



# **STUDENT HANDBOOK**

## **Rights, Responsibilities, & Procedures**

4000 Suisun Valley Rd.  
Fairfield, CA 94534

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# *Introduction*

## **From the Chief Student Services Officer**

Our mission at Solano Community College is to help you achieve your educational goal by providing you with access to high quality courses and a positive learning environment. We believe that a major aim of education at Solano is the development of a reasoned commitment to the core values of a democratic society. Because we also are part of a multi-racial, multi-ethnic society, we are committed to the promotion of respect for the diverse makeup of the College community.

The College is an institution composed of many individuals. The behaviors and interactions of institutions and of individuals are channeled by society through the enactment, application and enforcement of laws. Laws can be thought of as falling into one of three categories<sup>1</sup>: *prohibitive* (something you **can't** do); *prescriptive* (something you **must** do); and *empowering* (something you **may** do, if you so choose). It is this third type of law that defines both *entitlements* (i.e., legally enforceable **rights**) and correlated *duties* (**responsibilities**).

The purpose of this handbook is to collect and present a single source of information concerning various aspects of your rights and responsibilities as a student at Solano Community College. These synopses are derived from federal and state laws as well as from policies established by our local Governing Board. Copies of the referenced laws and policies are always available through the Student Services Office.

The California Community College System offers some of the finest academic and vocational education available anywhere. Solano's faculty and staff are dedicated to providing not only a quality education but also a positive educational experience for each SCC student. We are ready to furnish you with any support and assistance you may need to order to achieve your personal educational goal.

**Shirley V. Lewis, J.D.**  
Chief Student Services Officer

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<sup>1</sup>Anthony A. D'Amato, *How to Understand the Law* (New York: Transnational Juris Publications, Inc., 1989)

# *Student Success and Support Program*

Student Success and Support (formerly known as “Matriculation”) is a process that brings a student and their college into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study. This agreement acknowledges the responsibilities and rights of both parties. The provisions of the Student Success Act of 2012 (codified as Education Code sections 78210, et seq.), recognizes that student success is the responsibility of the institution and student, supported by student and instructional services to foster academic success. The purpose of the Student Success and Support Program (SSSP) is to increase Solano Community College student access and success through the provision of core matriculation services, including:

- Orientation on a timely basis;
- Assessment and placement for all nonexempt students;
- Counseling, advising, or other educational planning services for nonexempt students;
- Assistance in developing a student education plan, which identifies the student’s educational goal, course of study, and the courses, services, and programs used to achieve them;
- Follow-up services to evaluate the academic progress of, and provide support services to, at risk students; and
- Referral to available support services, including but not limited to counseling, financial aid, health and mental health services, Extended Opportunity Programs and Services; campus child care services, tutoring, foster youth support services, and veterans support services.

For additional information, contact the Counseling Center: Monday – Thursday, 8:30 a.m. to 6:00 p.m., Building 400, Rm. 404. Appointments: (707) 864-7101.

## **Student Responsibilities**

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All students have the following responsibilities to:

- Identify an education and career goal;
- Diligently engage in course activities and complete assigned coursework; and
- Complete courses and maintain progress toward an education goal and completing a course of study.
- Complete an orientation activity provided by the College; and
- Participate in counseling, advising, or another education planning service to develop, at a minimum, an abbreviated student education plan.

Nonexempt **first-time** students\* shall, within a reasonable period of time; be required to:

1. Identify a course of study;
2. Be assessed to determine appropriate course placement;
3. Complete an orientation activity provided by the college; and
4. Participate in counseling, advising, or another educational planning service to develop, at a minimum, an abbreviated student education plan.

\*For purposes of this section, a first time student is a student who enrolls at Solano Community College for the first time, excluding students who transferred from another institution of higher education or students concurrently enrolled during high school.

**Important:** Failure to fulfill the required services listed 1-4 above may result in a hold on a student’s registration or loss of registration priority until the services have been completed. [Authority cited, Section 55530, subchapter 1 of chapter 2 of division 6, Title 5, CA Code of Regulations as amended]

## **College Rights**

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The College has the right to withdraw from actively offering Student Success and Support Program services to any person who does **not** complete all steps in the matriculation process by the **thirteenth week** of his/her first term. The College has the right to refuse to enroll a student for more than thirty (30) units of remedial coursework. Exemptions will be considered on a case-by-case basis.

Ethnic and language minority students and students with learning or physical disabilities have the right to modified or alternate services, if necessary, within each matriculation component that directly serves students.

## **Student Rights**

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The student has the right, and is strongly encouraged, to receive all Student Success and Support Program services provided by the College. The student also has the right to refuse any or all of these services. The student's refusal, however, does not

prevent the use of these services in the future. [Nothing contained herein affects services to which students are entitled under special federal or state programs.]

