

Section 15

Campus Policies and Notices

Campus Policies

Campus Hours

The College offers instruction between the hours of 7:00 a.m. until 10:00 p.m., Monday through Sunday. Office hours vary depending on the services provided. Refer to the latest *Schedule of Credit Classes* or call for specific office hours.

Student Discipline Policy

Mt. San Antonio College is organized for the purpose of creating and maintaining a positive "environment for learning." To this end, student conduct is governed by a code reflecting this purpose. The policy is based upon standards of personal honor, integrity, fairness, and respect for civil and moral law. Copies of the Student Discipline Policy are available at the Student Life Office.

Alcohol and Other Drugs

The possession or consumption of alcoholic beverages or illegal drugs prior to, or during any College-sponsored activity, on- or off-campus, by any person attending, regardless of age, is forbidden by State law.

The Federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States. Please see the latest *Schedule of Credit Classes* for the College's Alcohol and Other Drug Policy.

Campus Disturbances

In accordance with Education Code (Ed. Code 32211) and Penal Code (P.C. 626-8), the willful disturbance of classes, College activities, or procedures is a misdemeanor.

Children on Campus

While on the campus of Mt. San Antonio College, children under 12 years of age who are not approved for enrollment must be directly supervised at all times by a responsible adult. Such children shall not be left unattended in College buildings, outdoor areas, or in private automobiles.

Animals on Campus

Board Policy does not allow for any animals on campus except as provided for by the California Penal Code, Section 365.5 (specially trained guide, signal, or service dogs). Leaving a pet in a parked vehicle, no matter what provisions are made for its safety, may constitute unnecessary suffering or cruelty which is a violation of California Penal Code 597.

Dress Regulation

Students are expected to dress in accordance with commonly-accepted standards of appropriateness. It is mandatory that shoes be worn as general campus attire.

Driving and Parking

Users of Mt. San Antonio College campus roads and parking areas must observe and obey all traffic laws of the State of California and the College traffic and parking regulations adopted pursuant to Section 21113 of the California Vehicle Code and the Mt. San Antonio College Board of Trustees.

All four-wheeled vehicles parked in designated student lots MUST bear a valid parking permit for the semester enrolled. The Student Parking Permit is valid in designated student lots except in the spaces controlled by parking meters or reserved signage. Free 30-minute parking is available north of the Bookstore, west of the Administration Building, and south of the Performing Art Center. Permit parking regulations are strictly **ENFORCED** during the Fall, Spring, and Summer semesters from 7:00 a.m. to 10:00 p.m. Monday through Thursday, and Friday 7:00 a.m. to 4:00 p.m. on Fridays.

Eye Protection

Pursuant to the Education Code, the following regulation regarding eye protective devices shall be observed: Students, teachers, and visitors shall wear approved eye protective devices in all classes, shops, and laboratories when they are engaging in or observing the use of hazardous materials likely to cause injury to the eyes. Such eye protective devices shall meet the requirements of the American Standards Association Safety Code.

Smoking on Campus

Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Because of the clear evidence of the harmful nature of smoke inhalation and because of the general concern over air contamination, Mt. San Antonio College in accordance with California State law, bans smoking within all campus buildings and in any outdoor area within five feet of any exterior exit or entrance to such a building. This includes all College leased and College occupied buildings. Further, smoking is banned in the swimming pool area, Hilmer Lodge Stadium, and in all college vehicles.

Notices

Student Rights and Privacy Act

Following is a summary of the Mt. San Antonio College policy related to the Family Educational Rights and Privacy Act of 1974, O.L. 93-380, and Chapter 1297, Statutes of 1976, State of California:

Definition of Educational Records

Educational records consist of those files maintained by the following offices: Admissions and Records, Registration, Counseling, Placement, Financial Aid, Nursing Departments, and those files maintained for individual students by academic departments.

