

STUDENT STANDARDS OF CONDUCT GUIDE

American River College promotes a learning community of academic integrity and personal dignity. As an Institution of Higher Education ARC is committed to the free exchange of ideas, respect for the contributions and dignity of every person. ARC strives to create a learning environment that celebrates diversity, fosters academic achievement and personal responsibility.

This guide is designed to assist the students, faculty & staff of American River College in understanding the college's expectations of student behavior and conduct.



AMERICAN RIVER COLLEGE

STUDENT STANDARDS OF CONDUCT GUIDE

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Students' Rights & Responsibilities

Students, Faculty, and Staff of American River College (ARC) benefit from the California Education Code and the Los Rios Community College District (LRCCD) Board Policies and Administrative Regulations. The Policies provide the overarching Policy of the district on these subjects while the Administrative Regulations provide the specific processes to carry out these policies. They specify the respective responsibilities of both the students and the college in the following areas:

- Student Standards of Conduct (LRCCD Board Policies and Administrative Regulations)
- Expectations of Student Behavior and Conduct
- Class Related Concerns
- Non-discrimination Policy
- Other Types of Concerns - Compliance Officers
- Student Disciplinary Procedures and Due Process
- Levels of Student Discipline Outcomes
- Types of Holds
- Family Educational Rights and Privacy Act (FERPA)

Student Standards of Conduct

ARC students exercise the same rights as other members of the community and are accountable to the same federal and state laws and statutes. In addition, ARC students are accountable to Los Rios Community College District (LRCCD) Board Policies and Administrative Regulations, and ARC Rules. The following Expectations of Behavior and Conduct are based upon those policies and regulations. They have been adopted by ARC to protect the rights and privileges of all students and to allow the college to function effectively.

These guidelines are available in the Los Rios Community College District Policies and Regulations.

LRCCD Board Policies and Administrative Regulations

[Los Rios District Regulations - 2000 Student Series](#)

<http://www.losrios.edu/legal/Regulations/R-2000/R-2000.htm>

[Student Rights and Responsibilities \(LRCCD Regulation 2411\)](#)

[Student Grievance Procedures \(LRCCD Regulation 2412\)](#)

[Discrimination and Harassment Complaint Procedures \(LRCCD Regulation 2423\)](#)

[Standards of Conduct \(LRCCD Regulation 2441\)](#)

[Due Process \(LRCCD Regulation 2442\)](#)

Expectations of Student Behavior and Conduct

All students are responsible for their behavior and conduct in classrooms, laboratories, college-owned or controlled property or at a college-sponsored or supervised activity.

Misconduct & Discipline

Misconduct for which students are subject to discipline:

- Obstruction or disruption of the learning process of the college, including teaching, administration, and college activities.
- Physical or threatening abuse of any person on college-owned or controlled property or at any college-sponsored or supervised activity.
- Theft of, or damage to, property of any person on college-owned or controlled property or at a college-sponsored or supervised activity.
- Unauthorized entry to or use of college facilities.
- Violation of Los Rios District Board Policies and Administrative Regulations - 2000 Students Series and/or ARC Rules. Please refer to Los Rios District - Office of General Counsel www.losrios.edu/legal.
- Disorderly, lewd, obscene, or indecent conduct or expression on college-owned or controlled property or at college sponsored or supervised activities.
- Willful disturbance at any college meeting.

Academic Dishonesty

Academic Dishonesty is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive, or fraudulent means including, but not limited to the following:

- Copying from someone else's test.
- Submitting work that is not your own.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using material during an exam that is not allowed.
- Consulting with someone other than the instructor during an exam.
- Committing other acts that defraud or misrepresent.

Plagiarism

Plagiarism is representing the work of someone else as your own and submitting it for any purpose. Plagiarism includes the following:

- Incorporating the ideas, works, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly work as your own.
- Submitting a paper purchased from a research or term paper service.

Other Acts of Dishonesty

- Purposely allowing another student to copy from you during a test.
- Giving your homework, term paper, or other academic work to another person to plagiarize.
- Having another student submit work in your name.
- Lying to an instructor to improve your grade.
- Altering a graded work after it has been returned and then re-submitting the work for regrading.
- Removing a test from the classroom.
- Stealing tests.