Students have the right to change a specified educational goal and to read or be provided with written procedures established by the District (ref. Board Policy §5210) to challenge matriculation regulatory provisions, appeal requirements of any prerequisite or corequisite based on unavailability of the necessary course, and file complaints concerning Student Success and Support Program service components.

### **Student Success and Support Procedures (§5210)**

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Procedures for implementing the various components of the College's on-going matriculation process are contained in the College/District Student Success and Support Program (formerly "Matriculation Plan") Plan, approved by the Chancellor's Office and on file in the offices of the Solano Community College Superintendent/President, Vice President of Academic Affairs (VPAA) and Chief Student Services Officer (CSSO).

Students appealing requirements of any prerequisite or corequisite based on unavailability of the necessary course should file a written complaint with the Solano Community College Vice President of Academic Affairs. If the necessary course cannot be made available, the Vice President of Academic Affairs must waive the requirement for the student.

Students may file written complaints concerning matriculation service components with the Solano Community College Vice President of Student Services, whose responsibility it will be to contact the manager in charge of the component to investigate the complaint and, if warranted, direct any corrections to be made. The Chief Student Services Officer will report to the student concerning the disposition of the complaint and action taken, if any.

The Solano Community College Student Success and Support Coordinator will ensure that an explanation of student rights and responsibilities regarding Student Success and Support Program services are included in the *College Catalog*, the *Schedule of Classes*, and other print and non-print materials, as appropriate.

Students challenging matriculation regulatory provisions should follow the steps established in *Student Grievance Procedures* (§5350).

# *Personal Rights*

## **Privacy of Student Records**

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Students at Solano College are guaranteed certain rights regarding their school records and information which they provide to the College. These rights are defined in *Public Law 93-380 (§438)*, the *Family Educational Rights and Privacy Act (FERPA) of 1974* and include:

1. The right to inspect and review official student records;
2. The right to challenge the correctness of these records; and
3. The right of controlled access and release of information.

Solano College is committed to protecting the right of privacy of all persons about whom it holds information, records, and files. Access to and release of such records are restricted to the student concerned, to other individuals who have been authorized by the student (only with the student's written consent), to officials within the College, to a court of competent jurisdiction and, otherwise, pursuant to law.

As provided for in the Act, a student's personal information **cannot** be released to any other person without the written consent of the student. A photo identification will be required to access information. Official student records are kept in the Office of Admissions and Records. The Associate Dean of Admissions and Records has been designated "Record Officer," as required by the Act.

Under Section 76230 of the *Education Code*, current and formerly-enrolled students have an absolute right of access to their *own* records. One exception is that under Section 76231 of the *Education Code*, students may waive their right of access to confidential reference letters.

Under Section 49061 of the *Education code*, parents of community college students **do not** have a right of access to their children's student records, regardless of whether the student is under the age of 18. Although under federal law (Section 1232g of Title 20 of the United States Code) there is a general right of parental access to student records, it does not apply to college students, regardless of age.

Under Section 76244 of the *Education Code*, a District must make a "reasonable effort" to notify a student in advance of the release of his or her records under subpoena.

## **Student Right-to-Know**

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Education is fundamental to the development of individual citizens and the progress of the Nation as a whole. There is increasing concern among citizens, educators, and public officials regarding the academic performance of students at institutions of higher education. Prospective students and prospective student athletes should be aware of the educational commitments of an institution of higher education. Knowledge of graduation rates helps prospective students and prospective student athletes make an informed judgment about the educational benefits available at a given institution of higher education.

In conformance with the "Student Right-To-Know Act" of 1990, completion and transfer rate statistics are available in the office of the Dean of Research, Planning, and Institutional Effectiveness, and can be viewed at the California Community Colleges Chancellor's Office website, <http://srk.cccco.edu/index.asp>, under the listing "Student Right-To-Know Rate Disclosure."

## **Civil Rights**

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### **Open Access & Non-Discrimination.**

It is the policy of the Solano Community College District, based on California Title V regulations, that **no** person, on the basis of ethnic group identification, religion, age, sex, color or physical or mental disability, shall be unlawfully subjected to discrimination under any program or activity that is funded directly by, or that receives any financial assistance from, the Chancellor or Board of Governors of the California Community Colleges.

Other forms of unlawful/prohibited discrimination under federal and state law include discrimination on the basis of race or national origin. Further, the College District, in compliance with State law, will **not** tolerate behavior by students or staff, which insults, degrades, threatens, stereotypes or otherwise discriminates on the basis of marital status, pregnancy, political activities or affiliation and/or medical condition. In addition, Solano Community College has identified other forms of discrimination not recognized by the Chancellor's Office and the State of California to include veteran status and sexual orientation. Complaints should be filed with the Associate Vice President of Human Resources.

