

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

- B. Consequences of Academic Standards Violations may include one or more of the following actions by appropriate college officials as shown in parentheses:
1. Receiving a failing grade on the test, paper, or exam (*Instructor*)
 2. Course grade lowered, possibly resulting in course failure (*Instructor*)
 3. Verbal or written reprimand/warning (*Instructor*)
 4. Suspension for the remainder of class period and the next class period (*Instructor*)
 5. Suspension for a longer specified time (*Administrator or President, noted in student's file*)
 6. Expulsion from college (*Board of Trustees, upon recommendation of the Chancellor and President, noted in student's file*).

5040.3012 Academic Performance

A. Academic Performance/Standards and Consequences

1. Cumulative GPA below 2.0 after attempting at least 12 semester units of letter grades.
Consequence: Academic Probation
2. 50% or more of 12 or more semester units attempted are recorded as "I," "W," or "NC."
Consequence: Progress Probation
3. Cumulative GPA of less than 2.0 in the next two subsequent terms of enrollment after being placed on Academic Probation.
Consequence: Academic Dismissal
4. 50% or more of units attempted are recorded as "I," "W," or "NC" in the next two subsequent terms of enrollment after being placed on Probation.
Consequence: Progress Dismissal
5. Consistent failure to submit or perform assigned work
Consequence: Dismissal from the class (*Instructor*) or college (*Administrator*)

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

5040.3013 Attendance

A. Attendance Performance Standards and Consequences

1. Absences more than the number of times the class meets in one week.
Consequence: The student may be dropped at the discretion of the instructor
2. Absences more than the number of times class meets and the student does not drop the class by the last day to withdraw.
Consequence: Course grade will be an "F" or "NC (Instructor)

5040.3014 Behavioral Standards

A. Behavioral Standards Violations

Behavior on district property or at district-sponsored function which is in violation of district/college rules/regulations or state/federal laws/regulations, including but not limited to:

1. Behavior that interferes with the normal operations of the college, including obstruction or disruption of the teaching, learning, and administrative process.
2. Applying undue pressure on an instructor to alter a grade.
3. Threat or act of physical harm directed against a student, visitor or college employee.
4. Willful damage to or theft of district property.
5. Threat or act of stalking, sexual assault, or rape.
6. Possession of an object used as a weapon to threaten bodily harm.
7. Use of fraudulent identification.
8. Unauthorized possession, duplication, or use of keys to any district premises, or unauthorized entry to or use of college or district premises.

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

9. Unauthorized copying or an attempt to copy computer software; an unauthorized entry or attempt to enter a system; or intentionally introducing a virus.
 10. Unlawful possession, sale, use of or under the apparent influence of illegal drugs or alcohol.
 11. Willful defiance of college officials, faculty, staff, or police officers who are giving lawful direction.
 12. Disorderly, lewd, indecent, or obscene conduct or expressions (including willful profanity and/or vulgarity with intention to threaten, intimidate, or offend).
 13. Gambling (money or its equivalent exchanged and not part of an approved campus activity/event).
 14. Harassment or discrimination based on gender, race, religion, culture, disability, sexual orientation or age.
 15. Failure to comply with the terms of any disciplinary sanction imposed in accordance with the Code of Student Conduct.
- B. Consequences of Behavioral Standards Violations may include one or more of the following actions by appropriate college officials as shown in parentheses.
1. Verbal Reprimand/Warning: Verbally reprimanding students for inappropriate behavior and warning that continuation of the conduct will cause disciplinary action (Instructor), Staff, Administrator, or President)
 2. Written Reprimand/Warning: Written notification of inappropriate behavior and written warning that continuation of the conduct will cause disciplinary action, noted in student's file (Instructor, Staff, Administrator, or President)

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

3. Suspension: Exclusion from classes, privileges, activities, or the college for a specified period of time, noted in student's file (Instructors may *suspend a student* for the remainder of a class period and the next class period; Administrators or the President may suspend a student for a longer specified time).
4. Expulsion: Termination of student's rights and privileges, noted in student's file (Board of Trustees on *recommendation of* the Chancellor and President).

5040.3015 Violations Pertaining to Parking of Vehicles

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles in District parking lots shall not be cause for the suspension or expulsion of a student, excepting violations which are disruptive to the educational programs of the District.

*5050.3016 Due Process Procedures

Any District official who suspends a student for more than one entire class or day of instruction must provide his or her immediate supervisor and the College President a written report which includes:

- A. The name of violating student.
- B. A statement of the alleged violation(s) with date, time and place.
- C. Names of witnesses (if any).
- **D. Sanction(s) to be imposed.

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

Within three working days of receiving the report, the President must notify the student by certified mail of the following:

- A. Reason or reasons for suspension or dismissal.
- B. Length of suspension or dismissal.
- C. Conditions for removal of suspension or dismissal.
- D. The right to appeal the suspension or dismissal through the college grievance process.
- E. When it appears likely that the grievance process will proceed for a period beyond that of the suspension, the student may request immediate reinstatement from the instructor or District official who imposed the suspension. If agreement can not be reached to reinstate the student during the review process, the student may petition the President for reinstatement. The President may reinstate the student until the review process is completed by informing all involved parties in writing of the reason for reinstatement.
- F. If the grievance process finds in the student's favor, the student shall be held harmless and will be allowed to make up missed work.

