**Attendance**

It is the responsibility of all students to attend classes regularly. When students have been absent due to illness, they should report to their instructor to explain the absence as soon as possible. Your instructors reserve the right to administratively withdraw students who do not regularly attend. However, it is ultimately the student’s responsibility to officially withdraw from a class if they are no longer attending.

**Withdrawals**

A “W” on your transcript does not compute into your GPA, but excessive withdrawals will result in progress probation. Please refer to WebAdvisor at www.rcc.edu for withdrawal deadlines.

**Incomplete**

Students are not to re-enroll for a course in which a grade of “I” has been recorded. Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an “I” symbol being entered on the student’s record. The condition for removal of the “I” shall be stated by the instructor on the Incomplete Contract. Students receiving an Incomplete (I) may print out the incomplete contract on WebAdvisor at www.rcc.edu. Students have one year to complete an incomplete or the grade will become an “F” or what ever grade the instructor puts on the incomplete contract form.

**Good Standing**

Students are considered to be in good standing when they achieve a cumulative grade point average of 2.0 or higher and earn grades of “A”, “B”, or “C” in 50% or more in all coursework attempted.

**Probation**

Students who have attempted 12 semester units or more will be placed on academic probation if their grade point average is below 2.0. Students may also be placed on progress probation if they have attempted 12 or more semester units and have an excessive number of “withdrawals,” “incompletes,” or no-passes. “Excessive” is defined as 50% or more. Students placed on probation will be notified through their RCCD email account. All first-time probation students are encouraged to complete an online success workshop offered by the Counseling Department. Students on probation may enroll for a maximum of 13 units in the spring and fall semesters and 7 units in the summer and winter terms.

**Dismissal**

Excessive absences, unsatisfactory academic achievement or falsification of information supplied to Admissions and Records shall serve as a basis for dismissal from a class or from the College. Students who maintain less than a 2.0 GPA for two consecutive semesters are subject to academic dismissal. Students shall also be subject to dismissal if the number of “W,” “I,” “NP” or “NC” entries reaches or exceeds 50% for two semesters in a row.

**Waiver of Dismissal**

Students may re-enter the semester following academic dismissal after successful petition to Counseling on at any college. However, re-admit students’ academic status remains “dismissal” until their cumulative GPA is 2.0 or higher or the percentage of “W,” “I,” “NP,” or “NC” entries is less than 50%. All re-admit students must go through the on-line dismissal workshop, and meet with a counselor to complete a “Readmit Contract,” in order to register for classes.

**GPA**

GPA stands for grade point average. Letter grades are given the following number values:

- A - 4
- B - 3
- C - 2
- D - 1
- F - 0

Each class has a specific unit value. Multiplying the letter grade value by the unit value equals the grade points. To figure your GPA, divide the total number of grade points by the total number of units attempted.

<table>
<thead>
<tr>
<th>Units Attempted</th>
<th>Grade</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 units</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td>3 units</td>
<td>B</td>
<td>9</td>
</tr>
<tr>
<td>3 units</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>3 units</td>
<td>D</td>
<td>3</td>
</tr>
<tr>
<td>3 units</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units Total</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**GRADING:**

Accomplishment in coursework is indicated by the following symbols:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (at least satisfactory, the equivalent of a “C” or better. Not computed in GPA.)</td>
<td>0</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory or failing. Not computed in GPA.)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>
Information About Sexual Violence

I. What is sexual violence?
Sexual violence is any unwanted, forced, tricked, or coerced sexual activity. There are many forms of sexual violence, some of which include:
- Rape/attempted rape
- Sexual assault
- Incest
- Date/acquaintance rape
- Sexual harassment
- Unwanted sexual touching
- Voyeurism
- Forced to watch or partake in pornography.

Rape is never the victim’s fault and it is never too late to seek help. No matter who raped you, when the assault occurred, or how you choose to take care of yourself, medical and emotional help are available.

II. Facts and myths about sexual violence
FACTS
- Women on American college campuses who are from 18 to 24 years of age are at greater risk for becoming victims of rape, sexual assault, domestic violence, and stalking than women in the general population or women in a comparable age group. Research over the past 20 years has consistently shown that the rate of sexual assault among women who are in the age group (18 to 24) traditionally considered to be college-aged is one in four.
- Studies have consistently shown that sexual assault primarily targets women and youths, and that most perpetrators are friends, relatives, acquaintances, or someone else who is known by the victim. According to the 2003 National Crime Victimization Survey approximately 70 % of female rape victims knew their assailant.
- In 1994, Ms. Magazine’s, “Report on Recognizing, Fighting and Surviving Date and Acquaintance Rape” documented that one in four college women had been the victim of a completed actual rape or attempted rape, and that, in 84% of the attacks, the victim knew the perpetrator.
- The National Violence Against Women Survey of 1998 demonstrated that 83% of rape victims were less than 25 years old when they were assaulted.
- In 2000, the Sexual Victimization of College Women Survey estimated that a college with 10,000 students could expect more than 350 rapes per year to occur on that campus.
- Additionally, half of all stalking victims are between the ages of 18 and 29, and women between the ages of 16 and 24 experiences the highest rate of domestic violence victimization.
- While sexual assault primarily affects young women, they are not the only targets. Women of all ages, men, children, individuals with disabilities, members of cultural and religious minority groups, and lesbian/gay/transgendered individuals also experience sexual assault or rape.
- Every two and a half (2 ½) minutes a woman is raped or sexually assaulted—this calculation is based on 2004 National Crime Victimization Survey from the Bureau of Justice Statistics, U.S. Department of Justice.

MYTHS
- Rape is a sexual crime.
- Women are powerless against rape.
- Women secretly want to be raped.
- Only young attractive women are raped.
- Only women with bad reputations are raped.
- Women who dress sexy are asking to be raped.

III. Support Information and Resources
Support information and resources are available to you if you have been a victim of rape, sexual assault, dating violence, domestic violence, and/or stalking crimes or have friends, peers, or acquaintances that have been a victimized. All sexual assaults are considered very serious matters to Riverside Community College District and are given the highest priority for response. A survivor of rape or sexual assault on or off campus may obtain assistance by contacting someone in the following agencies/departments/groups.

