

# College Policies, Rules, and Regulations



## College Policies, Rules, and Regulations

This section of the SMC catalog offers a summary overview of selected Santa Monica College policies, rules, regulations, and related procedures. Information was current when this edition of the catalog was published. Santa Monica Community College District administration reserves the right to add, amend, or repeal any of its policies, rules, regulations, and procedures at any time. The information provided in this section is subject to change without notice. Please see the District's Administrative Regulations at [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations) for additional details, as well as information on topics not covered in this or other sections of the catalog.

## Student Right-to-Know Statement

To comply with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) — also known as the Jean Clery Disclosure Act — Santa Monica College makes available the completion and transfer rates of first-time, full-time students seeking certificates, degrees, or transfer, as well as statistical information about the types and number of crimes committed on SMC's main and satellite campuses. The College provides this data to inform all current and prospective students — as “consumers” of higher education — on how well Santa Monica College compares with other postsecondary institutions.

### COMPLETION AND TRANSFER RATES

Santa Monica College is Number One in transferring students to University of California (UC) campuses (including UCLA), the California State University (CSU) system, the University of Southern California (USC), Loyola Marymount University (LMU), and a variety of other top-ranked colleges and universities across the nation.

The completion and transfer rates presented here are derived from the most current data available at the time this catalog went to press. Completion rates are calculated by tracking a cohort (group) of first-time students seeking a certificate, degree, or transfer. For the cohort of first-time freshmen entering SMC in fall 2011, 30.71% earned a certificate or degree, transferred to a four-year institution, and/or became transfer-prepared (earned 60 or more transferable units with a GPA of 2.0 or higher) within three years of beginning coursework at SMC.

Transfer rates are calculated by tracking a cohort (group) of first-time students intending to transfer to a four-year institution. For the cohort of first-time freshmen entering SMC in fall 2011, 14.49% transferred to a four-year institution within three years of beginning coursework at SMC.

### CRIME STATISTICS FOR THE COLLEGE COMMUNITY

Campus crime statistics are compiled and reported according to the guidelines specified in the Clery Act (20 USC 1092F), as defined under the FBI Uniform Crime Reporting

procedures. SMC's crime statistics are available online at the US Department of Education website ([ope.ed.gov/security](http://ope.ed.gov/security)) and at the SMC Campus Police website ([smc.edu/police](http://smc.edu/police)). Campus crime statistics — along with safety and crime prevention information — can also be found at many locations at SMC, and are available to the public upon request. Contact the SMC Campus Police Office (434-4608) for details.

## Books and Materials

The Federal Higher Education Opportunity Act (HEOA) requires Santa Monica College to provide students with the International Standard Book Number (ISBN), retail price, and/or other information (subject to change) about the required or recommended textbooks and supplemental materials for each course offered at SMC. Please go to [bookstore.smc.edu](http://bookstore.smc.edu) and click on “Textbooks” for details. For other book-related information — including dates for book buybacks — please visit the SMC Bookstore website ([bookstore.smc.edu](http://bookstore.smc.edu)).

## Federal Tax Credit

Selected education expenses may be deducted from federal income taxes by qualifying students. As required by federal tax credit legislation, Santa Monica College will mail each registered student a copy of IRS verification form 1098T (Tuition Statement) each year. This information is also reported to the IRS. Students should be sure to have their correct Social Security number on file in the Admissions Office for the sake of accurate reporting to the IRS. Students should check with their tax preparer to determine whether they are eligible to take advantage of this tax credit and the amount they may deduct from their federal and/or state taxes.

## College Conduct

Santa Monica College has an Honor Code, Code of Academic Conduct, and Rules for Student Conduct, and may discipline students in accordance with code provisions. The College also has the authority to remove students from a class or program if they are disruptive of the instructional process, they do not respect the rights of others, they cannot benefit from instruction, or they present health and/or safety hazards. To protect the interests of both the College and its students, SMC has an established “due process” through which its disciplinary and removal powers are exercised. As a further safeguard of student rights, an appeal procedure exists for these policies, as well as for appeals of grades, matriculation, and disqualification. The appropriate Appeals Committee will hear student appeals.

### HONOR CODE/HONOR COUNCIL

Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community.

The College has instituted an Honor Code that students are expected to uphold, and has established an Honor Council responsible for promoting, addressing, and resolving issues pertaining to academic integrity.

General principles that guide the Honor Code and Honor Council include the following:

- **Honesty:** means fairness and straightforwardness of conduct, and implies a refusal to lie, steal, or deceive in any way;
- **Integrity:** implies that one is true to a trust and adheres to a code of moral values;
- **Social Responsibility:** demonstrated by adherence to policies of the institution, departments, labs, libraries, and individual classes; and
- **Respect and Civility:** implies that one will conduct oneself in a courteous and respectful manner in communications and actions toward members of the campus community.