"Title IX" of the *Education Amendment of 1972* guarantees the right of students to be free of sex discrimination. This applies to the following: access to courses, counseling and guidance services, treatment of students, access to personal records, athletics, financial assistance and work experience. Student inquiries concerning "Title IX" complaints should be directed to the Associate Vice President of Human Resources.

The *Americans with Disabilities Act of 1990* guarantees individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, a services, programs or activities conducted by the College or under College sponsorship. To support these rights, it is the responsibility of the College to provide appropriate auxiliary aids and services to ensure effective communication with individuals with hearing or visual impairments. Complaints should be directed to the Associate Vice President of Human Resources, Building 600. Alternatively, an individual who believes that he or she or a specific class of individuals has been subjected to discrimination on the basis of disability may file a complaint directly with the U.S. Department of Education.

#### **Affirmative Action.**

The Solano Community College District is subject to all laws governing Affirmative Action and equal opportunity including but **not** limited to the *Civil Rights Act of 1964 (Titles VI & VII)*, "Executive Order #11246 of 1965," the *Educational Amendments of 1972 (Title IX)*, the *Rehabilitation Act of 1973 (§504)*, *California Fair Employment Practices of 1959*, and the *Age Discrimination and Employment Act of 1972*. Solano Community College does **not** discriminate on the basis of sex, race, color, religious creed, political affiliation, national origin, marital status, sexual orientation, veteran status, pregnancy, medical condition, age (over 40) or physical/mental disability in its education programs and employment practices. Inquiries concerning compliance or complaints may be addressed to the Associate Vice President of Human Resources.

#### **Student Equity.**

The College provides programs and services to ensure that all students have the opportunity to succeed academically. The overarching equity goal at Solano Community College is to provide a teaching and learning environment that is welcoming, supportive, and accessible to all participants, regardless of ethnicity, culture, nationality, language, disability, gender, sexual orientation, or religion, and to ensure that all students have an equal opportunity for academic success.

#### **Academic Freedom — Students.**

Every student is guaranteed the right of full expression and advocacy (consistent with established District policy and regulations (*Board Policy §5580*)). To this end, a "Hyde Park" location has been designated near the Solano Student Union (Building 1400). This is the area where peaceful assembly may take place for the purpose of free expression and exchange of ideas by the students and staff of the College. Outside speakers and groups **must** be sponsored by a campus organization, faculty member or administrator.

The "Hyde Park" area is available seven days a week, from 9 a.m. to 5 p.m., unless otherwise reserved. Scheduling of this area **must** be done through the Office of Student Life (Room 1425, Bldg. 1400) **prior** to the activity.

Speech, with or without electronic amplification, shall not interfere with nor disrupt the orderly operation of the College, including classroom instruction, registration procedures, public programs and athletic events. The expression of obscene, libelous or slanderous statements, according to current legal standards, or statements which so incite students as to create a clear and present danger of the commission of unlawful acts on campus premises or the violation of College regulations or the substantial disruption of the orderly operation of the College are prohibited.

#### **Academic Freedom — Faculty.**

The Solano County Community College District affirms its belief in the academic freedom of its full and adjunct faculty and students to engage in any teaching, studying, research, writing, and criticism deemed appropriate by such individuals to the spirit of free inquiry and pursuit of truth.

As stated in the *Academic Freedom and Tenure, 1969* (Handbook of American Association of University Professors):

...academic freedom consists in the absence of, or protection from, such restraints or pressures — chiefly in the form of sanctions, threatened by the state or church authorities or by the authorities, faculties, or students of colleges and universities, but occasionally also by other power groups in society — as are designed to create in the minds of academic scholars (teachers, research workers, and students in colleges and universities) fears and anxieties that may inhibit them from freely studying and investigating whatever they are interested in, and from freely discussing, teaching or publishing whatever opinions they have reached.

Since these rights of academic freedom carry responsibilities with them, each faculty member and student should strive to be accurate, should exercise appropriate restraint, show respect for the opinions of others, and must indicate that he or she does not speak, necessarily, for the College.

Information on posting materials and conducting fund-raising activities is available in the Student Life Office in the Student Union, Room 1425.

**Sexual Harassment.**

Sexual harassment is prohibited by law and by College policy (Board Policies §4270 and §4285). Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, appointment, admission, or academic evaluation;
- submission to such conduct is used as a basis for evaluation in personnel decisions or academic evaluations affecting an individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, offensive or otherwise adverse working or educational environment; **or**
- the conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment or adversely affecting any student.

Sexual harassment happens to both men and women. In determining whether conduct constitutes sexual harassment, the circumstances surrounding the conduct should be considered. Sexual harassment may include one or more of the following:

- questions about one's sexual behavior;
- sexually-oriented jokes;
- inappropriate comments about one's body and clothing;
- conversation filled with innuendoes and double meanings;
- sexually suggestive pictures or objects displayed to embarrass or humiliate;
- pinching, fondling, patting or kissing;
- requests for sexual favors;
- repeated, unwelcomed propositions for dates;
- demands for sexual intercourse;
- unfavorable consequences for refusing to submit.