- Riverside Community College District Safety and Police Department (951) 222-8171 Dispatch (951) 222-8171 SART member
- Riverside Police Department (951) 826-5314 or Emergency 9-1-1
- Riverside Sheriff Department (951) 776-1099
- Rape, Abuse, and Incest National Network (RAINN) Hotline 1-800-656-4673
- Riverside Rape Crisis Center (951) 686-7273 (24-Hour Crisis Line)
- Alternatives to Domestic Violence (951) 683-0829 (24-Hour Crisis Line)
- Health Department (951) 358-5000
- Victim Witness Program (951) 955-5450
- Riverside Community College District Health Service Center Moreno Valley College (951) 571-6103
- Norco College (951) 372-7046
- Riverside City College (951) 222-8151
- Riverside Community College Counseling Center Moreno Valley College (951) 571-6103
- Norco College (951) 372-7101
- Riverside City College (951) 222-8440

IV. Process for Filing
Process for filing internal administrative complaints with campus administration and criminal charges with local law enforcement.

- After a reported incident occurs the following procedures will be used in the investigation.
  - Identify the victim(s) and all others on the scene.
  - Provide emergency medical treatment for the victim(s) if needed.
  - Establish rapport with victim(s).
  - Conduct cursory interview to determine specific crimes, suspect identity, or other pertinent information.
  - The officer will determine the location of the suspect.
  - Crime broadcast if appropriate.
  - Identify and protect all crime scenes.
  - Identify and interview all possible witnesses.
• Care for the victim’s needs:
  - Transport victim to the medical exam as soon as possible.
  - Notify rape crisis advocacy to meet at exam location.
  - Find comfortable and private area for team interview.
  - Obtain detailed account of the crime from the victim.

• For complaints regarding sexual harassment refer to District Board Policy 6110 located in the Student Handbook or on the RCCD website.

V. Policy and Regulations
All victims of sexual violence are highly encouraged to report the crime. Rape is one of the most under-reported crimes. According to RAINN (Rape, Abuse, and Incest National Network) only about 36% of rapes were reported to law enforcement in 2004. The most common reasons given by victims for not reporting the crime are the beliefs that this is a private/personal matter and that they fear reprisal from the assailant.

In an effort to encourage victims to report assaults the following exception will be made. The victim of sexual assault will not be disciplined as defined in the Board Policy 6080 “Standards of Student Conduct” for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on college property.

In the State of California, if a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused this is rape. Refer to Title 9, Chapter 1 #261, sections (3), (4), (4A), (4B), and (4C) of the California Penal Code.

This means if sex happens while you were drunk and without your consent you were raped. Being drunk or high lowers your inhibitions and impairs your ability to make safe choices. Date rape drugs are out there. Watch your own drink, and watch each other's drinks. Be aware that if you are drinking, you may not be able to hear the NO your partner is trying to communicate to you.

The idea that a woman says no when she means yes is not true. Pushing or turning away is a non-verbal NO! If your partner says No-STOP! It still means NO! A clear and sober “YES” is the only answer that means YES.

VI. Information regarding campus, criminal, and civil consequences of committing acts of sexual violence.

The punishments for rapes and sexual assaults vary according to the facts related to the crime. Rape is punishable by imprisonment in the state prison for up to three, six, or eight years.

Sexual assault or harassment by an RCCD student on District property may result in expulsion from the college and criminal prosecution of the perpetrator.

VII. Tips for Keeping Safe
Information about Rape Aggressive Defensive Tactics can be found at http://www.rcc.edu/departments/police/rad.html on the College Safety and Police webpage.

Drug Abuse Prevention Program

Statement of Philosophy and Purpose
It is the intention of the Riverside Community College District to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol, tobacco, and other drug use or abuse poses a significant threat to the health, safety and well-being of users and the people around them. Substance abuse also interferes with academic, co-curricular and extra-curricular interests and can lead to health, personal, social, economic and legal problems.

Alcohol and other drug abuse, addiction or dependency is a behavioral/medical problem. Because the District’s intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided. Second, a program of assistance and referral is available. Third, disciplinary procedures are applied to uphold the District policy regarding alcohol and other drug use and the Standards of Student Conduct as listed in the Student Handbook.

The District policy is that all use of alcohol and other drugs is prohibited on District property and at any College-sponsored or related activity regardless of its location. Furthermore, the use of tobacco is prohibited in all District buildings.

Education
Riverside Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol and other drug-related issues. Information about courses is available in the College Catalog, Class Schedule and through the Counseling Center. Additional educational opportunities include awareness activities, conferences, workshops, films/videos and lectures – some of which are available at College Health Services at each campus.

Assistance and Referral
Students can seek help through College Health Services. Student health professionals provide assistance for students with alcohol or drug-related problems, including crisis intervention, education and referral. Contact the Student Health Center at (951) 222-8151 or the Counseling Center at (951) 222-8440.

Off-Campus Services
For off-campus services call:
Riverside County Drug Abuse Program ......................... (951) 955-2100
Riverside County Alcohol Program ......................... (951) 778-3500

For toll-free information call:
Riverside Recovery Resources, Inc ......................... 1 (800) 801-4673
Alcoholics Anonymous - Inland Empire Center Office .......... 1 (909) 825-4700
American Council on Alcoholism ........................ 1 (800) 527-5344
Referrals Cocaine Hotline ......................................... (951) 359-3895
Cocaine Anonymous - Inland Empire ......................... (951) 359-3895
National Council on Alcoholism/
  Drug Dependence ........................................ 1 (800) NCA-CALL
Al Anon - Inland Empire .................................... (909) 824-1516
NA - Inland Empire ........................................... (951) 243-8899
I. Introduction
Free inquiry and free expression are essential attributes of an educational community. As members of that community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truths. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Students should endeavor to exercise their freedom with maturity and responsibility.

II. Responsibility
A. The Chief Executive Officer is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline by following the procedure below.
B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all non-academic, student-related matters.
C. The Chief Instructional Officer will be responsible for the overall implementation of the regulations which are specifically related to class activities or academic matters.
D. The Director, Diversity, Equity and Compliance shall be responsible for the overall implementation of the regulations, which are specifically related to the prohibition of discrimination, harassment and retaliation. Any complaint of unlawful discrimination (including sexual harassment) should be reported to the Director, via telephone (951) 222-8039 or in writing: Riverside Community College Systems Office, 3845 Market Street, Riverside, CA 92501. NOTE: Board Policy 6080 does not apply to these matters.
E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabus.

III. Matriculation Student Rights
A. To challenge a prerequisite for a course because:
   • the necessary corequisite and/or prerequisite is not available
   • the prerequisite has not been validated
   • the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite.
B. To file a complaint of unlawful discrimination if the assessment, orientation, counseling, prerequisites (or any other matriculation procedure) is being applied in a discriminatory manner.
C. To meet with a counselor to develop a Student Educational Plan, once an educational goal has been selected.