Disciplinary Consequences

Depending on the seriousness of the infraction, students may incur the following consequences:

- Receive a failing grade on the test or paper.
- Have a course grade lowered.
- Be placed on disciplinary probation or suspension.
- Be expelled.

Cell Phone and Electronic Devices

- It is the student's responsibility to carefully read each class syllabus, follow all class rules and understand the consequences per the professor. While in class, it is essential that students pay close attention to lecture, presentations, discussions, and other in-class activities, and to be respectful of your fellow classmates.
- Observe all Quiet Zones

Smoking

Beginning January 1, 2016, all tobacco products, including chew, vapes, and e-cigarettes, are prohibited on any ARC property. For more information please see [ARC Clearing the Air. www.arc.losrios.edu/About_ARC/Smoke_Tobacco_and_Vape_Free](http://www.arc.losrios.edu/About_ARC/Smoke_Tobacco_and_Vape_Free)

Drug and Alcohol-Free Campus

ARC is committed to a drug and alcohol-free campus. The abuse of illicit drugs and alcohol disrupts classes, compromises one's physical and mental health, subjects people to criminal penalties, and impairs the ability to benefit from the learning experience. The LRCCD Standards of Student Conduct prohibit the use, sale, or possession on campus of any controlled substance. Students who abuse drugs or alcohol on campus, or appear at a college-sponsored function under the influence of drugs or alcohol, can be suspended, expelled, and/or criminally prosecuted. Los Rios District Board Policies - 2000 Student Series (LRCCD Policy 2443)

Weapons

Possession or use of explosives, dangerous chemicals, or deadly weapons on college property or at a college function without prior authorization of the college President or designated representative is grounds for expulsion.

Sexual Assault / Harassment

ARC does not tolerate sexual assault or harassment in any form - sexual violence, relationship violence, or stalking. ARC has procedures in place to support those who report sexual assault/harassment. Students are encouraged to report any incidences in one of three ways:

- File a report with the Los Rios Police Department (916) 558-2221
- File a report with the ARC Sexual Harassment Officer (Located in the Instruction Office, Administration Building)
- Ask for help from a WEAVE Confidential Advocate. This person will be on the ARC main campus one day per week. To contact: weaveconfidentialadvocate@losrios.edu or (916) 568-3011.

Demonstrations

Students have the right to demonstrate in a responsible manner, under the following conditions:

- Demonstrations will in no manner interfere with any class, community service program, or other approved activity being conducted on campus.
- Demonstrations will neither impede access to and from buildings nor block normal traffic flow, pedestrian or vehicular.
- Amplified sound is permitted only during specified times and with campus permission (contact Center for Leadership and Development for information). Excessive noise is not permitted.
- Students will not be granted excused absences from classes to participate in demonstrations.
- No obscenities or challenges that create a clear and present danger of inciting physical reactions will be tolerated.
- Students participating in on-campus demonstrations are not immune from civil regulations and penalties.

Program Sponsorship

Recognized student organizations/clubs must inform their faculty advisor and/or the [Center for Leadership and Development](#) when planning programs and events for club members and the student body.

Posting Materials

Student fliers, advertisements, or other student-related activities must be approved by the [Center for Leadership and Development](#) before posting in approved locations. Unauthorized material will be removed. Approval is subject to Los Rios Community College Board Policies and/or ARC Rules.

Non-College Persons on Campus

Any person on college-owned property or at college-sponsored or supervised activities who engages in disruptive behavior is subject to disciplinary and/or legal actions by the College President or his/her designee.

Animals

Animals are not permitted in College buildings and/or on College property except for Service Animals and Trainees meeting the requirements.

Gambling

Gambling is prohibited on campus.

Hazing

No student or other person connected with ARC or in attendance at the college shall participate in hazing, conspire to engage in hazing, or commit any act that injures, degrades, or disgraces any person attending the college.

Class Related Concerns

Steps to Resolution

Step 1 - Students should speak with their **professor** about the concern.

[Faculty, Staff and Administrators Directory](#)

http://www.arc.losrios.edu/About_ARC/ARC_Faculty_and_Staff_Directory.htm

Step 2 - Students, who feel as though they are unable to speak with their professor or resolve the situation, should then contact the **Instructional Division area Dean**.