Questions or complaints should be directed to the Associate Vice President of Human Resources.



# *Student Responsibilities*

Students are expected to be familiar with the information contained in the SCC *General Catalog* (issued annually), the *Schedule of Classes* (issued each term), and other publications relating to student attendance and conduct.

The College reserves the right to adjust fees, conditions of enrollment, class offerings, and services as dictated by local and state mandates, the limits of institutional resources and enrollment conditions. Students should consult the current *Schedule of Classes* and *Catalog Supplement* for supplementary information and updated requirement.

## **Attendance and Participation**

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Students **must** attend the first meeting of their classes to assure verification of their enrollments. Students failing to appear may be dropped from class rolls [*Board Policy 5020*].

Regular attendance and participation is required of all students enrolled in courses and laboratories at Solano College. This includes regular attendance, completion of examinations, assignments, participation in class activities and discussions. Instructors shall provide students with written statements describing course requirements, grading standards and course prerequisites.

Regular attendance is an obligation assumed by every student at the time of registration. Absences per semester should **not** exceed the number of hours or the number of days that a class meets per week. Absences in excess of the maximum may result in students being dropped from classes or having their grades lowered. Students who fail to attend their classes may be dropped by their instructors **no** later than the end of 62.5% of a full-term class, short-term class, or summer session. Students have the responsibility for verifying their enrollment status. Students who withdraw from classes are responsible for initiating the drop process by the appropriate deadlines.

It is the responsibility of students to know the status of their attendance records and to complete all academic work missed due to absences. Compliance with the above regulations may be waived in the presence of verifiable extenuating circumstances including accidents, illnesses, shift changes and temporary changes in military assignments. Students who are dropped from classes because of unsatisfactory attendance and/or participation may petition their instructors for class reinstatement. Instructors may reinstate a student by signing an add card and writing "Reinstate" on the card. The add card **must** be submitted to the Office of Admissions and Records.

## **Attendance and Progress of Veterans**

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Veterans and their dependents **must** initiate their claim for educational benefits through the Veterans Affairs Office on campus. After classes begin, students are required to notify the Veterans Affairs Office, Bldg. 400, promptly of any change in their unit loads or changes of address.

Veterans should be aware that short-term classes, variable-unit courses and other flexible schedules may change the training time and affect benefits.

A veteran who is academically disqualified **must** contact a Veterans Affairs Office staff member for specific details concerning readmission.

## **Withdrawal from Class**

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Students are responsible for officially withdrawing from classes. To officially withdraw from a class, students must:

1. Drop the course(s) using online services at [www.solano.edu](http://www.solano.edu)
2. Turn in a completed drop card at the Office of Admissions and Records (Building 100).

Refunds are not automatic. If you are entitled to a refund, you must submit a completed "Refund Request" form (available from the Office of Admissions and Records, Building 100). Refer to the current *Schedule of Classes* for applicable time frames and policies regarding refunds.

A student may withdraw from a class during the first four weeks of instruction. Courses dropped by the end of the first four weeks of instruction will **not** appear on the student's record.

Courses dropped after 30% of instruction through the end of 62.5% (full term classes only) of instruction will be recorded as a "W" on the student's record. A student **must** petition the Academic Council for a "W" after the last day to drop if extenuating circumstances apply. Documentation is required.

Short-term or summer session courses, which are less than a full semester in length, dropped during the first 30% of the class will **not** appear on the student's record. Courses dropped 31% to 62.5% of the term/session will be recorded as a "W" on the

student's record. Courses dropped after 62.5% of the term/session may be recorded as a "W" if extenuating circumstances apply. Failure to appropriately drop a class may result in a grade of "F" for the course.

The student **must** petition the Academic Council and provide documentation to verify cases of accidents, illnesses, or other circumstances beyond the control of the student.

## **Withdrawal from College**

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Students who find it necessary to drop all courses during the semester are required to fill out a Withdrawal Card at the Office of Admissions and Records. Seeing a counselor is advised before deciding to withdraw. It is important to clear any debts owed to the College before leaving the College. Failure to withdraw properly could result in a failing grade.

## **Academic Honesty Policy**

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The College community functions best when its members treat one another with honesty, fairness, respect and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the College community. Violation of the Academic Honesty Policy includes but is not limited to:

1. **Plagiarism** – from the Latin word for “kidnap” – involves using another’s work without giving proper credit, whether done accidentally or on purpose. This includes not only words and ideas, but also graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. Plagiarism is plagiarism whether the material is from published or unpublished sources. It does not matter whether ideas are stolen, bought, downloaded from the Internet, or written for the student by someone else – it is still plagiarism. Even if only bits and pieces of other sources are used, or outside sources reworded, they must still be cited. To avoid problems, students should cite any source(s) and check with the instructor before submitting an assignment or project. Students are always responsible for any plagiarism in their work.