IV. Matriculation Student Responsibilities
A. To declare a broad educational intent upon admission.
B. To declare a specific educational goal by the time 15 semester units are completed.
C. To meet with a counselor to develop a Student Educational Plan (SEP).
D. To attend classes, complete assignments and maintain progress toward a goal.

V. Standards of Student Conduct
A. Student Conduct
   The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:
1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on race, gender, religion, age, national origin, disability, or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty
A. Forms of Dishonesty include, but are not limited to:
   1. Plagiarism: Presenting another person’s language (spoken or written), ideas, artistic works or thoughts, as if they were one’s own;
   2. Cheating: Use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, Recordings, and other students’ work;
   3. Furnishing false information to the District for Purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents.
13. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
14. Unauthorized entry upon or use of District facilities.
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
19. Use, possession, distribution or being under the influence of alcoholic beverages, controlled substance(s) or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
A. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
20. Violation of the District’s Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any or all of the District’s Information Technology resources. The full text of the policy can be found at http://www.rcc.edu/administration/board/policies/6060.pdf.
21. Use of an electronic recording or any other communications device (such as walkmans, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
22. Eating or drinking in classrooms.
23. Gambling, of any type, on District property.
24. Bringing pets (with the exception of guide dogs) on District Property.
25. Distribution of printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
26. The riding/use of bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, wheelies, scooters, or other such conveyances is prohibited on District property, except for approved activities.
27. The presence in classrooms or laboratories of non-enrolled individuals (except for those individuals who are providing accommodations to students with disabilities) is prohibited without the approval of the faculty member.
B. Responsibility
A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. Administrative Procedure 5520 deals with matters of student discipline and student grievance.
B. The Chief Student Services Officer will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters.
C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the Diversity, Equity and Compliance Office.
E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

C. District Regulations
1. Students are not permitted to eat or drink in classrooms.
2. Smoking of any form of tobacco or use of non-tobacco products is prohibited on District grounds, in all District vehicles, on District grounds, at any activity or athletic event, and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated. (Board Policy 6230, 3230 and 4230.)
3. Gambling of any type is not permitted on District property. Recreational playing of dominos, cards, or similar activities are prohibited except in designated game or recreation areas.
4. Dogs (with the exception of guide dogs) and other pets are not allowed on District property.
5. Printed materials to be distributed or posted must be approved for distribution by the Student Activities office (Moreno Valley, Norco) or the Student Services Office (Riverside) of each college. Advertisement flyers and related literature may not be distributed or placed on vehicles parked in District sites.
6. In accordance with Sections 32050, 32051 and 32052 of the Education Code, the practice of hazing by organizations or individuals, either on or off District property, is strictly prohibited.
7. Students must be fully attired, including shoes or sandals, while in the classroom or on District property.
8. Library books and materials must be returned in a timely manner.
9. Use of audio equipment on District property in public areas is restricted to personal headphones or preapproved authorized activities.
10. Except for authorized police bicycle patrols, the riding/use of bicycles, motorcycles, or motorized vehicles is limited to paved streets or thoroughfares normally used for vehicular traffic. In addition, the riding/use of all types of skates, skateboards, wheelies, scooters, or other such conveyances is prohibited on District property, except for approved activities.
11. Only students enrolled in the Riverside Community College District are allowed to attend classes. The presence in the classrooms or laboratories of unenrolled individuals is prohibited. Occasionally, visitors to classrooms may be permitted when approved by the faculty member.

VI. Disciplinary Action
A. Any student who disrupts the orderly operation of a District campus, or who violates the standards of student conduct, is subject to disciplinary action. Such action may be implemented by the Chief Executive Officer of the College or designee.
B. The various types of disciplinary actions are set forth hereafter: The District may utilize any level of discipline without previously using a lower level of discipline and may utilize more than one type of discipline in a case if appropriate.
1. Verbal Warning: This is notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **Reprimand**: This includes a written statement and/or a probationary period to be specified by the Chief Executive Officer of the College or designee for violation of specified rules. The reprimand serves to place on record that a student’s conduct in a specific instance did not meet the standards expected by the District. It also specifies the steps necessary to correct the inappropriate conduct and to terminate the probation, if probation has been imposed. A person placed on probation is notified that this is a warning and that continued conduct of the type described in the reprimand may result in further disciplinary action against the student.

3. **Social Suspension**: Social suspension limits a student’s attendance on District property to his/her scheduled class hours. This limitation of District privileges will be set forth in the notice of social suspension for a specified period of time. The imposition of social suspension involves written notification to the student(s) and, if necessary, the advisor of the organization involved and the reason for social suspension.

4. **“Temporary Suspension”**: This suspension is invoked by a classroom instructor due to student misconduct in the classroom. The student may be removed from class the day of the occurrence and the subsequent class period. If such suspension occurs, the instructor will immediately notify the appropriate Department Chairperson and/or College Dean of Instruction who will in turn notify the College Dean of Student Services.

5. **Interim Suspension**: Interim suspension may be invoked prior to a hearing to protect the safety and welfare of the District. This is an interim suspension from all District privileges including class attendance. Interim suspension is limited to that period of time necessary to resolve the problems that originally required the interim suspension, and in any case, no more than a maximum of ten (10) instructional days. The student will be afforded the opportunity for a formal hearing within ten (10) instructional days of imposition of the interim suspension.

6. **Restitution**: This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

7. **Disciplinary Suspension**: Disciplinary suspension is a suspension of all District privileges including class attendance and may be imposed by the Chief Executive Officer of the College, or designee, following a formal hearing for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action. Disciplinary suspension will not be more than ten (10) instructional days.

8. **Extended Suspension**: The Chief Executive Officer of the College, or designee, may suspend a student for good cause from all classes and activities of the District for one or more terms.

9. **Expulsion**: An expulsion is a long term or permanent denial of all District privileges including class attendance. The Board of Trustees may expel a student upon recommendation of the Chief Executive Officer of each College.

C. In cases of academic dishonesty by a student, a faculty member may take any one of the following actions:

1. The faculty member may: a) reduce the score on test(s) or assignment(s) b) reduce the grade in the course; or c) fail the student in the course if the weight of the test(s) or assignment(s) warrants course failure. The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If course suspension is recommended, the College Dean of Instruction will review the information regarding the charge of academic dishonesty, notify the student, consult with the faculty member regarding the recommendation for suspension, and prescribe appropriate due process procedures.