The President shall report all suspension of students to the District Chancellor.

Instructors shall be encouraged to clearly establish and uniformly enforce rules for proper classroom demeanor.

V. STUDENT SERVICES POLICIES

SECTION 5040 - STUDENT AND STUDENT ORGANIZATIONS

*5040.3 - STANDARDS OF STUDENT CONDUCT

**5040.302 Student Organizations

Student organizations shall comply with the Constitution/Bylaws of the Associated Students, chartering policies of the Governing Board and the California Education Code, and are subject to disciplinary action or revocation of their charter by the College President for violation of such policies or regulations.

*Revised: 5/20/97

**Revised: 9/19/78; 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5045 - STUDENT ACTIVITY PROGRAM

*5045 - STUDENT ACTIVITY PROGRAM

The San Jose/Evergreen Community College District shall maintain, through recognized student organizations, a student activity program designed to encourage students to share common interests, practice democratic procedures, broaden social horizons and provide all students the opportunity to participate.

*Revised: 9/19/78

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5045 - STUDENT ACTIVITY PROGRAM

*5045 - STUDENT ACTIVITY PROGRAM

*5045.1 Extracurricular Activities

The prior written approval of the College President
is required for all extracurricular college activities.

*Added: 7/7/87

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5050 - STUDENT ACTIVITY GROUPS

*5050 - STUDENT ACTIVITY GROUPS

Since students are concerned about social and political issues and seek to participate in their interpretation and solution, San Jose/Evergreen Community College District shall encourage students to participate in exploration and solution of problems in local, state, national and international affairs.

Student groups may be formed to represent the breadth and depth of various student concerns. Such student groups must be recognized and observe the same college regulations as all other college approved organizations.

All recognized student organizations shall be permitted to solicit funds, hand out materials, post notices, circulate petitions and recruit students for lawful endeavor, provided that the activity has been approved in accordance with college regulations. The college management shall designate the time, place, and manner of the activity.

V. STUDENT SERVICES POLICIES

SECTION 5055 - GUEST SPEAKERS FOR STUDENT ACTIVITY GROUPS

*5055 - GUEST SPEAKERS FOR STUDENT ACTIVITY GROUPS

San Jose/Evergreen Community College District affirms the obligation of institutions of higher learning to foster the free search for truth. In meeting that obligation, the District will strive to maintain on each college campus a spirit of free inquiry and to develop an atmosphere conducive to free expression and critical evaluation of divergent points of view.

Guest speakers may be invited by faculty members or by any recognized student organization, in accordance with existing campus procedure, to speak on issues of political, philosophical, economic, or social significance.

**The President (or designee) shall be informed prior to the appearance of all speakers on campus.

*Revised: 9/19/78
**Added: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5060 - CAMPUS ACTIVITIES

*5060 - CAMPUS ACTIVITIES

Any campus activities, whether sponsored by the college or an outside group, shall be confined to places, times and manner consistent with the orderly conduct of the college and the free flow of traffic. Requests for approval of such gatherings shall be made to the College President or designee.

*Revised: 9/19/78; 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5065 - HAZING

*5065 - HAZING

No student or other person attending a college of the San Jose/Evergreen Community College District shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or disgraces any fellow student or person attending the institution.(Education Code 32050-35052)

V. STUDENT SERVICES POLICIES

SECTION 5070 - SOLICITING FUNDS OR BUSINESS ON CAMPUS

*5070 - SOLICITING FUNDS OR BUSINESS ON CAMPUS

Requests by on-campus student groups to solicit funds shall require the prior approval of the student government and the College President or designee.

Representatives of college, representatives of the armed forces, and representatives of business firms or governmental agencies offering employment or opportunity for services, may be granted time and space for recruitment of students upon approval of the appropriate college administrator appointed by the College President.

Nothing in this policy shall be interpreted as restricting normal business transactions with the bookstore, cafeteria, school newspaper, or District business office or with book company representatives.

V. STUDENT SERVICES POLICIES

SECTION 5075 - DISTRIBUTION OF NONCOLLEGE PUBLICATIONS

*5075 - DISTRIBUTION OF NONCOLLEGE PUBLICATIONS

No bulletin, circular, advertisement, film or publication of any character shall be distributed, sold or displayed on the San Jose/Evergreen Community College District campuses by any person, group or organization not directly under the jurisdiction of the college administration, unless prior written approval has been granted by the assigned administrator. Approval will be contingent upon availability of bulletin board space and/or adequate facilities and compliance with applicable educational codes and civil statutes.

Student organizations wishing to engage in the above-listed activities must have the written consent of the faculty advisor and approval of the assigned administrator.

V. STUDENT SERVICES POLICIES

SECTION 5080 - TRIPS AND TRANSPORTATION

*5080.1 - FINANCED BY ASSOCIATED STUDENTS

Trips may be financed by the Associated Students; these include student government conference meetings and others as approved by official Student Council action.