An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. “F”) grade, or numerical equivalent, for the assignment or examination.

2. Violation of class assignments, examination rules, e.g., communicating or transferring information to another student, using any materials such as books, notes, etc., other than those expressly allowed for the exam, looking at another student’s exam, etc.
3. 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 computer generated class notes, except as permitted by any college policy or administrative procedure.

## **Sanctions**

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An instructor who determines that a student has cheated or plagiarized has the right to give a failing (i.e. “F”) grade, or numerical equivalent, for the assignment or examination. Instances of alleged plagiarism or any other form of academic dishonesty may be referred to the Chief Student Services Officer for action in accordance with the established disciplinary procedures as set forth in Solano Community College *Board Policy*, §5300. Following procedures consonant with due process, a student may be expelled, suspended, or given a lesser sanction if he or she is found to have committed an act of academic dishonesty. The totality of the particular circumstances, the student involved, and any relevant mitigating factors shall be considered in every case.

# *Student Conduct Standards*

## **Standards of Student Conduct & (§5300)**

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### ***Introduction***

A student attending Solano Community College may rightfully expect that the faculty and administration will provide and maintain an environment in which there is freedom to learn. Students shall respect and obey the civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Additionally, students shall obey the policies and the rules and regulations adopted by the Solano Community College District Governing Board, and shall be subject to discipline for violation of these policies and the rules and regulations of the District and the College.

### **Grounds for Disciplinary Action**

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Student conduct at Solano Community College **must** conform to and be compatible with the College's function as an educational institution. College-related misconduct for which students may be expelled, suspended, or given a lesser sanction may come within, but is **not** limited to, one or more of the following categories:

1. **Academic Violations** (see prior section on “Academic Honesty Policy”).
2. **General Violations:**
  - a) Dishonesty, forgery, alteration, or misuse of college documents, records, identification, or knowingly furnishing false information to the college. Abuse of and/or tampering with the registration process.
  - b) Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including, but not limited to, its community service functions, or of other authorized activities on college premises.
  - c) Engaging in an 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.
  - d) Unauthorized entry into college premises or facilities or use of college supplies, equipment, and or facilities.
  - e) Violation of college policies or of campus regulations including, but not limited to, campus regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression, library procedures, college bills, debts, and parking.
  - f) Theft of or damage to property of the college, or of a member of the college community, or campus visitor, or knowingly receiving stolen college or private property on campus.
  - g) Use of personal portable sound amplification equipment and other electronic devices (radios, cell telephones, pagers, and tape players, etc.) in a manner that disturbs the privacy of other individuals and/or the programs of of the college.
  - h) Causing or attempting to cause damage to district property or to private property on campus.
  - i) Littering on campus property, including grounds, facilities, and parking lots.
3. **Computer Usage Violations:** Students are to conduct themselves in accordance with Governing Board Policy 2067 regarding computer usage. Theft or abuse of computer resources, including, but not limited to:
  - a) Unauthorized access to a file, database, or computer to use, read, or change the contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another person’s identification and password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member, or college official.
  - e) Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons.
  - f) Use of computing facilities to interfere with normal operation of the college computing system.
  - g) Use of computing facilities for student’s personal financial gain or for solicitation of any kind.
4. **Behavior Violations**
  - a) Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the persistent abuse of, college personnel on college-owned or controlled property, or at college-sponsored or supervised functions.
  - b) Assault, battery, or verbal abuse or conduct that threatens or endangers the health or safety of a student, college personnel, or campus visitor.
  - c) Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student, college personnel, or campus visitor.
  - d) Gambling on District property.

- e) Failure to identify oneself when on college property or at a college-sponsored or supervised event, upon the request of a college official acting in the performance of their duties.
- f) Willful misconduct which results in injury or death to a student or to college personnel or which results in defacing, or other injury to any real or personal property owned by the District or on campus.
- g) Failure to comply with directions of college officials acting in the performance of their duties, open and persistent defiance of the authority of college personnel.
- h) Unauthorized entry on the campus or into the facility to which access has been denied after suspension or dismissal, during the suspension period. (CA Penal Code 626.2).
- i) Committing or attempting to commit robbery or extortion.
- j) Committing sexual harassment as defined by law or by college policies and procedures.
- k) Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), sexual orientation, religion, age, national origin, disability, or any other status protected by law.

**5. Substance Violations**

- a) 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, on college property, or at any college sponsored event.
- b) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.

**6. Weapons Violations**

- a) 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 district employee, which is concurred in writing by the college Superintendent/President.
- b) Possession or use of firecrackers, fireworks, pyrotechnics, or any other explosive device on any college-owned or controlled property or at any college-sponsored or supervised function.