2. If the suspension is upheld, the College Dean of Instruction will make note of the offense in the student’s educational records. A second instance of academic dishonesty may result in expulsion proceedings. Any enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic misconduct.

D. Short-term Suspensions, Long-term Suspensions, and Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice – Within three (3) days of the date on which the Dean of Student Services, or designee, was made aware of the conduct leading to the disciplinary action, a meeting with the student will be scheduled. The student will be provided a verbal notice of the conduct warranting the discipline. The verbal notice will include the following:

   a. the specific section of the Standards of Student Conduct that the student is accused of violating,
   b. a short statement of the facts supporting the accusation,
   c. the nature of the discipline that is being considered.

2. **Request for Hearing**: Within five (5) days after receipt of the Dean of Student Services, or designee’s, decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the College Dean of Instruction.

**Schedule of Hearing**: The formal hearing shall be held within ten (10) days after a formal request for hearing is received.

**Hearing Panel**: The hearing panel for any disciplinary action shall be composed of one (1) administrator, one (1) faculty member and one (1) student.

The Chief Executive Officer of the College, the President of the Academic Senate, and the Associated Students President shall each, at the beginning of the academic year, establish a list of at least five (5) administrators, five (5) faculty members and five (5) students who will serve on student
disciplinary hearing panels. The Chancellor shall appoint the hearing panel from the names on this list. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair:**
The Chief Executive Officer of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

**Conduct of Hearing:**
The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by the college Dean of Student Services, or designee.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the hearing panel determines to proceed otherwise, the College representative and the student shall each be permitted to make an opening statement. Thereafter, the College representative shall make the first presentation, followed by the student. The College representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the College representative to prove by substantial evidence that the facts alleged are true.

The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel, nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the College either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the College at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered an unavailable witness.

Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the Chief Executive Officer of the College a written decision, if the recommended discipline is regarding long-term suspension, a lesser discipline or no discipline. If the recommended discipline is regarding expulsion, then the written decision shall be sent to the Chancellor, with a copy to the Chief Executive Officer of the College. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

**Chief Executive Officer’s Decision:**
Long-term suspension or a lesser discipline -- Within five (5) days following receipt of the hearing panel’s recommended decision, the Chief Executive Officer of the College shall render a final written decision. The Chief Executive Officer may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Chief Executive Officer modifies or rejects the hearing panel’s decision, the Chief Executive Officer shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chief Executive Officer of the College shall be final.

**Chancellor’s Decision:**
Expulsion -- Within five (5) days following receipt of the hearing panel’s recommended decision, the Chancellor shall render a written recommended decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel for expulsion. If the Chancellor modifies or rejects the hearing panel’s decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. If the Chancellor’s decision supports expulsion, it shall be forwarded to the Board of Trustees.

**Board of Trustees’ Decision:**
The Board of Trustees shall consider a recommendation for expulsion from the Chancellor at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures.

The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) days prior to the meeting, of the date, time, and location of the Board’s meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to
privacy of any student, other than the student requesting the public meeting, in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

B. General Grievance Process For Matters Other Than Disciplinary: Student grievances (other than for discipline) will be processed in the following manner:

1. Consultation Process
   a. Prior to any formal hearing, a student will be encouraged to contact the appropriate faculty or staff member and attempt, in good faith, to resolve the concern through the consultative process. If a student is unsure of the appropriate faculty or staff member to contact, he or she should contact the College Dean of Instruction, or College Dean of Student Services for nonacademic matters, who will direct the student to the appropriate staff member. In cases where the student is unsure of the appropriate staff member, the College Dean of Instruction or the College Dean of Student Services will either serve as the third party or designate someone for this purpose.
   b. If the issue is not resolved by the affected parties, the student may request an informal consultation with the appropriate department chairperson, dean or director.
   c. If the issue is not resolved with the appropriate department chairperson, dean or director, the student may request an informal consultation with the College Dean of Instruction or College Dean of Student Services.
   d. If the issue is not resolved with the appropriate dean, the student may request an informal consultation with the appropriate administrator.
      1. For academic matters, the conference will be with the College Chief Instructional Officer.
      2. For nonacademic matters, the conference will be with the College Chief of Student Services Officer.
   e. The College Chief Instructional Officer or Chief Student Services Officer will convey a decision to all affected parties.
   f. If the issue is not resolved at the informal consultation, the student may file a formal, written grievance requesting a formal hearing within thirty (30) instructional days of hearing from the College Chief Instructional Officer or Chief Student Services Officer. The student will direct this letter to the appropriate College Chief Instructional Officer or Chief Student Services Officer. The time limit for students to file a formal written grievance will be one hundred twenty (120) days from the date of the incident giving rise to the grievance.

2. Formal Hearing
   a. Upon receipt of a written request for a formal hearing, the College Chief Instructional Officer or Chief Student Services Officer will arrange for the hearing within a reasonable time period not to exceed twenty (20) instructional days. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The College Chief Instructional Officer or Chief Student Services Officer will forward signed copies of all written grievances to the faculty member being grieved with the response within seven (7) instructional days.
   b. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
   c. The formal hearing will be conducted before the College Student Grievance Committee. This committee will be composed as follows:
      (1) One (1) student appointed by the College’s Associated Students College President.
      (2) One (1) faculty member appointed by the College Academic Senate President.
      (3) One (1) manager appointed by the Chief Executive Officer of the College.
      (4) The Chief Executive Officer or his/her designee – a person who has received training in proper procedures – will serve as chair of the committee.
   d. The College Student Grievance Committee will:
      (1) Set a reasonable time limit for the hearing.
      (2) Receive signed written statements from both student and faculty involved in the grievance specifying all pertinent facts relevant to the case in question, a copy of which will be given to the other party with due notification of rights and responsibilities in the procedure for disposing of the case.
      (3) Transmit to all parties a written list of areas of inquiry to be asked at hearings or interviews, at least seventy-two (72) hours in advance of the hearing.
      (4) Allow each party the right to be assisted at the hearing by a student or staff member of the College whose participation will be limited to directly advising the student or staff member. If there is a need for accommodation for a disability, the student must notify the appropriate College Chief Instructional Officer or the Chief Student Services Officer at least seventy-two (72) hours in advance of the hearing. The advisor may not enter into the proceeding of the grievance committee. In addition, each party has the right to question witnesses and testimony.
      (5) Judge the relevancy and weight of testimony evidence. The committee will make its findings of fact, limiting its investigation to the formal allegations. It will also make recommendation for disposition of the case.
      (6) Maintain a transcript of the proceeding which will be kept in a confidential file but be available for review by either party.
      (7) Submit its findings of fact and recommended action to each party and the appropriate College Chief Instructional Officer or Chief Student Services Officer within ten (10) instructional days of the completion of the formal hearing.
   e. The formal hearing shall be closed to the public.
   f. Upon receipt of the College Student Grievance Committee’s recommendation, the appropriate College Chief Instructional Officer or Chief Student Services Officer, within ten (10) instructional days, will transmit, in writing, his/her decision to all involved parties.
   g. The student, within five (5) instructional days of receipt of the College Chief Instructional Officer or Chief Student Services Officer’s decision, may appeal the decision to the Chief Executive Officer of the College. The Chief Executive Officer of the College may:
      (1) Concur with the College Chief Instructional Officer or Chief Student Services Officer’s decision,
      (2) Modify the recommended decision,
      (3) Recommend action to the Board of Trustees.

