

# STUDENT CONDUCT

## Student Code Of Conduct – AP 5500

BP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5500_Student_Code_of_Conduct.pdf)) / AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf))

### References

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

This Administrative Procedure (AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf))) shall constitute the Student Code of Conduct for all Coast Community College District (CCCD) Students. The Student Code of Conduct provides students with prior notice of behavior deemed unacceptable by the District's Board of Trustees. This Student Code of Conduct includes a defined process for the fair and impartial review and determination of alleged violations of policy. This Student Code of Conduct also specifies the various sanctions that may be imposed on students for violations of policy. Students are expected to be familiar with the terms of Board Policy BP 5500 and Administrative Procedure 5500 Student Code of Conduct.

AP 5500 provides for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from the Student Code of Conduct will not invalidate a decision or proceeding. Student Code of Conduct may be reviewed in its entirety at the District Website AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf)).

## Free Speech Policy – BP/AP 3900

BP 3900 ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_3900\\_Speech\\_Time\\_Place\\_Manner.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3900_Speech_Time_Place_Manner.pdf)) / AP 3900 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_3900\\_Speech\\_Time\\_Place\\_Manner.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3900_Speech_Time_Place_Manner.pdf))

The District's students, employees, and members of the public shall be permitted to exercise their rights of free expression subject to reasonable time, place, and manner policy contained in Board Policy and Administrative Procedure 3900.

The students and employees of the District and members of the public shall be permitted to exercise their constitutional rights of free speech and free expression subject to reasonable time, place, and manner restrictions contained therein. The District takes no stance on the content of protected speech.

The areas open to the exercise of free speech are the open areas on each campus with the exception of classrooms, labs, lecture halls, offices, and other areas that the colleges or the District use to conduct business. Free speech, as part of scheduled instructional activities or in the course of conducting District business, can be exercised in any space on each campus or the District.

No illegal activities nor activities that disrupt or may lead to disruption of the safe and orderly operations of the Colleges or the District Office will be permitted.

If an individual or a group wants to use campus or District facilities, other than the open areas noted above, arrangements must be made with the College or the District at least 72 hours in advance, not counting weekends and holidays.

No person on District property or at official District functions may:

- Block entrances to or otherwise interfere with the free flow of traffic into or out of campus buildings;
- Block any street, roadway, crosswalk, driveway, parking structure, or parking lot and its entrance or exit, or otherwise obstruct the free flow of pedestrian or vehicular traffic unless authorized to do so;
- Urinate or defecate in any place on District property other than a designated restroom or other facility designated for the sanitary disposal of human waste;
- Participate in a disturbance of the peace or unlawful assembly;
- Use, possess, sell, or manufacture illegal drugs, tobacco, or any products containing tobacco, and marijuana or any products containing marijuana or any of its byproducts;
- Fail to comply with the lawful directions of a District employee acting in the performance of duties;
- Rummage through or remove any discarded item from any waste can, trash can, dumpster, recycling container, or any designated District waste or recycling center without authorization;
- Engage in the theft, destruction, or other misuse of District property or equipment;
- Have any open fire or torch anywhere on District property, unless, and only to the extent, specifically authorized and limited by the District.

## Amplification Requirements and Restrictions

The following requirements and restrictions are in place to respect the integrity of the educational process and to prevent the disruption of the educational environment and operations of the Colleges. The following apply to the use of amplification equipment:

- Amplification is not permitted during the final week of each term or during any examination period.
- The amplification setting where music is used shall not include any excessive bass settings. Excessive bass in music amplification causes sound reverberation which disrupts the Colleges' mission, and is prohibited.
- Under no circumstances may there be joint amplification systems or more than one amplification system in use in the same general area except as set forth herein.
- Individuals or groups may bring their own amplification system or unit, and need to ensure safe and proper installation and utilization. The District has no responsibility to supply or provide extension cords, electricity, or amplifiers to those supplying their own amplification.