7. Students who engage in any of the above are subject to the measures outlined in Student Services Discipline Procedures 5300.

**Types of Disciplinary Action**

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Sanctions may be imposed for violation of the Student Code of Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties. This procedure is administered by the Chief Student Services Officer or designee. Previous violations of Student Conduct Code will be considered when determining appropriate sanctions for violations.

**Non-Appealable Sanctions**

- 1. Official Warning
- 2. Reprimand
- 3. Temporary Suspension by Instructor
- 4. Administrative Withdrawal from Class
- 5. Disciplinary Probation
- 6. Short-Term Suspension
- 7. Restitution
- 8. Campus Community Service
- 9. Withdrawal of Consent to Remain on Campus/Short-Term Suspension
- 10. Mental Health Clearance

**Appealable Sanctions**

- 1. Suspension
- 2. Expulsion

## **Disciplinary Procedures**

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The definition, process and implication of each of these are detailed in the District's procedures on *Standards of Student Conduct (Board Policy 5300)*. Board Policy 5300 also describes procedures for appeals involving suspension and expulsion. Copies of the procedures are available in the Student Services Office (Bldg. 400, Room 433).

# *Complaint/Grievances Procedures*

## **Sexual Harassment (BP §4270) and Unlawful/Prohibited Discrimination (BP §4285) Policies and Procedures**

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In the event that any student believes that an act of unlawful/prohibited discrimination has been directed against him/her by another student, staff member, group or campus organization, the student should contact the Associate Vice President of Human Resources. Unlawful/prohibited acts of discrimination could be based on ethnic group identification, race, religion, religious creed, age, sex or sexual orientation, color, physical or mental disability, national origin, status as Vietnam-era veteran, marital status, pregnancy, political activities or affiliation, or medical condition.

Copies of the District's current policies and procedures on *Sexual Harassment and Unlawful/Prohibited Discrimination Policies and Procedures (§4270 and §4285 )* are available free, upon request, from the Associate Vice President of Human Resources or the Student Services Office (Room 433). These procedures include specific, step-by-step actions that must be followed to register a grievance, describe the hearing process, and establish the time limits under which these procedures operate.

At any time within the grievance procedure of Solano Community College, the student may submit his/her grievance to the United States Department of Education, Office of Civil Rights. The Office of Civil Rights is located in San Francisco and the phone number is (415) 556-4275.

## **Student Grievance: Non-Civil Rights (§5350)**

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A grievance may arise from a decision or action that has an adverse effect on a student with respect to his/her individual rights. It may arise when a student believes he/she has been denied rights and/or due process as stipulated by college policies, regulations and/or state or federal laws.

Copies of the District's current procedures on *Student Grievances: Non-Civil Rights (§5350)* are available free, upon request, from the Student Services Office (Bldg. 400, Room 433). These procedures describe the hearing process, include specific, step-by-step actions that must be followed to register a grievance, and establish the time limits under which these procedures operate.

## **Academic Petitions**

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Any student who has a problem regarding his/her academic performance, enrollment status or registration/withdrawal procedures may petition the college through the Office of Admissions & Records. Petition forms are provided on the College's website at [www.solano.edu](http://www.solano.edu), and are available in the Office of Admissions and Records and the Counseling Office, located in the 400 Bldg.. Petitions can relate to any of the following issues and circumstances:

- » **Dropping a class after the deadline has passed** — due to extenuating circumstances, specifically, illness, accident or conflict with hours of employment [a physician's statement on letterhead stationery is required to support medical reasons; a employer's statement on letterhead stationery is required to support the change of hours as a condition of continuing (**not** new) employment]. The petition must be signed by the instructor.
- » **Adding a class after the deadline has passed** — due to extenuating circumstances. The signatures of the instructor and School Dean are required and the petition must be submitted to the Office of Admissions & Records within five (5) business days of receiving the instructor's signature.
- » **Repeating a course previously completed successfully (with a grade of "C/CR" or better)** due to extenuating circumstances that affected the previous grade [three or more semesters **must** have passed since the course was completed and there **must** be a compelling reason why a grade higher than a "C/CR" is required in the course]. Students must first meet with a counselor and obtain their signature on the petition prior to submitting it to the Office of Admissions & Records.
- » **Receiving a refund of fees after the deadline has passed** — only under extenuating circumstances.
- » **Being readmitted after academic disqualification** — the petition **must** be reviewed and signed by a counselor before the Dean of Admissions & Records will consider this request.
- » **Requesting Academic Renewal**—Students may petition for the elimination of up to 30 units of clearly substandard coursework (grades of D or F) in the calculation of their GPA, provided (1) those courses were taken **three or more semesters** (not including summer session) prior to petitioning, and (2) at least 15 units with a grade of "C" or better have been completed at an **accredited postsecondary institution** subsequent to the coursework to be alleviated. The permanent academic record will be coded to indicate that the original grades will not be reflected in the grade

point average; however, the courses will remain on the permanent record. Courses eliminated under this policy may not be applied toward any degree or certificate requirement. Official transcripts are required for subsequent coursework submitted from accredited postsecondary institutions other than Solano Community College. Students shall file an Academic Renewal Petition with the Office of Admissions and Records.