3. Appeals: In all cases, final appeal will rest with the Board of Trustees.
Rights and Responsibilities

Office of Primary Responsibility:
A. The Chief Executive Officer of the College is responsible for establishing appropriate procedures for the administration of disciplinary actions. Issues involving matters of student grievance or student discipline by following the procedures below.
B. The Chief Student Services Officer will be responsible for the overall implementation of the regulations which are specifically related to all nonacademic, student related matters.
C. The Chief Instructional Officer will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters.
D. Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District’s Department of Diversity, Equity and Compliance.
E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be published in all schedules of classes, the college catalog, the student handbook, and the faculty handbook. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

VIII. Registration of Student Organizations

A. Membership:
An organization in which active membership is limited to students and has an advisor who is a current full-time member of the teaching staff of the College may become a chartered student organization. Organizations must comply with the chartering policy set forth in the College’s Associated Students Constitution through the authorization vested in it by the Board of Trustees. College organizations shall be open to all students who are current “active” College’s Associated Students members.

B. Compliance:
Student organizations are required to comply with the chartering polices of the Associated Students, Board of Trustees, and the Education Code and are subject to revocation of their charter or other discipline for violation of such policies and regulations.

C. Use of College Name:
1. A student organization shall not use the name of the College or abbreviation (RCC) thereof, as part of its name, except upon the authorization of the College President or his designated representative.
2. A chartered organization may state that its membership is composed of students of the College, but shall not imply that it is acting on behalf of the College or with its approval or sponsorship.

D. Use of District Facilities:
Riverside Community College District is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment to the United States Constitution and Article I, Section 2 of the California Constitution. The District’s commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into a public forum, limited public forum or designated public forum. As the owner of property, the District reserves the right to limit the use of its facilities for the exercise of free speech and free expression consistent with the United States Constitution and the California Constitution.

The use of Riverside Community College District facilities by outside organizations, not covered under the Civic Center Act, will be charged fair market use fees as described in Education Code 82537(e).

The use of Riverside Community College District facilities by public agencies or nonprofit groups covered by the Civic Center Act may be charged the “direct costs” to the District for the use of college facilities or grounds as defined by that Act.

1. Solicitation shall be permitted on a college; subject however, to a reasonable regulation by the college head (president or his/her designee) as to time, place, and manner thereof.
2. The solicitation by credit card companies marketing “student credit cards” as defined by Civil Code Section 1747.02 is prohibited.
3. Application for use of District facilities will be made on a form supplied by Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506-1299, phone (951) 222-8569; Moreno Valley College, 16130 Lasselle Street, Moreno Valley, 92551-2045, phone (951) 571-6188; or Norco College, 2001 Third Street, Norco, CA 92860-2600, phone number (951) 372-7000. Each noncommercial agency or individual is allowed to be on campus a total of ten days per semester.
4. Application should be made at least two weeks prior to the date on which the facility is to be used. (Board Policy 8005)

Nonaffiliated individuals or groups may request permission to conduct activities by completing a facilities request as stated or may use areas of the campus that are equally available for use by students and the community. These areas are the Library Plaza and the Aguilar Patio on the Riverside City College; the John J. Condures, Jr. Plaza on the Moreno Valley College; and the Science and Technology Plaza on the Norco College. If there is a conflict with the use of the specified area the Chief Student Services Officer will arrange for an alternate site.

In compliance with California Code, expression which is obscene, libelous, or slanderous according to current legal standards, or which incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited. (Ed. Code 76120)

Activities must not disrupt classroom instruction or other scheduled campus events. The sound associated with the activity must not exceed a volume of 65 decibels at a distance of 50 feet.

In compliance with California Penal Codes 602.1, 626.4, and 626.6 any person or persons in violation of the regulations listed above will be removed from college property and subject to the appropriate legal action.

E. Advocacy:
Chartered student organizations and individual students may take positions on issues if they make clear in doing so that they are not representing the view of the College, the student government, or the students as a whole.

F. Charter of Student Government:
“In recognition of the true and democratic ideals of government of, by and for the people through due process of representation, the Board of Trustees of Riverside Community College District does hereby grant this charter bestowing upon the student body of the College the privileges, duties and responsibilities of self-government. This government shall be represented and administered as specifically set forth in the constitution created and approved by the Associate Student Body. We, the Board of Trustees of Riverside Community College, do hold the President of the College entirely accountable for the effective functioning of the student government. Should the Associated Student Body fail at any time to...
fulfill its trust as a self-governing unit, the President of the College may exercise the power of veto. Upon the recommendation of the President of the College, we, the Board of Trustees, retain our right to revoke this charter, provided such recommendation shall be prompted by reason of misuse or neglect of said Charter."

G. Organizational Fund Raising:
College regulations shall permit fund raising by chartered student organizations on campus, when approved by the Associated Student Executive Board and the College Dean of Student Services. Board regulations prohibit fund raising or appeals for funds on or off campus by students or others unless expressly authorized.

H. Distribution of Literature Procedure/Commercial Advertising Policy:
Recognized college organizations, students, faculty, staff members or citizens may post, circulate, or distribute literature on the colleges of RCCD in accordance with existing laws and regulations. All materials must include the name of the co-sponsoring organization or individual. Posting of literature must be approved by the Chief Student Services Officer prior to posting.