## Posting of Material

The provisions of this section are intended to be viewpoint neutral and no posting may be removed based on viewpoint. Further, no posting may be removed based on content, except any posting that

1. references illegal substances;
2. is obscene;
3. is defamatory, or
4. incites students to create a clear and present danger of the commission of unlawful acts on District premises, the violation of

lawful District regulations, or the substantial disruption of the orderly operation of the District.

Any posting which is obscene or incites students to create a clear and present danger of the commission of unlawful acts may be removed by the President or Chancellor or designee.

In order to ensure that all written postings abide by this Procedure, the following requirements and restrictions apply:

1. Written postings in languages other than English must be accompanied by an English translation. All general posting areas are cleared weekly each Friday. Items that have expired or are not dated will be removed.
2. In order to accommodate multiple users of limited space, no more than one commercial or non-commercial handbill, circular, or advertisement may be posted by any person or organization concerning the same subject matter, in any one posting area. The size of the commercial or non-commercial handbill, circular, or advertisement shall not exceed 120 square inches.
3. A commercial or non-commercial handbill, circular, or advertisement may be posted only in approved areas that are designated public usage areas as follows:

#### **GENERAL PURPOSE POSTING LOCATIONS**

- Bulletin Boards and kiosks marked "General Purpose" are available for posting by any person;
- For Coastline Community College, the posting locations shall be the bulletin boards labeled as "free speech" boards within the Coastline Community College Center, the Garden Grove Center, Westminster Center, and Newport Beach.

#### **SPECIFIC USE POSTING LOCATIONS**

- All bulletin Boards not marked "General Purpose" are reserved for official College uses such as posting of grades, job offers, and scholarship information where only those items may be posted by designated employees.

#### **Distribution of Handbills, Circulars, or Advertisements**

In addition to the limitations imposed upon the posting of commercial or non-commercial handbills, circulars, or advertisements, such materials may be similarly limited from distribution on District property. Prior approval for distribution of commercial or non-commercial handbills, circulars, or advertisements is required except as specified below.

Areas where commercial or non-commercial handbills, circulars, or advertisements may be distributed:

- Outside of any District building where such distribution does not block any sidewalk or create an obstruction to unrestricted access;
- Along the walkways adjacent to the parking lots.

No handbills may be distributed within the parking lots without the written consent of the Associated Student's Office or the College President, or the Chancellor for the District Office location. No handbills or advertisements can be placed on cars parked on district property. All persons distributing handbills or advertisements are responsible for removing all debris caused by the distribution of same and should do so in a manner that does not disrupt the flow of pedestrian or vehicular traffic.

Commercial or non-commercial handbills, circulars, or advertisements may not be distributed inside any buildings including classrooms

(except as may be distributed by faculty members in their classroom for educational purposes related to the course).

#### **Litter Removal**

In the event that litter is created by the distribution of commercial or non-commercial handbills, circulars, or advertisements, the distributor is expected to remove any litter from the immediate area and throw out any discarded materials that may be on the ground or visible within the area of distribution. In the event that a distributor does not remove litter, the District reserves the right to charge the distributor a reasonable fee for costs incurred in litter removal.

#### **Obscene, Defamatory, or Materials that Incite**

Nothing in this Procedure shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on District property or at a District event, the violation of law, Policy, or Procedure, or the substantial disruption of the orderly operation of the College or the District.

#### **Copyrighted Material and Trademarks**

The District disclaims any responsibility for any alleged violation of copyright trademark, or service mark laws in regard to any material that is set forth in any writing that is posted or distributed on its property by persons who are not District employees. Persons utilizing District facilities are advised not to violate copyright, or trademark laws as it may expose the user to liability.