- » **Requesting Substitutions/Wavier of Requirements** — Students must first meet with a counselor before submitting the Substitution/Waiver of Graduation/ or Major Requirements petition.

# A Drug-Free Campus

In accordance with *Public Law 101-226, the Drug-Free Schools and Communities Act Amendment of 1989*, the Board of Trustees of Solano Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol.

District procedures for *Student Conduct and Discipline (§5300)* prohibit, on college property, or at any college-sponsored event:

- a) 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.
- b) Willful or persistent smoking as prohibited by law or by regulation of the Governing Board.

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from Solano Community College for violation of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees, after consideration of the recommendation of Superintendent-President of Solano Community College.

The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our ability to benefit from the learning experience. We, therefore, ask you to actively support the creation of a drug-and alcohol-free learning environment by knowing and making others aware of college policies and the substantial health and legal consequences of abuse. If you or someone you know is having problems with alcohol or drugs, contact one of the agencies listed at the end of each of the next two sections.

## Health Consequences

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- ◆ Even occasional substance misuse may cause:
  - impaired learning due to drowsiness, poor concentration, memory loss, and indifference to academic achievement.
  - impaired judgment leading to accidents, unwanted pregnancy, sexually transmitted diseases, violent behavior, and financial problems.
- ◆ Any drug used intravenously can spread AIDS and hepatitis.
- ◆ Use or misuse of controlled substances can lead to overdose, sudden death, liver disease, psychological disorders, brain damage, and many other health problems.
- ◆ Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancers, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral, call the following:

- **SCC Student Health Center:** (707) 864-7163
- **Solano County Alcohol and Drug Abuse Services:** (707) 421-6615
- **Solano County 24-Hour/7 days Crisis Services:** (707) 428-1131. Clinic, 8am-5pm, 2101 Courage Drive, Fairfield

## Legal Sanctions

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If you abuse drugs or alcohol on campus, or appear on campus or at a college-sponsored function after using drugs or alcohol, you can be suspended, expelled, and/or criminally prosecuted.

- **Possession or use of alcohol:** less than one year in jail and/or a fine
- **Possession of marijuana (less than 1 oz.):** criminal citation and a fine
- **Possession of cocaine:** imprisonment in a state prison
- **Sales of any illegal drug:** imprisonment in a state prison
- **Possession or use of alcohol by a minor:** one year in jail and/or a fine
- If you are a student employee, your employment may be terminated.



- You are required to report any convictions within five (5) days of the occurrence.
- You will be ineligible for financial aid.

For more detailed information and a listing of assistance programs (including on-campus meetings of Alcoholics Anonymous and Al-Anon), contact:

**Student Health Center** — Room 1407, (707) 864-7163

**Counseling Department** — Building 400, Room 404, (707) 864-7101

**Disability Services Program** — Building 400, Rm. 407, (707) 864-7136

# *Smoke-Free Campus/Workplace*

The Solano Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. Because it has been determined that the smoking of tobacco and exposure to secondhand smoke pose significant health hazards, the District is hereby establishing a smoke free policy on all District property. (*Board Policy §4215*). Violation of this policy could lead to disciplinary action under usual disciplinary procedures. [This policy does **not** supersede more restrictive policies that may be in force in compliance with State or Federal regulations.]

For confidential assistance and referral to smoke cessation classes, call the following:

**SCC Student Health Center:** (707) 864-7163

or visit **Room 1407** in the Student Union, Bldg. 1400.

# *Safety for the College Community*

The following information is published in accordance with Public Law 101.542 (§201), as amended by Public Law 102.26, the *Crime Awareness and Campus Security Act of 1990* and *Violence Against Women Reauthorization Act of 2013*.

## **Crime Reporting Procedures**

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Working together, security at Solano Community College is everybody's business. No community, of course, can be totally risk-free in today's society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Solano Community College maintains a campus police department. The department is located in building 1800B. A person may report any criminal action or other emergency by calling 911. The non-emergency number is (707) 864-7131 or (707) 580-6526. Off campus dial 911 to report any emergency.

## **Access to Campus Facilities**

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**Buildings.** Most campus buildings are open from 7 a.m. until 10 p.m. Monday through Thursday and 7 a.m. to 5 p.m. on Fridays. If there is a question about authorization to be in a specific area or building, staff, students and visitors may be asked to produce identification to Campus Police.

The main campus is closed to the public from 11 p.m. until 5 a.m., unless specifically authorized events are scheduled during that time. Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should obtain prior permission for that date and time from the departmental supervisor and notify the Campus Police Department of both their presence and the length of time they will be at that location.

