

General Policies

Nondiscrimination 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 and 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 procedures for sexual harassment for students and employees may be obtained by contacting the individuals listed below.

A través de sus programas educativos y sus servicios, Mt. San Antonio College proporciona oportunidades para lograr la excelencia para todos los estudiantes y empleados. El propósito de todos los programas, servicios, actividades, conferencias, y competencias auspiciadas por esta institución es enriquecer la calidad de la vida humana. Mt. San Antonio College proveerá un acceso abierto a la educación universitaria, así como también servicios de apoyo sin importar sexo, raza, color, credo religioso, origen de nacionalidad, ascendencia, edad después de los cuarenta años, estado civil, incapacidad física o mental (incluyendo SIDA o HIV), orientación sexual o estado como veterano de la guerra de Vietnam. La falta de habilidad para expresarse en inglés no será obstáculo para la admisión a esta institución. Los estudiantes y empleados pueden obtener las normas y los procedimientos para llevar a cabo quejas por discriminación, así como los procedimientos para efectuar quejas debido al acoso sexual comunicándose con las siguientes personas:

Audrey Yamagata-Noji, Vice President, Student Services
Student Services Center
Building 9B, lower level, ext. 4505

Carolyn Keys, Dean, Student Services
Building 9C, Room 1A, ext. 4525

Terri Hampton, Equal Employment Officer
Human Resources Office
Building 16E, ext. 4225

Maryann Tolano-Leveque
Director, Student Life
Building 9C, Room 1, ext. 4525

Photo ID

Students are required to obtain and carry a Mt. SAC picture ID card for use on campus. Students must present the ID card at the request of any school official. The ID card has a bar code which is used in recording attendance in some classes, checking out library books, giving access to a variety of services, and granting free entrance to Mt. SAC home football games. To obtain a Mt. SAC picture ID card, students must have current semester courses paid and must present another form of ID (Driver's License or a California ID card or Passport). The card is valuable; students need to retain the card throughout their enrollment at Mt. SAC. Non Credit students can request a College ID card. The fee for this services in \$10. The same requirements and policies above apply to these students. The Photo ID area is located within the Bursar's Office at Window 7, Building 9A.

Parking

Students must observe all traffic laws of the State of California and the College rules and regulations adopted pursuant to Section 21113 of the California Vehicle Code. All four-wheeled vehicles parked in designated student lots MUST bear a valid Winter 2010 parking permit. The cost of this permit is \$35. Hanging permit displays, window decals or bumper decals are available. The Student Parking Permit is valid in designated student lots except in the spaces controlled by parking meters or reserved signage. If students have not purchased a permit, they may park in Pay Lot A or Pay Lot B for \$2 per day/evening. Free 30-minute parking is available north of the Bookstore (Building 9A), and south of the Performing Arts Center.

Day-use parking permit dispensers are available at various areas in student parking lots. Day-use parking permits may be purchased from these machines and at the information kiosk for a \$2 fee and are good for the date of purchase only. The parking permits will allow persons to park their vehicles in any student parking lot and Pay Lot A and B.

- Student parking permits are valid on the first day of classes of each semester for which they were purchased, Fall, Winter, Spring or Summer.
- No parking permit is needed to park in any student lot the first two weeks of Fall and Spring semesters and the first week of the Winter and Summer intersessions. No student parking is allowed in staff lots. Fees are required to park at paylots and metered parking stalls.
- Any student parking in the commercial lot on the west side of Grand Avenue not conducting business in that area may be subject to citation and/or their vehicle being impounded.
- Students not using the crosswalks on Grand or Temple avenues will be subject to citation by the Sheriff's Department. This is a dangerous crossing. Student safety is our concern.

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- There is now a fee for replacing lost or stolen student parking permits regardless of the circumstances. A \$20 replacement fee will be charged for replacing a Spring or Fall semester parking permit. The replacement fee for a Winter or Summer parking permit is \$10.
- It is the policy (AP6750) of Mt. SAC to void parking citations for students who have purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” or “Improper Display of Permit” in a student parking lot, if dismissal is requested within 30 calendar days of citation issuance. Only one parking citation per semester will be voided for these reasons.