#### **Advertisement**

The advertisement of the following is prohibited:

- Alcoholic beverages
- Tobacco products
- Guns or firearms of any kind
- Illegal substances as identified by the federal government, or by the State of California
- Explosive material of any kind

#### **Admission Fee or Charge**

No person or entity that intends to use District facilities may charge any person who is invited or seeks to attend the event or usage an admission charge or any other charge for any entrance fee or any use fee, with the following exception:

A non-profit organization may charge for entrance or admission to:

- Cover the cost of the event or use including for example, the cost of referees, judges, equipment, etc., in regards to any supervised recreational use of District property
- Cover the cost of the event or use including for example, the cost of travel, equipment, handouts, in regard to use of District Property
- Hold a fund raising event to support the organization

Ratified December 11, 2013

Revised March 21, 2018

## **Prohibition of Discrimination and Harassment BP/AP 3410**

BP 3410 (<https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/>)

BP\_3410\_Prohibition\_of\_Discrimination\_and\_Harassment.pdf) /  
 AP 3410 ([https://documents.cccd.edu/Board  
 %20of%20Trustees/Administrative%20Procedures/  
 AP\\_3410\\_Prohibition\\_of\\_Discrimination\\_and\\_Harassment.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3410_Prohibition_of_Discrimination_and_Harassment.pdf))

The Coast Community College District is committed to equal opportunity in educational programs, in employment, in access to institutional programs and activities, and in providing an academic and work environment that is based on respecting the dignity of individuals and groups.

The District shall be free of unlawful discrimination and harassment and provide fair and equal treatment of an individual (or group) based upon an actual or perceived characteristic related to ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic or status protected under applicable federal and state law or because they are perceived to have one or more of these characteristics or statuses, or based on association with a person or group with one or more of these actual or perceived characteristics or statuses.

Further, the District shall be free of sexual harassment, sexual violence, sexual assault, and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful discrimination and harassment based on the characteristics listed above, and against persons based on having been the subject of domestic violence, sexual assault, or stalking.

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 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.

To these ends, the Chancellor shall ensure that the District undertakes education and training activities to counter unlawful discrimination, harassment, and retaliation, 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. All employees of the District will be required to complete training required by law as it relates to unlawful discrimination, harassment, and retaliation. The District shall also provide professional development activities and training to promote the understanding of diversity, equity, inclusion, and nondiscrimination.

Golden West College is committed to ensuring that persons with disabilities have access to all college programs and services and will make reasonable accommodations to ensure that access. Any person with a documented disability who believes that they have been discriminated against on the basis of that disability should contact the Director of the Disabled Students Programs and Services at (714) 895-8721 or the campus 504 Coordinator at (714) 895-8781.

## **Discrimination, Harassment, and Retaliation Complaints and Investigations BP/AP 3435**

BP 3435 ([https://documents.cccd.edu/Board%20of%20Trustees/Board  
 %20Policies/BP\\_3435\\_DiscriminationHarassment\\_Investigations.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3435_DiscriminationHarassment_Investigations.pdf)) /  
 AP 3435 (<https://documents.cccd.edu/Board>

[%20of%20Trustees/Administrative%20Procedures/  
 AP\\_3435\\_Discrimination\\_Harassment\\_Investigations.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3435_Discrimination_Harassment_Investigations.pdf))

The District is committed to providing an academic and business environment free of unlawful discrimination, harassment, and retaliation. This Procedure outlines the process for receiving and investigating unlawful discrimination, harassment, and retaliation complaints made by employees, students, and third parties. Complaints and investigations pertaining to Title IX issues are not covered by this Procedure, but rather are covered separately under BP 5910 and AP 5910 Sexual Misconduct. This Procedure is subject to the provisions of applicable collective bargaining agreements.

Because failure to report discrimination, harassment, and retaliation impedes the District's ability to stop the behavior, the District encourages any person, including third parties, employees, and students, who believe that unlawful discrimination, harassment, or retaliation may have occurred, regardless of whether they personally experienced such harm, to file a complaint. The District encourages the filing of such complaints within 30 calendar days of the alleged incident.

The complaint shall be made with the District's Vice Chancellor of Human Resources, who is the individual designated to receive such complaints, as the Responsible District Officer. The complaint may be in a form prescribed by the State Chancellor or otherwise provided orally or in writing to the Responsible District Officer or College Human Resources Director.

