

## **Section 12**

# **College Policies and Notices**

## College Policies

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### 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.

### 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.

### 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.

### 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.

### 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.

### Classroom Visitors

No person may be allowed to attend a regularly scheduled class unless officially registered for that class. Permission to visit a class must be secured from the professor. A visitor shall not attend class on a regular basis. Examples of visitors include: guest speakers, student friends, potential students, or minor children of officially registered students. Authorized visitors may be removed from the classroom by request of the Division Dean or designee, or other manager of the Student Learning or Student Services Team.

### 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 Arts 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.

### 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.

## Academic Honesty

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty has the responsibility of planning and supervising all academic work in order to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered.

Honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reason, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed for by the professor.

## Cheating and Plagiarism

### Cheating

Instructors have the responsibility of planning and supervising all academic work to encourage honest and individual effort, and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. The College considers cheating to be a voluntary act for which there may be reasons, but for which there is no acceptable excuse. It is important to understand that collaborative learning is considered cheating unless specifically allowed by the professor. The term "cheating" includes but is not limited to:

- Plagiarism;
- Receiving or knowingly supplying unauthorized information;
- Using unauthorized material or sources;
- Changing an answer after work has been graded and presenting it as improperly graded;
- Illegally accessing confidential information through a computer;
- Taking an examination for another student or having another student take an examination for you; and
- Forging or altering registration or grade documents.

The instructor who determines that a student has cheated may give the student a failing grade for the assignment, for the course, or drop the student from the course. Since the student has failed to abide by the standards of academic honesty, the instructor has a right to give an F for the assignment or the course even though the student may have successfully and, presumably, honestly passed the remaining portion of the assignment or course. If the instructor issues a failing grade for the course or drops the student, the actions shall be reported to the Dean, Student Services, Director, Student Life, and to the Director, Admissions and Records. An instructor may also recommend that appropriate action be taken under provisions of the Administrative Regulations and Procedures on Student Discipline.

### Plagiarism

"Plagiarism is a direct violation of intellectual and academic honesty. Although it exists in many forms, all plagiarism refers to the same act: representing somebody else's words or ideas as one's own. The most extreme forms of plagiarism are the use of material authored by another person or obtained from a commercial source, or the use of passages copied word for word without acknowledgment. Paraphrasing an author's idea or quoting even limited portions of his or her text without proper citation is also an act of plagiarism. Even putting someone else's ideas into one's own words without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. It may constitute grounds for a failing grade, probation, suspension, or expulsion."

"One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Faculty assign written work for the purpose of helping students achieve that mark. Each instructor will outline specific criteria but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research."

"Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments, is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind as each paper is prepared. It should not be evaded through plagiarism."\*

\*Adopted, with permission of California State University, Los Angeles, from their policy printed in the 1987-88 General Catalog.

## 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. Policies and grievance procedures for unlawful discrimination and complaint pro-

cedures for sexual harassment for students and employees may be obtained by contacting the following individuals:

Trinda Hoxie, Director, Human Resources/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

Carolyn Keys, Dean Student Services,  
Building 9C, Room 1A, Ext. 5909

### 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.

Sexual 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.

### Student Discipline Policy

Extracted from Administrative  
Regulations & Procedures Section 609

Mt. San Antonio College, in order to maintain standards of student conduct commensurate with the academic and social level of higher education, shall enforce acceptable standards of student behavior in the classroom, on campus property, at any activity sponsored by the College or at any off-campus facility where District classes are being provided. Upon recommendation of the president or designee, a student will be disciplined when his/her attitude, actions, or conduct are detrimental to the College, inclusive of people and property. Disciplinary action will be imposed based on local, state and federal laws when one or more of the following behaviors/actions occur(s):

- A. Cheating or plagiarism in connection with any College academic program.
- B. Forgery, alteration or misuse of campus documents, records or identification or knowingly furnishing false information to a college/university, employer or licensing board.

- C. Willful disobedience towards College employees acting in the performance of their duties.
- D. Obstruction or disruption of the campus educational process, administrative process, or other campus function.
- E. Physical abuse or threat of such abuse to any member of the campus community.
- F. Sexual assault; date/acquaintance rape or any unwanted sexual advance against any student, or College employee.
- G. Verbal threats directed toward any student or College employee.
- H. Harassment of students and/or College employees which creates an intimidating, hostile or offensive environment.
- I. Hostile conduct or behavior that might incite immediate violence.
- J. Hateful acts or utterances while under the influence of alcohol or drugs.
- K. Theft, intentional damage, or malicious destruction to campus property.
- L. Unauthorized entry, use or misuse of campus property.
- M. Sale/transfer or possession of dangerous drugs, restricted dangerous drugs, or narcotics as these terms are used and defined in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- N. Possession, consumption, selling/giving or delivering of an alcoholic beverage to any student or College employee.
- O. Possession or use of explosives, dangerous chemicals or deadly weapons.
- P. Violation of College rules and regulations including those concerning student clubs and organizations, use of College facilities posting of/or distribution of information and safety procedures.
- Q. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

Failure to comply with the Student Discipline Policy could result in verbal or written reprimand, probation, ineligibility to participate in extracurricular activities, suspension or expulsion.