The cost of all trips shall be paid by the participating students.

All trips involving students shall be subject to college approval by the President of the college or his designee.

All trips and excursions must conform to District procedures and Education Code provisions.

V. STUDENT SERVICES POLICIES

SECTION 5085 - FURNISHING ENTERTAINMENT TO PROFIT ORGANIZATIONS

*5085 - FURNISHING ENTERTAINMENT TO PROFIT ORGANIZATIONS

No bands, orchestras, choirs or other musical groups, nor any group of students organized by or maintained by San Jose/Evergreen Community College District and supported in whole or in part by public funds, or granted any tax exemption due to their being affiliated with an educational institution, shall participate in furnishing any form of entertainment at any event where an admission is charged by any private person, partnership, or corporation organized for profit.

If such groups are furnished college-owned uniforms, instruments, college-paid transportation, or are instructed by college employees, they shall be deemed as being organized and maintained by the District.
(Government Code 6650)

V. STUDENT SERVICES POLICIES

*SECTION 5086 - COPYRIGHT OWNERSHIP OF STUDENT-PRODUCED WORKS

*5086.1 - STUDENT OWNERSHIP OF COPYRIGHT

Any materials developed by a student at his/her own expense are the sole property of the student along with the entitlement to a copyright.

If the District agrees to fund and/or purchase the student's work, the District and the student shall enter into an agreement specifying the rights of the parties regarding the work and the copyright.

The student will adhere to copyright laws governing the reproduction of copyrighted materials.

Students who have been provided access to campus production facilities, equipment and materials, shall reimburse the District for materials used in the development and/or production of projects or works.

**5086.101 Display of Student Work

Any student work placed on display or exhibit shall be at student's own risk. The District shall not be responsible for loss or damage to such work.

*Added: 6/3/80
**Added: 1/17/89

San Jose/Evergreen Community
College District

V. STUDENT SERVICES POLICIES

SECTION 5090 - NONCOLLEGE PERSONS

*5090 - NONCOLLEGE PERSONS

Persons who are not students or employees of the college, while on college property, are required to adhere to the standard of conduct applicable to college students and to abide by districtwide policies and campus regulations.

Noncollege persons may address meetings on campus only pursuant to an invitation from the Governing Board, or student organizations, faculty, classified or administrative staff, in accordance with existing campus procedures. (Government Code 5055)

*Revised: 9/19/78

San Jose/Evergreen Community College
District

V. STUDENT SERVICES POLICIES

SECTION 5095 - STUDENT GRIEVANCE

*5095.1 - STUDENT GRIEVANCE POLICY

The San Jose/Evergreen Community College District is committed to fostering a safe, positive, teaming environment where students can pursue their educational goals and participate in college-sponsored activities that promote intellectual growth and personal development. To this end, students are provided protection and due process of their individual rights against unfair and improper action by any member of the district community.

If a student believes that he/she has been subjected to unjust action or denial of his/her rights under District/College rules and State/Federal laws, he/she will be given an opportunity to seek resolution through use of Student Grievance Complaint Procedures. A grievance may be initiated by a student against: a) another student, b) a faculty member, c) an administrator, d) a member of the classified staff, or e) board member, for the following reasons:

- A. An imposition of a sanction (violation of academic standards, academic performance, and behavior standards along with the consequences outlined) without due process.
- B. Violation of student's rights according to the "Student and College Rights and Responsibilities" (included in District policy pending Board approval).
- C. Violation of "Standard of Student Conduct."
- D. Violations of rights as enumerated in State/Federal laws, including but not limited to:
 - Federal and State Constitution
 - California Education Code
 - Title V - California Code of Regulations
 - Title VII of the Civil Rights Act of 1964, and Section 12940 Et. Seg. of California Government Code, which prohibits discrimination on the basis of sex, race, color, or national origin
 - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex

STUDENT SERVICES POLICIES

SECTION 5095 - STUDENT GRIEVANCE

*5095.1 - STUDENT GRIEVANCE POLICY

- Section 504 of the Rehabilitation Act of 1973, which prohibits
Discrimination on the basis of disability
- Title II of the Americans with Disabilities Act of 1990, which prohibits
Discrimination on the basis of disability
- The Age Discrimination Act of 1975, which prohibits discrimination on
The basis of age
- California Labor Code, Section 1102.1, which prohibits discrimination
Based on actual or perceived sexual orientation

V. STUDENT SERVICES POLICIES

SECTION 5095 - STUDENT GRIEVANCE

'5095.2 - STUDENT GRIEVANCE REVIEW BOARD

*5095.201 Purpose

A Student Grievance Review Board shall be established to allow a hearing for those students who believe that they have been unjustifiably penalized or suffered grievous personal abuse by actions of any member of the certificated or classified staff of San Jose/Evergreen Community College District.

NOTE: Procedures - Each college will develop its procedures.

*Revised: 9/19/78

San Jose/Evergreen Community
College District