In any complaint not involving employment, the complaint shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination. The District shall advise student complainants that they may file their non-employment-based complaint with the Office for Civil Rights of the U.S. Department of Education ("OCR") where such a complaint is within OCR's jurisdiction.

## **Sexual Misconduct/Title IX BP/AP 5910**

BP 5910 ([https://documents.cccd.edu/Board%20of%20Trustees/  
 Board%20Policies/BP\\_5910\\_Sexual\\_Misconduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5910_Sexual_Misconduct.pdf)) / AP 5910  
 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative  
 %20Procedures/AP\\_5910\\_Sexual\\_Misconduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5910_Sexual_Misconduct.pdf))

This Title IX procedure applies to the education programs and activities of the District/College. Education programs or activities refers to locations, events, or circumstances over which the District exercised substantial control over the context in which the Sexual Harassment occurred, including, but not limited to the District, the Colleges, its property (including offsite locations owned, rented, leased, or operated by the District or the Colleges), on-campus housing facilities, through online services, and at District-sponsored/College-sponsored programs, activities, and travel.

Students are entitled to an educational environment free from sex discrimination and harassment. Sexual Harassment, including Sexual Assault, Dating Violence, Domestic Violence, and Stalking, is unlawful sex discrimination. GWC responds promptly and equitably to all reports of sexual harassment and discrimination. We encourage members of our community to report incidents of sex discrimination, sexual harassment or other inappropriate behavior, to familiarize themselves with the District's related policies and procedures, and to seek the care and support they deserve.

If a student feels they have been discriminated based on sex, they may submit a report online or contact the Title IX Coordinator, Dr. Carla Martinez (714) 895-8781, or [cmartinez@gwc.cccd.edu](mailto:cmartinez@gwc.cccd.edu) or visit the Title IX Office in the Learning Resources Center (LRC) 3rd Floor, Suite 336. Visit the Title IX web page at <http://www.goldenwestcollege.edu/titleix/> to make a report or for more information about Title IX and sexual harassment.

## Family Educational Rights and Privacy Act (FERPA)

Information related to Student Privacy and Directory Information can be found at Coast Community College District: **Board Policy 5040** ([https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP\\_5040\\_Student\\_Records\\_Directory\\_Information\\_and\\_Privacy.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_5040_Student_Records_Directory_Information_and_Privacy.pdf))

All student records of Golden West College are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Copies of the complete text of this act are available in the college library. FERPA provides the student with the right to review and challenge their record and to control the release of this academic record.

1. Students may request access to challenge the correctness or appropriateness of any part of the record. Grades, though a part of the record, are considered final as assigned by the instructor. See the change of grade section for further information.
2. Student information, except for directory information as defined below, cannot be released by the college to any outside agency, except for those entitled to access under FERPA, without signed permission of the student. The student may restrict the release of directory information by completing the appropriate form in the Admissions Office located in Enrollment Services. If the student has not filed this form, the college may release directory information.

By law, all student records must be released under court order and other federally mandated requirements. The student will be notified by mail to the last address on file in the event of a subpoena. Students shall have the right to request a copy of any information released in this manner.

Any questions regarding the student's rights under this act should be directed to the Dean of Enrollment Services or the dean's designee.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Golden West College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## Directory Information

### Directory Information

Golden West College defines directory information as certain student record information that the college may disclose to the public unless the student has submitted a formal request to restrict its release. This information includes one or more of the following:

- Student's name
- Birthdate

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Number of units of enrollment
- Degrees and awards received

Students wishing to prevent the release of their directory information must submit a written request to the Director of Enrollment Services or their designee. Requests should be directed to the Director of Enrollment Services and can be submitted in person or via email at [GWC\\_Director\\_Admissions\\_Records@gwc.cccd.edu](mailto:GWC_Director_Admissions_Records@gwc.cccd.edu).

### Student Record Information

Golden West College maintains various categories of student record information. Students have the right to review certain portions of their records as outlined below:

#### Section A (items 1-4): Maintained in Admissions & Records

1. Demographic data provided by the student during the admission and enrollment process.
2. High school transcripts, if submitted by the student.
3. Transcripts of college coursework.
4. Semester class enrollment data.