Obscene or lewd materials are prohibited. Distribution of literature that is libelous or slanderous is prohibited. Materials or speech that may cause people to disrupt the orderly operation of the District are prohibited.

Materials may not be forced upon people, or in any way harass passersby. A table may be requested through Facilities or the party may provide their own table from which distribution of flyers, pamphlets, etc., can be dispersed.

All materials, which advertise illegal substances, as identified by the laws of the United States, and/or the State of California are prohibited. Education Code 76120. Selling merchandise, products, or services is prohibited on Riverside Community College District property. Approved clubs/organizations may host commercial entities in conjunction with a fundraising activity. A contract and facilities request must be pre-approved by the Chief Student Services Office at each campus or program location. Each commercial entity is allowed to be on campus a total of ten days per semester.

I. Posting of Literature:
Materials may be posted on bulletin boards and other authorized areas. Posted materials will be approved for a ten day period by the Chief of Student Services Officer to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the ten day posting period expires.

Only ten flyers and two posters will be approved for a maximum of ten school days.

No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior or exterior walls. Thumbtacks must be used to post materials on bulletin boards. Posted materials must not obscure previously posted items.

IX. NonDiscrimination (Board Policy 3410)
The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. In addition to these protected bases, the District additionally provides equal employment opportunities to all applicants and employees regardless of gender, medical condition, marital status, or status as a Vietnam-era veteran.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it to any private organization whose membership practices are discriminatory.

The District shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and respond to and resolve unlawful discrimination complaints regarding accessibility. Such complaints will be treated as complaints of discrimination on the basis of disability.

Information regarding the filing of a complaint can be obtained from the Director, Diversity, Equity and Compliance at (915) 222-8039, and is also included in Administrative Procedures 3410 and 3435.

X. Prohibition of Harassment and Retaliation (Board Policy 3430)
All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based upon an individual’s actual, perceived or association with others: ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation may involve, but is not limited to, the making of reprisals or threats of reprisals, intimidation, coercion, discrimination or harassment following the initiation of an informal or formal complaint. Such conduct is illegal and constitutes a violation of this policy.

Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves
as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will pursue all measures within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The Chancellor shall establish procedures that define harassment and establish reporting procedures for employees, students, and other members of the District community that provide for the investigation and resolution of complaints regarding discrimination and harassment.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled “Handling Complaints of Unlawful Discrimination or Harassment.” A copy of the procedure is available at http://www.rcc.edu/administration/hr/dec.cfm, in each College library and all administrative offices in the District. Supervisors are required to report all incidents of harassment and retaliation that come to their attention.

To this end, the Chancellor shall ensure that the institution undertakes at least education and training activities to counter discrimination and harassment, and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. However, because of their special responsibilities under the law, supervisors will also undergo mandatory training within six (6) months of assuming a supervisory position. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination. Students found in violation of this policy may be subject to disciplinary measures up to and including expulsion.

XI. Student Rights Related to Unlawful Discrimination

While students are free to express their concerns about unlawful discrimination or unwelcome behavior directly to the individual(s) who offended them, there is no legal requirement to do so. A decision to exercise or not exercise this option will not preclude a complainant from seeking assistance through the District’s administrative process.

The Riverside Community College District has identified the Director, Diversity, Equity & Compliance to the State Chancellor’s Office and to the public as the single District officer responsible for receiving all unlawful discrimination complaints filed pursuant to Title VI, section 59328, and for coordinating their investigation. The actual investigation of the complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the officer designated to receive complaints is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the responsible district officer.

XII. Academic Freedom (Administrative Procedure 3435, page 6)

The District reaffirms its commitment to academic freedom, but recognizes that academic freedom does not permit unlawful discrimination or harassment. To the extent that these policies and procedures are in conflict with the District’s policy on academic freedom, the harassment policies and procedures shall prevail. Nothing in District policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific District program, course or activity.

It is recognized that an essential function of education is a probing of opinions and an exploration of information and ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty’s right to teach and the students’ right to learn. If a faculty member wishes to use sexually explicit materials in the classroom, the District strongly recommends that faculty member work with the Director of Diversity, Equity and Compliance as well as academic discipline colleagues to assure that sexual harassment regulations are not violated.

When investigating unlawful discrimination or harassment complaints containing issues of academic freedom, the designated investigator will consult with a group of one to three (1-3) faculty members in that subject area appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

XIII. Handling Complaints of Unlawful Discrimination or Harassment (Administrative Procedure 3435)

The complete procedure and board policies can be found at www.rcc.edu/board. Available in alternate formats.

This is a summary of your right to file an informal or formal complaint of discrimination or sexual harassment. This is only a summary. Please see Administrative Procedures AP3435 for the complete District procedure. AP3435 can be found at www.rcc.edu under Board of Trustees Policies, at www.rcc.edu/administration/hr/dec.cfm or from the Diversity, Equity and Compliance office at (951) 222-8039.

How to report

If you experience or witness what you believe to be unlawful discrimination or harassment, please document the following information:

• Date, time, location of the incident;
• Names and contact information for those involved and possible witnesses, if known;
• Detailed information regarding the incident(s) observed;
• Report your concerns and problems to the District by calling 951-222-8039.

Discrimination/Harassment

Is contrary to the RCCD mission of higher education and is against the law. District policy prohibits any discriminatory practice that is based upon an individual’s actual, perceived or association with others:

• Ethnic Group Identification
• National Origin
• Religion
• Age
• Sex or Gender
• Race
• Color
• Ancestry
• Sexual Orientation
• Physical or Mental Disability

Or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code.

Sexual Harassment

Has no place in an academic or work setting. RCCD is committed to providing a positive and safe environment for all students, employees, and visitors. The following is a partial list of prohibited sexual harassment
activities:
• Unwanted sexual advances;
• Offering employment or grade benefits in exchange for sexual favors;
• Actual or threatened retaliation for non-participation;
• Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
• Making or using derogatory comments, epithets, slurs, or jokes;
• Sexual comments including graphic comments about an individual’s body;
• Sexually degrading words describing an individual; suggestive or obscene letters, notes, or invitations;
• Physical touching or assault, as well as impeding or blocking movements.