Access to Educational Records

All former and present students have the right to review and inspect their educational records in the Office of Admissions and Records provided they make a written request fifteen (15) days in advance. Such a review will be under the direct supervision of a classified or certificated employee in the Admissions and Records Office. Expressly exempted from the right of review and inspection are the following materials:

1. Financial records of the parents of the student(s).
2. Confidential letters and statements of recommendation maintained by the College on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended.
3. Records of instructional, supervisory, counseling, and administrative personnel which are in the sole possession of such personnel and are not accessible or revealed to any other person except a substitute.
4. Records of employees of Mt. San Antonio College, made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee, are not available for use for any other purpose.
5. Records of students made and maintained by the Student Health Services, the College nurse, the College physician, and the College therapist, which are used in the treatment of students and are not available to anyone other than persons providing such treatment. However, such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.

Release of Educational Records Information

1. Any release of a student's educational records, with the exception listed below, must be with the student's written consent.
2. The College may release copies of or otherwise divulge material in the student's educational records only to the official agencies, groups, officials, or individuals specifically mentioned below:
 - a. College staff members; provided that such employees have a legitimate educational interest to inspect such a record.
 - b. Representatives of the Comptroller General of the United States, the Secretary of Education, and administrative head of an educational agency, state education officials, and the United States Office of Civil Rights, where such information is necessary to audit a program.
 - c. Accrediting organizations in order to carry out their accrediting functions.
 - d. Organizations conducting studies on behalf of the institution.
 - e. Officials of other schools or school systems in which the student seeks or intends to enroll subject to the rights of students.
 - f. Agencies or organizations in connection with a student's application for financial aid.
 - g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, and administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is compiled.
 - h. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health and safety of the student or other persons.
 - i. Courts or other agencies in compliance with a subpoena or judicial order. A reasonable effort will be made to notify the student in advance of the compliance by the District.
3. **Directory Information:**
 - a. "Index Information" means a student's name, community of residence, major field of study, participation in officially-recognized activities and sports, weight and height

of members of athletic teams, dates of attendance, degrees and award received, and the most recent previous public or private school attended by the student.

- b. Any student desiring to withhold "Directory Information" may file a written request with the Director, Admissions and Records, within fifteen (15) days of the opening day of each semester or session that the student does not want such information released.
- c. The College reserves the right to limit or deny the release of specific categories of directory information based upon a determination of the best interests of the student(s).

Challenge of Educational Record

1. Any student may file a written request with the Records Officer of the District (Director, Admissions and Records) to remove information recorded in the student's records which is alleged to be: 1) inaccurate; 2) an unsubstantiated personal conclusion or inference; 3) a conclusion or inference outside of the observer's area of competence; or 4) not based on the personal observation of the named person with the time and place of the observation noted.
2. If the student is not satisfied with the determination made by the Director, Admissions and Records, the student may, within thirty (30) days, appeal the decision to the Board of Trustees.
3. Grades assigned by an instructor to indicate the student's performance in a course are not in contest, unless they were assigned by mistake, fraud, bad faith, and incompetency. (Education Code 76224)

Transfer of Information to Third Parties

Educational records or personal information transferred to other institutions or agencies will not be transferred to a third party without the written consent of the student.

Notice of Students' Rights

Students at Mt. San Antonio College are notified annually of their rights under the act within this section of the Catalog. More detailed information on student rights is available from the Director, Admissions and Records, including: 1) type of information and material contained within the students' educational record; 2) the official responsible for the maintenance of each type of record; 3) the procedure for student review and inspection of the educational record; 4) the procedure for challenging the contents of the educational record; 5) the charges to the student for reproducing copies of the record if requested; 6) the categories of information which the College has designated as Directory Information and to whom this

information will be released unless the student objects; and 7) the rights of a student to file a complaint with the United States Department of Education concerning alleged failure of the College to comply with the provisions of the Act.

Federal Review Board

Students may file a complaint with the United States Department of Education, Room 5660, Independence Avenue, S.S., Washington, D.C. 20201, regarding alleged institutional violations of the Act.