Note: Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving the college. You are encouraged to work through the campus complaint process first. Issues that are not resolved at the college or Los Rios District level may be presented via resources provided by the [California Community Colleges Chancellor's Office](#). <http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>
Complainants are encouraged to use the official form provided by the Chancellor's office, however, that form is not required and complaints will not be considered defective or rejected if you do not use the form.

In addition to complaints being filed by students or employees, complaints may be initiated by other individuals or entities, such as a family member, representative, organization, or other third party wishing to file on behalf of an individual or group alleged to have suffered unlawful discrimination or harassment. For more information, please refer to [Los Rios Regulation 2423](#).

Non-discrimination Policy

It is the policy of the District to implement policies to guarantee that no qualified student or prospective student or any person having an educational relationship with the District shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs on the grounds of one or more of the following actual or perceived characteristics, or due to the association with a person or group with one or more of the following actual or perceived characteristics: ethnic group identification, race, color, sex, gender, gender identity, gender expression, pregnancy or childbirth-related condition, sexual orientation, sexual identity, religion or religious creed, age (over forty), national origin, ancestry, physical or mental disability, medical condition, political affiliation or belief, military and veteran status, marital status, or conversing in a language other than English. However, students shall be required to speak English when the use of English is necessary for educational or communication purposes.

Sexual harassment is a form of unlawful discrimination based on sex and is prohibited in the District/College programs and activities under Title IX of the Education Amendments of 1972, 20 U.S.C., sections 1681 and following (Title IX). The names, addresses, and telephone numbers of the District's Title IX Officers and Equity Officers can be located [here](#).

Further information may be found on the Los Rios website at: <http://www.losrios.edu/legal/Policies/P-2000/P-2113.pdf> (*web link is case sensitive*)

Other Types of Concerns - Compliance Officers

The following is a list of designated administrators who serve as [Compliance Officers](#) for certain types of complaints, grievances, or disciplinary matters.

<http://www.arc.losrios.edu/Documents/AboutARC/Compliance%20Officers%2001.17.pdf>

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Student Disciplinary Procedures and Due Process

I was referred to the Office of Student Conduct:

What happens next?

1. You are required to meet with the Associate Vice President of Student Services, Disciplinary Officer in the Office of Student Conduct. This referral means that the student alleged behavior is believed to have been a violation of our District Standards of Student Conduct.
2. The student will receive a certified letter notifying the student of their referral via US standard mail. In the notification, you are instructed to make an appointment for an investigative meeting with the Disciplinary Officer.
3. At this informal meeting, the Disciplinary Officer shall interview the student for the purpose of discussing the alleged misconduct and the disciplinary action, if any, which should be taken.
4. At this meeting the parties shall have the right to present statements, testimony, evidence, and witnesses, except that neither party shall have the right to be represented by an attorney.
5. This is a mandatory meeting. If the student fails to make an appointment and/or does not attend the meeting, the Disciplinary Officer may review the case and initiate disciplinary action without input from the student.
6. After the investigative meeting, the Disciplinary Officer may initiate disciplinary action by filing a notice with the Vice President of Student Services and serving such notice on the student charged. This decision depends entirely on the information obtained during the investigation.
7. The student has the right to request an appeal to the disciplinary action with the Vice President of Student Services. Not later than seven (7) days after the service of the notice of disciplinary action. A copy of the appeal form will be mailed to you along with your notice of disciplinary action.
8. After an Appeal Hearing, a written decision will be mailed to the student from the Office of the President within ten (10) days of the conclusion of the hearing.
9. At this point, the final decision for disciplinary action rests with the ARC College President. The President may approve, reject, or modify the written decision. The decision of the College President for disciplinary action is final.

[Los Rios District Regulations - 2000 Student Series](#)

<http://www.losrios.edu/legal/Regulations/R-2000/R-2000.htm>

Types of Student Discipline Outcomes

The following forms of discipline may be imposed on a student who is found guilty of misconduct by the Office of Student Conduct:

Formal Warning

Notice that student's conduct in a specific instance does not meet the District Standards of Student Conduct and that continued misconduct may result in a more serious disciplinary action.

Disciplinary Probation

Notice that the student found in violation of the District Standards of Student Conduct may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.