Resolution
Of complaints may be achieved by either formal or informal process. The choice of resolution process is determined by the individual raising the complaint. The purpose of the informal resolution process is to allow any individual who believes they have experienced discrimination or harassment to resolve the issue through a mediation process rather than the formal complaint process. Typically, the informal process is utilized when there is a simple misunderstanding or the individual seeks nothing more than a clarification of the misunderstanding or an apology from the other person and an assurance that the offending behavior will cease. Formal complaints must be in writing using the required formal complaint form available on our web site, the State Chancellor’s web site or in the Diversity and Human Resources department. If a formal complaint is filed, the District conducts an investigation within required timeframes according to policy and law. During the formal process the complainant will not be required to confront, or work out problems with, the person accused of unlawful conduct.

Informal Complaints
May be filed by contacting the RCCD Diversity, Equity and Compliance office at (951) 222-8039. Informal complaints require written acknowledgement from the person filing the complaint. Choosing the informal process does not prevent the right to file a formal complaint within the 1-year time period for filing complaints.

Formal Complaints
May be filed by contacting
Ms. Chani Beeman
District Title IX Officer, Section 504/ADA Coordinator
Director, Diversity, Equity & Compliance
Riverside Community College District
3845 Market Street, CA 92501
(951) 222-8039

or with the
California Community Colleges Chancellor’s Office
1102 Q Street
Sacramento, CA 95811

Formal complaints must be submitted in writing on the required complaint form. Formal complaints may only be filed by one who alleges they have personally suffered unlawful discrimination/harassment or by one who has learned of such unlawful discrimination in their official capacity as a District faculty member or administrator.

The complaint form is available from the following web sites:
http://www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf
http://www.rcc.edu/administration/hr/dec.cfm

Upon receipt of a completed complaint form, the District will conduct an investigation within the time period required by Board Policy and California Code of Regulations, Title 5, Section 59300. Both the complainant and person accused of the conduct will be notified of the investigative findings.

Timeline for Filing a Complaint
In cases not involving employment discrimination/harassment is within one year of the last date the alleged conduct occurred. Complaints involving employment discrimination/harassment shall be filed within 180 days of the last date the alleged conduct occurred. An extension may be available if knowledge of the facts of the alleged discrimination or violation occurs after the expiration date.

In cases not involving employment related discrimination/harassment, in addition to the State Chancellor’s office cited above, individuals have the right to file a complaint with the following external agencies:

U.S. Department of Education, Office for Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
http://www.ed.gov

In any case involving employment related discrimination/harassment, individuals have the right to file a complaint with the following external agencies:

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
555 West Beech Street, Suite 504
San Diego, CA 92101
(800) 669-4000
www.eeoc.gov

Retaliation
Against anyone who files a complaint or refers a matter for investigation is unlawful.

Confidentiality
Is maintained to the extent possible by law.
Este es un resumen del derecho que usted tiene a presentar una queja formal de discriminación o de acoso sexual. Este es sólo un resumen. Por favor vea las Pólvizas de la Junta Directiva Escolar AP 3435 para el procedimiento completo del Distrito.

Cómo denunciar
Si usted experimenta o presencia lo que usted cree ser discriminación u hostigamiento ilícito, por favor documente la siguiente información:

• Fecha, hora y ubicación del incidente;
• Nombres e información para ponerse en contacto con personas involucradas y posibles testigos, si se conocen;
• Información detallada referente al/la los incidente(s) que observó;
• Reporte sus preocupaciones y problemas llamando al (951) 222-8039.

La discriminación o el hostigamiento
Van en contra de la misión de educación superior de RCCD y es contra la ley. La política del Distrito prohíbe las prácticas discriminatorias (reales, percibidas, o por asociación con otras personas) basadas en el/la:

- Identificación de Grupo Étnico
- Religión
- Sexo/Género
- Color
- Orientación
- Nacionalidad
- Edad
- Raza
- Ascendencia
- Discapacidad Física o Mental

O cualquier característica enumerada o definida en la sección 11135 del Código Gubernamental o cualquier característica contenida en la prohibición de crímenes de odio contenidos en la subdivisión (a) de la sección 422.6 del Código Penal.

El hostigamiento sexual
No tiene cabida en un ambiente académico o de trabajo. RCCD está comprometido a proveer un ambiente positivo y seguro para todos los estudiantes, empleados y visitantes. A continuación hay una lista parcial de actividades de hostigamiento sexual prohibidas:

- Propuestas sexuales indeseables;
- Ofrecimiento de empleo o de beneficios de calificaciones a cambio de favores sexuales;
- Represalias, reales o en forma de amenaza, por no participar;
- Miradas impúdicas; hacer gestos sexuales; o mostrar o exhibir ojetos, fotos, caricaturas o carteleros que sugieren sexualidad;
- Hacer difamaciones, bromas o comentarios despectivos, o usar apodos;
- Hacer comentarios sexuales, incluyendo comentarios gráficos, sobre el cuerpo de una persona;
- Usar palabras sexualmente degradantes para describir a una persona; o cartas, notas o invitaciones sugestivas u obscenas;
- Tocar o atacar físicamente, como también impedir o bloquear movimientos.

La Resolución
De quejas se puede lograr por un proceso, ya sea formal o informal. La opción del proceso la determina la persona que plantea la queja. El propósito del proceso de resolución Informal es de permitir a la persona que cree que ha sido discriminada ilícitamente o ha sido hostigada sexualmente, resolver el problema a través de un proceso de mediación en lugar de un proceso formal de queja. Tipicamente, el proceso informal es utilizado cuando existe un simple malentendido o la persona procura solamente una aclaración del malentendido o una disculpa por parte de la otra persona y una garantía de que terminará ese comportamiento ofensivo. Las quejas formales deben reportarse usando un formulario de queja del Distrito disponible en nuestra página web, en la página web del Rector del Estado, o en el departamento de Diversidad y Recursos Humanos. Si se presenta una queja formal, el Distrito conducirá una investigación dentro de los plazos requeridos de acuerdo a la política y la ley. Durante el proceso formal, no se le exigirá a la persona demandante que confirme o resuelva el problema con la persona acusada de la conducta ilícita.

Las quejas informales
Se pueden reportar en la oficina de DEC del Distrito llamando al (951) 222-8039. Las quejas informales requieren que la persona que reporta la queja lo haga por escrito. Escoger el proceso informal no le impide el derecho a reportar una queja formal durante el periodo de un año que tiene para reportar quejas.

Las quejas Formales
Se pueden reportar en la oficina de DEC del Distrito o a la oficina del Rector del Estado

Las quejas formales deben ser presentadas por escrito en el formulario de queja requerida. Las quejas formales pueden ser reportadas solamente por la persona que alega que ha sufrido discriminación u hostigamiento ilícito o por una persona que se ha dado cuenta de esta discriminación u hostigamiento ilícito en su capacidad oficial de maestro o administrador del Distrito.