Non-Discrimination Policy

Mt. San Antonio College provides opportunities for the pursuit of excellence for all students and staff through its educational programs and services. The purpose of all programs, services, activities, conferences and college endorsed competitions is to enrich the quality of human life. The College will provide open access to a college education and all support services without regard to sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV & AIDS), sexual orientation, or Vietnam Era Veteran Status. The lack of English language skills will not be a barrier to admission.

The Office of Human Resources is responsible for Title IX, Title VI, Title VII, Section 504, and A.B. 803 compliance. The College aims to be proactive in responding to the needs of historically under-represented groups, women, and persons with disabilities. Policies and grievance procedures for unlawful discrimination and complaint procedures for sexual harassment for students and employees may be obtained by contacting the following individuals:

Trinda Hoxie, Affirmative Action Officer,
Human Resources Office
Building 4, Room 230, Ext. 4225

Audrey Yamagata-Noji, Vice President,
Student Services
Student Services Center, Ext. 4505

Marilyn Kaecke, Director, Student Life
Building 9C, Room 1, Ext. 4525

Sexual Harassment Policy

It is the policy of the Board of Trustees of Mt. San Antonio College to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

Harassment is not only unlawful, but it shall be a violation of this policy for any employee, student, agent of the Board, or one who is authorized to transact business or perform other acts or services on

behalf of the College to engage in sexual harassment. Any person who knowingly violates this policy will be subject to appropriate and immediate disciplinary action.

Affirmative Action Statement

The Board of Trustees of Mt. San Antonio College have a commitment to establishing and maintaining a policy of affirmative action and equal educational and employment opportunities for ethnic/racial minorities, women, and persons with disabilities. The intent of this is to prevent discrimination in educational programs, activities, and services and employment practices.

Public Security

In compliance with the Student Right-to-Know and Campus Security Act of 1990, and to ensure a safe, secure environment, the College has adopted the following procedures:

1. Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Public Safety Department or call 911. When using an on-campus extension, call 9-911. Incidents may be reported to Security by calling (909) 594-5611, Ext. 4555 twenty-four hours a day. Security may also be contacted at Bldg. 4, Room 105 or by calling Ext. 4230 during regular business hours.

In most cases, a security officer will respond to the scene and will complete a Mt. San Antonio College District Incident Report. If necessary, the Los Angeles County Sheriff's Station in Walnut will be contacted.

Mt. San Antonio College District security reports are not official police reports and are not available to the public. If an official police report is required, the Los Angeles County Sheriff's Department in Walnut is the appropriate agency to contact. The Public Safety Department office is located at the southeast portion of the campus off Bonita in Building 48.

2. Only staff members are authorized to have keys to buildings, and no students are to have access to campus facilities without staff supervision. Alarm systems and outdoor lighting are integral parts of the campus security system. Facility safety and security problems should be reported to the Administrative Services office, Maintenance and Operations office, or the Public Safety Department.
3. The Mt. San Antonio College Security Department has the authority to enforce the campus Code of Conduct under the Education and Penal Codes of the State of California; and according to the Education Code is the liaison with local

police and sheriff's department in cases of criminal actions. The campus emergency procedures publication states that students and staff should make a prompt and accurate report to the Public Safety Department in the event of an emergency.

4. Campus programs which inform students and employees about being responsible for their own security and the security of others include:
 - a. Emergency procedures publication posted widely on campus.
 - b. Regular notices in the Campus Bulletin which is distributed weekly to all staff members.
 - c. Articles in the student newspaper on security-related issues.
 - d. Programs presented by the Associated Students.
 - e. Staff Development programs.
 - f. Selected law enforcement and guest speakers on issues of security and personal safety.
5. The Student Code of Conduct and the State Penal Code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

During the 1996 calendar year, the following criminal offenses occurring on campus were reported to campus security authorities and local police agencies:

Murder	0
Rape	0
Robbery	0
Assault	11
Burglary	13
Burglary <i>from Motor Vehicles</i>	20
Stolen Vehicle	32

The following number of arrests related to campus violations were made in the categories listed below:

Liquor Law Violations	0
Drug Abuse	1
Weapons Possession	0