Individuals with short-term special parking needs can contact the Student Health Center, ext. 4400 for consideration of a temporary, limited medical parking permit.

Standards of Conduct

Board Policy, Section 5500, Adopted 6/23/04, Copies of the *Standard of Conduct Policy* can be obtained in Building 9C.

The College President/CEO 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 shall consider any recommendation from the College President/CEO for expulsion. The Board 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 on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog 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 College employee, which is concurred with by the College President/CEO.
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 College property or to private property on campus.
 6. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College 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 College.
 8. Committing sexual harassment as defined by law or by College policies and procedures.
 9. Engaging in harassing or discriminatory behavior based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because a person is perceived to have one or more of the foregoing characteristics.
 10. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College 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, College personnel.
 12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
 13. Dishonesty, forgery, alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
 14. Unauthorized entry upon or use of College facilities.
 15. Lewd, indecent or obscene conduct on College-owned or controlled property, or at College-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 College administrative procedures; or the substantial disruption of the orderly operation of the College.
 17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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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 College policy or Administrative Procedure.
19. Harassment of students and/or College employees that creates an intimidating, hostile, or offensive environment.
20. Violation of College rules and regulations including those concerning affiliate clubs and organizations, the use of College facilities, the posting and distribution of written materials, and College safety procedures.

Discipline Procedures

When a student misconduct report is filed with the Student Life Office regarding a possible violation of the Standards of Conduct policy, the student will receive written notification from the Director, Student Life. Within ten days of receiving written notification, the student is required to schedule a meeting with the Director, Student Life. During the meeting, the Director shall determine if the student's behavior constitutes a violation of the Standards of Conduct policy. If a violation has occurred, the student may be required to, including but not limited to: attend a character development workshop, complete community service hours, sign a discipline contract, and/or the student may be recommended for suspension or expulsion depending on the nature of the incident. For questions, please contact the Student Life Office at ext. 4525.

Student Complaints/Grievance Process

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member.

Student complaints may be classified as grievances and fall into two categories: Academic, and Non-Academic and Discrimination Complaints. Academic grievances involve grades. To grieve a grade, a student must prove that the professor issued a grade by mistake, fraud, bad faith, or incompetence (Education Code 76224). Non-Academic grievances include: illegal discrimination, sexual harassment, financial aid, violation of College policies, any violation of Title IX or Section 504 related to students with disabilities.

Grievances must be filed no later than 30 school days (Monday - Friday, when classes are in session) after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis for the grievance. To begin the formal grievance process, students may pick up Grievance Procedures and forms from the **Student Life Office, Building 9C**. It is recommended that students meet with the Student Life Director regarding the grievance prior to starting the process since timelines are established for every step of the process and must be met precisely.

The process for filing and pursuing a grievance includes two levels: in **Level I** (informal level) the student picks up the grievance forms and official procedures from Student Life and attempts to resolve the problem by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then with the faculty member's department chair or immediate supervisor. If the complaint is not resolved at that level, the student will meet with the division dean of the division of the faculty defendant in an effort to resolve the problem. In the event that the problem cannot be resolved within 10 school days, the student may proceed to **Level II** (formal grievance) in which the student after completing the forms takes all signed forms and documents to the Student Life Office within the established deadlines.

A Grievance Review Committee chaired by the Student Services Dean will review the grievance documents. This Committee may forward the grievance for a hearing that provides for a formal hearing process to seek clarification from the parties involved. If the student or faculty/staff member chooses to appeal the decision of the Committee, the appeal is submitted to the College President. The final appeal process resides with the Board of Trustees; their decision concludes the grievance process.

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.

General Policies

Alcohol and Other Drug Policy

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.

At its August 22, 1990 meeting, the Board of Trustees of Mt. San Antonio Community College adopted the following policy statement to comply with the law. The policy, which is to be shared in writing with students, staff, and faculty is as follows:

On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988. (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). This statute requires contractors of Federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a Federal agency.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at all District worksites and/or while in the performance of District business or attending a District event or program.

The Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) amends the previous law of 1988 to include that it's also unlawful to manufacture, distribute, possess, use, or sell illicit drugs and alcohol in the workplace or at any District activities or events or while performing District business.

Compliance for Employees

The District intends to make every effort to provide and maintain a drug-free workplace. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the District. Any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace or while on District business must report this conviction within five days to the Superintendent/ President.

Compliance for Students

The District intends to make every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use, or sell illicit drugs and alcohol in all buildings, property, facilities, service areas, and satellite centers of the District. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension and expulsion.

Legal Sanctions Under Federal, State and Local Laws are available in the following locations:

1. Student Life Office

2. Personnel/Human Resources Office
3. Library/Learning Resources Center

Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information

Referral Information and Social Service Directories for Orange, Los Angeles, and San Bernardino counties are available in the College's Health Center or Student Life Office.

Health Risks

The use of illegal drugs, tobacco, and the abuse of alcohol may have serious health consequences including damage to the heart, lungs, and other organs. Alcohol related accidents are the number one cause of death for people aged 15-24.

The most significant health risk, besides death, is addiction. Chemical dependency is a condition that can become fatal without appropriate treatment.

The following substances are known to cause addiction and have adverse effects on your health:

Alcohol — Acts as a depressant with effects ranging from mild impairment of coordination and judgment to loss of memory, respiratory depression and death.

Nicotine/tobacco — Effects range from relaxation and increased metabolism to severe lung disease, cancer, heart disease and substantial effects on unborn children.

Marijuana/Hashish and hashish products — Reduce short-term memory, ability to concentrate and coordination, may result in paranoia and psychosis. Long term use may result in lung damage, and possibly affect sperm motility.

Cocaine, Crack — Stimulate the nervous system resulting in a fast heart and respiratory rate, and elevated blood pressure. Can cause death by sudden cardiac arrest or respiratory failure.

Stimulants such as amphetamines, methamphetamines, Crank, Ice, etc. — Similar to the effects of cocaine but also include heart failure, stroke, psychosis, delusions and paranoia.

Anabolic Steroids — Effects range from acne to liver, cardiovascular and reproductive abnormalities. Psychological effects include depression or aggressive behavior.

Hallucinogens, PCP, LSD — These substances affect the section of the brain that controls intellect and instinct. Effects include violent behavior, self-inflicted injuries, convulsions, coma, heart and lung failure. In the case of LSD, effects may persist even after use has ceased.

Prescription narcotics (when taken without medical supervision) — Effects depend on the substance but can include depression, addiction, and in extreme cases, death.

For specific information on the health risks of alcohol, nicotine, steroids, marijuana, and other substances, please contact the Health Center at ext. 4400.

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Information may also be obtained by calling:

- Alcohol and Drug Helpline **800-821-4357**
- Cocaine Hotline **800-662-4357**
- Smoking Cessation,
American Cancer Society **800-227-2345**

Sexual Harassment Policy

Sexual violence, including sexual assault, harassment, rape, and stalking, are crimes that are not tolerated on this campus or at any college-sponsored events. Mt. San Antonio College has adopted Board policies and procedures to address sexual crimes, sanctions for offenders, and to outline access to treatment and general information for victims. (See Board Policies 3430, 3500, 3540). All applicable punishment, including criminal charges, disciplinary action, etc., shall be applied whether the violator is an employee, student or member of the general public.

Services available to help assure your safety include:

- **Campus Escorts** are available to escort you during evening hours, to assure your safety on campus and in parking lots. They are provided at your request, please **call ext. 4233**.
- **Blue emergency telephone** towers are located throughout the campus and parking lots for you to contact Public Safety immediately should you need assistance in an emergency.
- **Public Safety** may be contacted by calling the campus number, 909-594-5611, **ext. 4555**.
- **Call 911** for any emergency or 9-911 when calling from on-campus extensions. Be prepared to identify your exact location.

