

University of Southern California (USC), and UCLA; Army ROTC programs are offered at Claremont McKenna College, USC, UCLA and Cal State Fullerton; and Navy ROTC programs are offered through USC and UCLA. Competitive scholarships are available to qualified applicants as well as allowances for books and other costs. Students are advised to contact the ROTC program at the participating university.

Sexual Harassment & Sexual Misconduct

Sexual misconduct, including sexual assault, harassment, rape, stalking, dating violence and domestic violence are prohibited. Mt. San Antonio College has adopted Board policies and procedures to address sexual harassment and sexual misconduct, sanctions for offenders, and to outline access to treatment and general information for victims (BP 3430, 3500, 3540 and AP 3430, 3500, 3540). All applicable punishment, including disciplinary action, shall be applied whether the violator is an employee, student, or otherwise affiliated with Mt. SAC. <https://www.mtsac.edu/discriminationcomplaint> (<https://www.mtsac.edu/discriminationcomplaint/>)

Services available to help assure student safety include:

- Campus Safety Escorts are available during evening hours to escort students safely to their car. Escorts are stationed throughout campus or are provided upon request. Please call (909) 274-4233.
- Blue emergency telephone towers located throughout the campus and parking lots access the Police and Campus Safety Department immediately for assistance.
- Call 911 for any emergency. Be prepared to identify your exact location. The Police and Campus Safety Department can be reached at (909) 274-4555.
- The Office of Title IX and EEO Programs in Human Resources at (909) 274-4225 provides unlawful discrimination complaint procedures and resolutions.
- Student Life Office at (909) 274-4525 provides assistance with referrals and resources.
- Student Health Services at (909) 274-4400 provides personal counseling and medical attention.

Smoking on Campus

Student, employee, and visitor health is a primary concern of Mt. San Antonio College. Smoking and the use of e-cigarettes will be prohibited on Mt. San Antonio Community College District property except in designated smoking areas. Designated smoking areas can be found on campus maps and the College website. Violations of this policy will be subject to a citation and a fine, as allowed per Government Code 7597.1. Appeals may be submitted in writing to the Police and Campus Safety Department within twenty-one (21) calendar days of issuance of the citation. (BP 3565, AP 3565)

Student Grievance Process

The Student Life Office oversees the Student Grievance Process in accordance with the College Administrative Procedures 5530. Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious, or professionally inappropriate evaluations or behavior by a College employee. Student complaints may be classified as grievances and fall into two categories: Academic- and Non-Academic. 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: any act or threat of intimidation, harassment, or physical aggression, arbitrary action, violation of student rights, or imposition of sanctions without proper regard to College policy as specified in the

Education Code, Board Policy, and/or Administrative Procedures, violation of Title IX Education Amendments of 1972, or violation of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) with reference to the rights of disabled students.

Students can obtain the Student Grievance form on-line at Complaints and Grievances (<https://www.mtsac.edu/studentlife/studentgrievances.html>). Complaints of discrimination, harassment, retaliation, sexual misconduct, dating violence, domestic violence, or stalking can be filed online at Discrimination Complaint (<http://www.mtsac.edu/discriminationcomplaint/>). Students have up to one year from the date of the incident to file a discrimination complaint.

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 are required to 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 obtains the grievance form from Student Life, initiates the grievance with established timelines, and attempts to resolve the grievance by meeting first with the faculty member (or staff member/administrator for non-academic grievances) and then the department chair or immediate supervisor, and then the division dean. In the event that the grievance cannot be resolved within 20 instructional days, the student may proceed to Level II (formal grievance) in which the student submits all signed forms and documents to the Student Life Office within the established timelines. Level II consists of a Grievance Review Committee. Level III consists of a Formal Hearing. Refer to the Student Grievance Form for detailed instructions and guidelines.

Traffic 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 rules and regulations adopted pursuant to Section 21113 of the California Vehicle Code and the Mt. San Antonio College Board of Trustees (BP 6750, AP 6750).

All vehicles parked in designated student lots **must** bear a valid parking permit. The Student Parking Permit is valid in designated student lots except pay lots or in spaces controlled by parking meters or reserved signage. Student Parking Permits are not valid in designated employee parking lots. Free 30-minute parking is available north of the Bookstore (Building 9A), west of the Administration Building (Building 4), and south of the Performing Arts Center. Permit parking regulations are strictly enforced 24 hours a day, 7 days a week.

Department of Police & Campus Safety Statistical Crime Report

Please review the Annual Security Report at <https://www.mtsac.edu/safety/asr.html>

Student Academic Honesty

All members of the academic community have a responsibility to ensure that scholastic honesty is maintained. Faculty have 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.

Cheating and Plagiarism (Academic Dishonesty)

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 person take an examination for you
- Presenting another person's work as your own
- Forging or altering registration or grade documents
- Submitting collectively developed work as your own, unless specifically allowed by the professor
- Other methods that misrepresent original and/or independent work

A professor who determines that a student has cheated may give the student a failing grade for the assignment and shall report the alleged academic dishonesty to the Student Life Office, which will maintain a record of the report and appropriate action under the provisions of the Administrative Procedures on Student Discipline (AP 5520).

Students are advised that allegations of dishonesty are serious, and can lead to disciplinary sanctions including suspension and expulsion. (BP 4290, AP 4290)

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."¹

¹ Adopted, with permission of California State University, Los Angeles, from their policy printed in the 1987-88 General Catalog.

Notices

Equal Opportunity Statement

The Board of Trustees of Mt. San Antonio College has a commitment to establishing and maintaining a policy of equal educational and employment opportunities and prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex or gender, sexual orientation, gender identity/expression, genetic information, race, color, ancestry, medical condition, marital status, veteran/military status, or disability. This commitment applies to educational programs, activities, service, and employment practices (BP 3410, AP 3410).

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 (BP 5052, AP 5052).

Department of Police and Campus 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 Mt. San Antonio (<http://www.mtsac.edu/>) website by clicking on Police & Campus Safety. Copies of the annual report can be obtained from the Police and Campus Safety Department in Building 23. A Daily Crime Log is also available on the Department of Police and Campus Safety Website. The crime log is published bi-monthly in the student newspaper and Emergency Procedures are posted throughout the campus. (BP 3515, AP 3515)

Emergency Procedures

Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Campus Safety Department or call 911. When using an on-campus extension, call 9-911. Incidents may be reported to Campus Safety by calling (909) 274-4555, 24 hours a day, seven days a week. Campus 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 Campus Safety Department. The Campus Safety Department is located at the southeast portion of the campus off Bonita Drive in Building 23. (AP 3503)

Enforcement

The Mt. San Antonio College Campus Safety Department has the authority to enforce the Student Discipline Code of Conduct and the State of California Penal Code under Education Code Section 72330. The Mt. San Antonio College Board of Trustees has established the Campus Safety Department as a community college police department under Education Code Section 72330(a), which authorizes the governing board of a community college district to establish a community college police department under the supervision of a community college chief of police. Although a designated police department, the Mt. San Antonio College Campus Safety Department has a memorandum of understanding mandated by the "Crime Awareness and Campus Safety Act of 1990," that the Los Angeles County Sheriff's Department has jurisdiction to investigate all crimes occurring on Mt. San Antonio College Campus. (BP 3520, AP 3520)