## Grievance Procedures

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member. Every student has the right to due process. Grievances fall into two categories: Academic and Non-Academic. Academic involves grades. To grieve a grade, a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetency (Education Code 76224). Non-Academic grievances include acts or threats of intimidation, discrimination or harassment, violation of College policies, any violation of Title IX or Section 504 related to Disabled students.

Student Grievance Procedures can be obtained from the Student Life Office, Building 9C, Room 1.

## 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.

## Policy for Providing Academic Adjustments for Students with Disabilities

Under Federal and State laws, the College is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The College is also required to have a policy and procedure for responding to students with verified disabilities who request academic adjustments. Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program or degree. Copies of the Policy and Procedures for Providing Academic Adjustments for Students With Disabilities are available in Disabled Student Programs & Services, ext. 4290.

## Notices

### Equal Opportunity Statement

The Board of Trustees of Mt. San Antonio College have a commitment to establishing and maintaining a policy of equal educational and employment opportunities and prohibiting discrimination based on 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. This commitment applies to educational programs, activities, service, and employment practices.

### 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 student's 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.

### Open Enrollment

All classes are open to all students who meet the course prerequisites and enrollment requirements, unless specifically exempted by statute. The College provides open access to all program offerings, opportunities, and support services without regard to sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability (including HIV and AIDS), sexual orientation, or Vietnam Era Veteran Status.

### Public Safety

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. All on-campus pay phones have an emergency button. 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 113 or by calling ext. 4299 during regular business hours.

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

Mt. San Antonio College 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 1998-02 calendar years, the following criminal offenses occurring on campus were reported to campus security authorities and local police agencies:

VIOLATION	1998	1999	2000	2001	2002
Murder	0	0	0	0	0
Rape	0	0	1	1	0
Robbery	3	1	1	2	3
Assault	14	12	6	4	11
Weapons Violations	0	3	0	2	0
Hate Crimes	0	0	0	0	0
Trespass	0	1	0	2	0
Burglary	3	11	4	11	2
Burglary-Vehicle	45	36	28	38	27
Theft	45	53	35	45	55
Theft-from Vehicle	17	9	8	14	5
Stolen Vehicle (GTA)	13	44	20	25	28
Vandalism	13	18	20	25	30
Liquor Law Violations	1	2	0	1	0
Alcohol Intoxication Not D.U.I.	0	0	1	1	0
Illegal Drugs	2	3	3	2	1
YEARLY TOTALS	156	193	127	173	162

### 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:

#### 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 College.
3. **Directory Information:**
- a. "Directory 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 awards 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).

#### 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.

#### Catalog Rights

This term is used to define the specific set of general education and other non-major requirements, as established in the catalog for a specific year, which the student must satisfy to qualify for a degree, certificate, etc.

Students may choose to qualify for graduation under the requirements in effect at either:

1. the time they entered the college or
2. at the time of graduation. Students must remain in continuous attendance in order to maintain their "rights".

### Continuous Residence

A student will retain rights to follow *Catalog* requirements for the year they entered Mt. San Antonio College if, during every regular semester after initial enrollment at Mt. SAC, he/she:

1. is enrolled in any credit class at Mt. SAC beyond the first four weeks; or
2. completes any units in a credit class at another accredited post—secondary institution; or
3. receives a waiver in advance or approval Board of Appeals because of extenuating circumstances.

### Student Right-to-Know Rates

**Completion Rate: 26.1%**

**Transfer Rate: 25.9%**

#### From 1996 COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Mt. San Antonio Community College District and Mt. San Antonio College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996,

a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three year period. These rates do not represent the success rates of the entire student population at Mt. San Antonio College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 26.1 percent attained a certificate or degree or became 'transfer-prepared' during a three year period, from Fall 1996 to Spring 1999. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 25.9 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five semester period, from Spring 1997 to Spring 1999.

Business Management & E-Commerce Institute students Jenny Huyler, Alex Leung, and Christopher Bautista conduct research for a case study with the assistance of professor Bob Farris.