Restitution

Reimbursement for damage to or misappropriation of property which may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

Removal by Instructor

Denial of the right to attend a particular class for a specific length of time may not exceed two (2) class meetings of class. (Education Code Sec. 76031)

Suspension

Denial for good cause of all campus privileges, including one or more of the following:

- The right to enter the campus.
- Exclusion from one or more classes for a period of up to ten (10) days of instruction.
- Exclusion from one or more classes and activities for the remainder of the school term.
- Exclusion from all classes and activities of the Community College for one or more terms (Periods of suspension do not allow for makeup class work). (Education.Code.Sec.76031 and Penal.Code.246)

Note: Suspension applies to all of the colleges in the Los Rios Community College District.

Expulsion

By the Board of Trustees of the Los Rios Community College District for an indefinite period of time includes loss of all College privileges at all colleges in the Los Rios system including College employment and the privilege of entering any portion of the campus except by written authorization from the Vice President of Student Services. Expulsion must be imposed by the Board of Trustees of the Los Rios Community College District. Readmission is contingent upon a showing of rehabilitation by the student. (Education.Code.Sec.76031 and Penal.Code.246) Penalties of a lesser degree may be applied by the Vice President of Student Services as part of the process from those listed.

Additionally, non-students who are found to violate the Los Rios Policies and Regulations addressing Standards of Conduct may be removed from the campus or specific facilities for a period of up to one year by the Vice President, Student Services.

Types of Holds

A hold is a notation on a student record that could restrict them from performing certain actions until the hold is resolved and removed. Depending on the type of hold, it may prevent the student from enrolling in courses, receiving financial aid, ordering transcripts and verifications, etc.

2RT Hold - Restricts UTP Sticker

This hold indicates that you have picked up the UTP and then became ineligible for the UTP, having dropped below 4 units for two consecutive terms for Fall/Spring and/or zero units for Summer. You will not be able to receive the UTP until you have made an appointment with the Associate Vice President of Student Services to discuss your enrollment history.

Release of this hold: The Associate Vice President of Student Services will authorize the release of this hold as appropriate.

DIS Hold - Disciplinary Action in Process

Release of this hold: The Associate Vice President of Student Services will authorize the release of this hold as appropriate.

SUS Hold - Suspension Due to behavior, student is suspended.

Release of this hold: The Associate Vice President of Student Services will authorize the release of this hold as appropriate.

EXP Hold - Expulsion All enrollment activity is blocked for students who have been expelled.

Release of this hold: The Associate Vice President of Student Services will authorize the release of this hold as appropriate.

Family Educational Rights and Privacy Act (FERPA)

Guidelines for the Release of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosures without consent.

One of the exceptions permitted by FERPA, is the release of Directory Information to parties outside the institution. Directory Information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. American River College, in the majority of situations, does not release any student information, even Directory Information, without the prior written consent of the student. Directory information is only released to the National Student Clearinghouse.

Directory Information released to the Clearinghouse includes:

- student name
- date and place of birth
- dates of attendance
- degrees and awards received
- field of study
- participation in activities and sports
- weight and height of members of athletic teams
- most recent school attended

Note: Students may withhold Directory Information by notifying American River College Enrollment Services Office (Admissions and Records) in writing. Declining the release of Directory Information will prevent the electronic enrollment update for student loan deferments which will then go into collection.

It is the practice of the American River College Enrollment Services (Admissions and Records) office to NOT release any student records or information without the written consent of the student, other than to school officials with a "need to know".

This includes directory information. Directory information is only released to the National Student Clearinghouse. For more information about FERPA guidelines, see [Family Educational Rights and Privacy Act \(FERPA\) http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

Guidelines for Release of Student Information

To the Student

- In Person: No signature required after verification of identity; if in the presence of other 3rd parties, only release information specifically requested by the student.
- Phone Requests: We do not release any information by phone.
- Fax Requests: We will release information to a 3rd party upon receipt of a written request, signed by the student.

To School Officials

Student signature not required if requester has "need to know" that pertains to current responsibilities.

3rd Parties

Including parents, spouses, other students, references, schools, basically anyone

Student information can only be released with the written consent of the student. Information provided will be only specific information designated by the student.

Note: ARC is not obligated by FERPA to release information to third parties; therefore, it is always best to refer these requests to the American River College Enrollment Services (Admissions and Records) office to make this determination.