Unless scheduled for authorized use, campus buildings will be locked from 5 p.m. Friday until 7 a.m. Monday and on all holidays. Campus Police will unlock doors and buildings for weekend classes and other events as published in the "Facilities Use Schedule" and the current "Schedule of Classes."

It is the responsibility of those who use rooms, offices and areas to lock access doors, turn off lights, and close windows. College staff (police or maintenance personnel) will check many of the areas of the campus during off hours but the primary responsibility for security lies with the user.

**Keys.** Keys are provided to individual staff members on a need-to-enter basis, as determined by the appropriate supervisor. Lost keys **must** be reported immediately to one's supervisor and to the Maintenance Department and the Campus Police.

Keys should **never** be loaned to other staff members or students. Campus Police personnel will confiscate any keys which have **not** been specifically issued to a particular individual. Unauthorized duplication of Solano College District keys is a misdemeanor.

## **College Property**

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Solano Community College property may not be removed from the campus without expressed, written permission from the division dean or area supervisor. Unauthorized removal of College property from the campus is a violation of the law and may be prosecuted by the College.

## **Campus Police Services**

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It is the policy of the Solano Community College Board of Trustees to protect the members of the College community and to protect the property of the District (Board Policy §3410 & §3800). Under the general direction of the Vice President of Finance and Administration, the Campus Police Department shall ensure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution. The non-emergency number for campus police is (707) 864-7131 or, after hours: (707) 580-6526.

Campus Police Officers have peace-officer authority while making arrests, pursuant to California Penal Code (§830.32A) and Education Code (§72330). They have peace-officer training, as prescribed by the California Penal Code (§832). They have the same authority on or about the campus as a municipal police officer or a county deputy sheriff. The Campus Police Department receives reports for all incidents occurring on campus and is responsible for investigating all campus crime. Drivers should be aware that Campus Police Officers are authorized to enforce all provisions of the California Vehicle Code relative to both moving and non-moving violations on campus.

Solano Community College Police work closely with the local law enforcement agencies that have dual jurisdiction for criminal matters and may request assistance for major incidents that require resources not available to the Solano Community College Police Department.

The Campus Crime Statistics Report is published annually and is available in the Solano Community College Police Department.

## **Sexual Assaults**

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Sexual assaults including rape, acquaintance rape, and other sex offenses should be reported to campus police immediately. Campus Police can be contacted in Bldg. 1800B, or call 911. The non-emergency number for campus police is (707) 864-7131 or, after hours: (707) 580-6526. If the crime occurred off campus, call the 911 police emergency number.

If you are a victim of a sexual assault, do not touch or change anything at the scene. Do not wash, take a shower, or change your clothing, you may destroy important evidence. Sexual assault victims will be transported to the nearest hospital for examination and collection of important evidence by trained medical personnel.

Services available on campus include a police officer trained in sexual assault investigation, and during the fall and spring semesters, a Student Health Center nurse and Counseling faculty are available on campus. The rape crisis hotline is (866) 487-7233.

Possible sanctions for a perpetrator of a sexual assault include: criminal prosecution, official warning, reprimand, restitution, suspension by teacher, emergency summary suspension, disciplinary suspension, disciplinary probation, and expulsion.

## **Crime Prevention**

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One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Solano Community College to inform students and staff, in a timely manner, of any criminal activity or security problems that may pose a reasonable threat to their physical safety. Another critical element of a campus safety program is training. The Campus Police Department, the ASSC and the Office of Student Services sponsor on-going training programs on various topics, ranging from sexual assault awareness to the prevention of substance abuse.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY-CONSCIOUS, and INVOLVED. Call Campus Police at (707) 864-7131 or, after hours: (707) 580-6526 whenever you see suspicious behavior or activity.

## **Off-Campus Crime**

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The local police departments have been requested to provide Solano Community College with crime data for the areas surrounding the facilities operated by the College. When a security problem arises, the Campus Police will notify persons using these facilities.

# Accuracy

Solano Community College has made every reasonable effort to determine that everything stated in this handbook is accurate. The College reserves the right to change any of the provisions or requirements of this handbook when such action serves the interest of the College and its students. The provisions of this handbook are not to be construed as substitutes for or in place of municipal, State or Federal laws that may apply to the matters covered herein.

Students are held responsible for knowing and understanding the contents of this handbook.



## **Printed copies of this handbook can be found at the following locations:**

Student Life Office (1425)

Student Services Office (433)

Counseling Office (406)

Vallejo Center

Vacaville Center

TAFB Center

Nut Tree Airport

### **Solano Community College Student Handbook**

Comments or suggestions regarding this publication or its contents should be directed to:

*Student Services  
Building 400  
Room 433  
(707) 864-7173*