El formulario de queja está disponible en las siguientes páginas web:
http://www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf
http://www.rcc.edu/administration/hr/dec.cfm

El formulario de queja está disponible en las siguientes páginas web:

http://www.rcc.edu/administration/hr/files/Discrim_Complaint_2006.pdf
http://www.rcc.edu/administration/hr/dec.cfm

La investigación se hará dentro de los plazos requeridos por la ley local, provincial y federal. El Demandante y la persona acusada de la conducta recibirán una notificación de los resultados de la investigación.

El Plazo para Reportar una Queja
En casos que no involucran discriminación u hostigamiento en el empleo es dentro de un año de la última fecha en que ocurrió la conducta presunta. Quejas que involucran discriminación u hostigamiento en el empleo se reportarán dentro de 180 días de la última fecha en que ocurrió la conducta presunta. Una extensión puede estar disponible si el conocimiento de los hechos de la presunta discriminación o violación ocurrió después de la fecha de caducidad.

En casos donde no se involucran discriminación u hostigamiento relacionados con el empleo, además de la oficina del Rector del Estado arriba mencionada, tiene el derecho de reportar una queja con las siguientes agencias externas:
U.S. Department of Education, Office of Civil Rights (OCR)
50 Beale Street, Suite 7200
San Francisco, CA 94105
(415) 486-5555
http://www.ed.gov

En casos donde no se involucre discriminación u hostigamiento relacionados con el empleo, tiene el derecho de reportar una queja con las siguientes agencias externas:

Department of Fair Employment and Housing (DFEH)
Santa Ana District Office
2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684
http://www.dfeh.ca.gov

Equal Employment Opportunity Commission (EEOC)
555 West Beech Street, Suite 504
San Diego, CA 92101
(800) 669-4000
http://www.eeoc.gov

Las represalias
En contra de cualquier persona que presente una queja, o refiera el asunto para investigación, son ilegales.

La confidencialidad
Se mantiene hasta la metida que sea posible por ley.

XV. Training and Education
The Director, Diversity, Equity & Compliance shall be responsible for providing a training/education program on these procedures and the applicable policies and regulations to all new and current employees, as well as all new and continuing students, on a systematic basis. The program shall include, but not be limited to the following:

1. the serious nature of unlawful discrimination (including sexual harassment);
2. the consequences of unlawful discrimination;
3. the implementation of appropriate sanctions; and
4. an individual's rights under federal and state law and District policies.

The Director, Diversity, Equity & Compliance is available to provide training programs on unlawful discrimination policy and procedure to all District employees. During the first year of employment, all new District employees will receive information on the policy and enforcement procedures.

A training program or informational services will be made available to all students at least once annually. The student training or informational services will include an explanation of the policy, how it works, and how to file a complaint. In addition, a copy of the District's written policy on unlawful discrimination, as it pertains to students, will be provided as a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.

All personnel designated to implement these procedures shall have sufficient knowledge and training to investigate and resolve complaints regarding Title VI, Title VII and Title IX discrimination, including sexual harassment.
Riverside City College Map

UPPER CAMPUS
1. DIGITAL LIBRARY & LEARNING RESOURCE CENTER
   - Auditorium
   - Instructional Media Center
   - Tutorial Services
2. ADMINISTRATION (O.W. NOBLE)
   Section A
   - Board Room
   - Disabled Services
   - Learning Disabilities Center
   Section B
   - Academic Affairs
   - Academic Innovative Program
   - Dean of Instruction
   - Mailroom
   - President’s Office
   - Title V
3. QUADRANGLE (ARTHUR G. PAUL)
   - Art Gallery
4. BUSINESS EDUCATION (ALAN D. PAUW)
5. MUSIC
5A. MUSIC ANNEX
6. MUSIC HALL (RICHARD M. STOVER)
7. LANDIS PERFORMING ARTS CENTER
7A. LANDIS ANNEX
8. MARTIN LUTHER KING, JR. HIGH TECH CENTER
   - Academic Labs
   - Faculty Innovation Center
   - Open Campus
9. ASSESSMENT CENTER
   - Viewpoints
10. PLANETARIUM (ROBERT T. DIXON)
11. PHYSICAL SCIENCES
12. LIFE SCIENCES
13. STUDENT CENTER (RALPH H. BRADSHAW)
    - Aquilar Patio
    - Auxiliary Business Services
    - Bookstore
    - Cafeteria/Food Services
    - Cashier
    - Citrus Room
    - Extended Opportunities
    - Programs & Services (E.O.P.S.)
    - Hall of Fame
    - Health Services
    - Heritage Room
    - Matriculation
    - Staff Dining Room
    - Student Services
    - Veterans’ Services
14. STUDENT FINANCIAL SERVICES
15. ADMISSIONS & COUNSELING (CESAR E. CHAVEZ)
16. STUDENT AID ANNEX
17. OUTREACH ANNEX
18. GYMNASIUM (ARTHUR N. WHEELOCK)
19. STADIUM (ARTHUR N. WHEELOCK FIELD)
20. GYMNASIUM (CATHERINE S. HUNTLEY)
21. STADIUM (ARTHUR N. WHEELOCK FIELD)
22. NATURE TRAIL (ARLENE & ROBERT F. RICHARD)
23. NORTH HALL
24. COLLEGE HOUSE
25. POOL (CUTTER)
26. TECHNOLOGY B
27. TECHNOLOGY A
28. AUTOMOTIVE TECHNOLOGY
29. LOVEKIN COMPLEX
30. GYMNASIUM
31. PILATES STUDIO (ELEANOR H. CRABTREE)
32. WAREHOUSE
33. MAINTENANCE & OPERATIONS Facilities
34. COSMETOLOGY
35. ALUMNI HOUSE - 3564 RAMONA DRIVE Foundation
36. PARKING STRUCTURE (FRAN BUSHMAN)
37. PRACTICE FIELD

LOWER CAMPUS
16. SPORTS COMPLEX (SAMUEL C. EVANS)
17. EARLY CHILDHOOD STUDIES
18. CERAMICS
19. ART
20. GYMNASIUM
21. STADIUM
22. NATURE TRAIL
23. NORTH HALL
24. COLLEGE HOUSE
25. POOL
26. TECHNOLOGY B
27. TECHNOLOGY A
28. AUTOMOTIVE TECHNOLOGY
29. LOVEKIN COMPLEX

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