In addition to contacting Public Safety, information can also be obtained from the Student Life Office, Bldg. 9C, ext. 4525 or to to <http://www.mtsac.edu/safety/disclosures/>

Emergency Procedures

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 Public Safety by calling **(909) 594-5611, ext. 4555**, 24 hours a day, seven days a week. Public Safety may also be contacted during and after business hours from public telephone locations on campus by dialing ***-91**. In the event of an emergency, students and staff are requested to make a prompt and accurate report to the Public Safety Department. The Public Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 23.

Crime Prevention

The Public Safety Department's primary responsibility is the safety and security of all members of the College community. Every effort is made to inform students and staff of criminal activity or any other concern that may be

an immediate threat to the safety and security of those on campus. Information and workshops on crime prevention are made available to College students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self and others and that protect District property.

**PUBLIC SAFETY DEPARTMENT
STATISTICAL CRIME REPORT YTD TOTALS**

VIOLATION	2006	2007	2008
Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible	0	1	0
Robbery	1	2	2
Aggravated Assault	2	4	0
Battery	17	10	10
Burglary	11	8	6
Motor Vehicle Theft (GTA)	26	16	17
Theft	96	112	90
Arson	0	0	0
Liquor Law Violations	1	1	2
Drug Law Violations	3	4	1
Illegal Weapons Violations	3	2	2
Hate Crimes - Race	0	0	0
Hate Crimes - Gender	0	0	0
Hate Crimes - Religion	0	0	0
Hate Crimes - Sexual Orientation	0	0	0
Hate Crimes - Ethnicity	0	0	0
Hate Crimes - Disability	0	0	0
YEARLY TOTALS	160	160	130

Public Safety

In compliance with the Clery Act, the College publishes an annual security report which contains information regarding campus crime statistics. This information may also be found on the website at www.mtsac.edu by clicking on Public Safety. Copies of the annual report can be obtained from the Public Safety Department, Building 23, Public Safety. A Public Safety crime log is published bi-monthly in the student newspaper and brochures on Emergency Procedures are posted throughout the campus.

Enforcement

The Mt. SAC Public Safety Department has the authority to enforce the Student Discipline Code of Conduct under the Education and Penal Codes of the State of California; it serves as the liaison with local police and sheriff's departments in cases of criminal actions.

Mt. SAC District incident reports are not official police reports. If an official police report is required, the Los Angeles County Sheriff's Department in Walnut is the appropriate agency to contact.

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Campus Emergency Phone System

Mt. SAC has installed a campus-wide emergency phone system. This system is divided into two primary segments. The inner campus system consists of emergency phones that are placed on the outside of selected campus buildings and are identified by the familiar blue light affixed to the top of the phone housing.

The second segment of emergency phones consists of stand-alone emergency phone towers, located in open campus spaces, primarily in campus parking lots. These phone towers are also identified by a blue light affixed to the top of the tower.

Use of any of these emergency phones will connect the user to Campus Security during normal business hours, located in Building 4. During hours when the campus is closed, the emergency phones will connect the user directly to a cell phone carried by Campus Security Officers who are on duty 24 hours a day, 7 days a week

Security Escort Service

For your added personal safety, Mt. SAC offers a **free Security Escort Service from Monday - Thursday, 6:30 - 10:15 p.m.** Trained personnel will escort you safely to your car.

Security Escorts are located at campus map directories and can be identified by their yellow jackets and I.D. badges.

On the map below, a white "☆" shows the approximate location of escorts.

You may call **(909) 594-5611, ext. 4233** to arrange for assistance. Also see page 90.

Student Right to Know (SRTK)

All colleges and universities in the U.S. are required to report on their annual completion rates — the percentage of students who successfully complete a program of study within 150% of the normal "time to completion" or who are still enrolled as transfer students at another college or university.

Beginning in Fall 2005, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

26.57%	Degree or Certificate completed or became transfer prepared
16.82%	Transferred to a UC, CSU, or another California Community College

Although SRTK completion rates are useful for broad comparison of many colleges and universities, there are difficulties with their use for community colleges. Students who are not enrolled full-time in their first semester and those who are uncertain of their educational goal at the time of original enrollment are not included in the SRTK calculations. The group of students on whom these calculations are based represents fewer than 10% of all new students. In making college decisions, students should review many factors to identify the college or university that will best meet their needs.