#### Section B (items 1-5): Maintained in Other Offices

1. Financial Aid and EOPS application information (for students who have applied to these programs). **Inquiries should be directed to the Financial Aid Office or the EOPS Office, respectively.**
2. Application files for Nursing program (for applicants within the current year). **Inquiries should be directed to the Associate Dean of Nursing.**
3. Instructor evaluations for students enrolled in Criminal Justice Academy courses. **Inquiries should be directed to the Associate Dean of the Criminal Justice Program.**
4. Records of student disciplinary actions. **Inquiries should be directed to the Dean of Students.**
5. Medical records (for students who have filed a medical inventory form or utilized health services). Medical records are accessible through their PyraMED Health System Portal (<https://www.goldenwestcollege.edu/student-health-center/>). However, students may request a review of their medical records by their personal physician or another appropriate healthcare professional of their choosing, by signing a release of records. **Inquiries should be directed to the Student Health Center.**

## Alcohol, Drug Abuse Information And Unauthorized Weapons

### Statement of Philosophy and Purpose

It is the intention of the Coast Community College District to provide a drug-free environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety and well-being of the user 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.

## Information

GWC offers several classes which offer education on alcohol and drug abuse:

Course	Title	Units
COLL G100		3
HLED G100	Personal Health	3
HLED G107	Drugs, Health, and Society	3
PE G103	Exercise For Healthy Living	2
PSYC G100	Introduction to Psychology	3
PSYC G118	Life Span Developmental Psychology	3
PSYC G250	Psychobiology	3

## Drug and Alcohol Counseling Resources

GWC's Student Health Center offers professional evaluation and referrals for drug and alcohol treatment for students by appointment. Call (714) 895-8379.

The County of Orange Health Care Agency, Drug and Alcohol Services, offers therapy and counseling. The office for this area is

14140 Beach Blvd., Suite 200  
Westminster, CA 92683  
(714) 896-7574 TDD (714) 896-7512.

Alcoholics Anonymous: (714) 556-4555 or <https://oc-aa.org/>. Call for meeting times and site information.

Narcotics Anonymous: (714) 590-2388

The Student Health Center also provides information and referrals to other community resources and support groups. Interested students may come to the health center to consult with a college health nurse.

## State Laws And College Policy

State laws and the College Code of Conduct specifically prohibit the use and possession, distribution or sale of drugs or alcohol on college property or any college sponsored activity or event. These rules describe the penalties and disciplinary actions when violations occur. Information on laws and the Code of Conduct are available at Student Health Center.

The Coast Community College District policy prohibits all use of alcohol and illicit drugs on District property or in District vehicles regardless of location. Furthermore, the use of all tobacco products is prohibited in all District buildings and vehicles.

## Unauthorized Weapons

Unless otherwise authorized by the President of the college or California law, possession of weapons is a violation of the Student Code of Conduct (AP 5500 ([https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP\\_5500\\_Student\\_Code\\_of\\_Conduct.pdf](https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_5500_Student_Code_of_Conduct.pdf))). Weapon means any instrument or weapon, the use of which is likely to cause bodily injury, including, but not limited to, a blackjack, sling shot, Billy club, sand club, sandbag, metal knuckles, any dirk, dagger, bow and arrow, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than 2 ½ inches, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club or any instrument used in an assault or attempted assault on another person.

California law now requires that concealed weapons license holders obtain prior written permission from the college President before carrying

firearms or ammunition onto college and university campuses, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle.

## GWC Smoke-Free Campus Policy

Golden West College is a Smoke-Free Campus. Smoking is permitted in campus parking lots but prohibited in all college buildings, vehicles, indoor and outdoor facilities, interior bus stops, designated campus entrances, and all open areas. All smoking materials including cigarettes, e-cigarettes, cigars, pipes, and other apparatus used to smoke organic and non-organic materials must be extinguished and/or properly disposed of in the ash receptacles located in the parking lots before entering our smoke-free campus.