All students are expected to uphold the Honor Code as testament to their commitment and readiness to join the Santa Monica College academic community. At the time students enroll, they are expected to certify the following statement:

*In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.*

A complete copy of the text for the “Honor Code/Honor Council” (SMC AR 4412) — which spells out the details of the Honor Code and the structure and responsibilities of the Honor Council — is available online (see [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations)).

## ACADEMIC CONDUCT

### Code of Academic Conduct

Santa Monica College is a community-oriented, open-door educational institution whose purpose is to educate and enlighten members of the community who seek knowledge. In order to uphold the academic integrity of the institution, all members of the academic community — students and faculty alike — must assume responsibility for providing an educational environment of the highest standards, characterized by a spirit of academic honesty.

**Under no circumstances will academic dishonesty be tolerated at Santa Monica College.**

### Academic Dishonesty Defined

Santa Monica College defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception in any academic exercise. Academic dishonesty includes, but is not limited to, certain actions not authorized by the instructor or testing officer, such as:

1. Using notes or testing aids such as calculators, tape recorders, or other electronic devices during any examination;

2. Allowing another individual to assume one’s identity for the purpose of enhancing one’s grade in any of the following: testing, field trips, or attendance;
3. Falsifying or attempting to falsify grade and/or attendance records;
4. Representing the words, ideas, or work of another (including materials from commercial term paper companies) as one’s own (plagiarism) in any academic exercise;
5. Changing answers on a previously scored test, assignment, or experiment, with the intent to defraud;
6. Copying or allowing another student to copy from one’s paper or answer sheet during an examination or for a graded assignment;
7. Inventing information for the purpose of completing a laboratory experiment, case study analysis, or field trip with the intent to defraud;
8. Giving and/or taking information during an examination by any means, including sign language, hand signals, secret codes, or electronic transmission; and
9. Accessing or reproducing exams in any form, without the prior authorization of the instructor, for the purpose of sharing, selling, or publishing them.

### Consequences for Violating Academic Conduct

If a violation of academic honesty occurs, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to an examination or assignment in which cheating or plagiarism occurred;
2. In more serious instances, the instructor may refer the student to appear before the Honor Board;
3. The instructor may dismiss the student from the class or activity in progress for up to two class sessions; and/or
4. In more severe incidents of academic dishonesty — including, but not limited to, impersonation, stealing exams or research papers, or repeated violations of academic honesty — the College Disciplinary may suspend the student or recommend expulsion of the student from the College.

### Student Responsibilities

In order to maintain an environment of academic integrity, students at Santa Monica College are expected to:

1. Conduct themselves in a manner that encourages learning and upholds academic integrity; and
2. Act with fairness toward other students, which includes not seeking an unfair or undue advantage over other students in the classroom or when completing an assignment, taking an examination, or engaging in any other kind of academic activity; and
3. Make every attempt to prevent any unauthorized access to or use of their work by other students in the

classroom, for an assignment, in an examination, or when engaging in any other kind of academic activity.

### Faculty Responsibilities

In order to maintain an environment of academic integrity, members of the faculty at Santa Monica College are expected to:

1. Make every attempt to conduct their classes in a manner that encourages honorable behavior and learning, supports student success, and discourages academic dishonesty;
2. Inform students of course requirements, grading procedures, and expectations for acceptable academic conduct and behavior;
3. Inform students of the College's Code of Academic Conduct and the consequences and disciplinary action(s) that will be implemented if any behavior counter to the Code of Academic Conduct occurs;
4. Inform students of their right to due process should they wish to contest an allegation of cheating or engaging in any other form of academic dishonesty; and
5. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed.

### Reporting a Violation

If an incident of academic dishonesty occurs, a faculty member should adhere to the following procedures:

1. Inform the student of the nature of the violation and the impending course of action; and
2. Complete and submit the Academic Dishonesty Report Form, along with any related evidence, the first copy of the form to the College Disciplinarian within ten (10) working days of the allegation. The College Disciplinarian will, in turn, notify the student, the College Ombudsperson, and the appropriate Department Chair, and place a copy in the student's disciplinary records as defined in the Code of Academic Conduct Appeal Procedures. This information will remain a part of the student's records for two years, provided there are no further acts of misconduct on the part of the student.

### Appeal Procedure

If a violation of academic honesty is alleged to have occurred, a Santa Monica College student has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. For details, please see the Student Complaints, Hearings, & Appeals section of this catalog.

## STUDENT CONDUCT

### Student Conduct Code

All students at Santa Monica College have an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. A complete copy of the "Rules for Student Conduct" (SMC AR 4410) is available online (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

Some examples of offenses and misconduct that are considered "good cause" for imposing disciplinary sanctions on a student are:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of College personnel, or persistent abuse of College personnel;
2. Assault, battery, or any threat of force or violence upon anyone on the College campus;
3. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - (1) Intentional touching of another person's intimate parts without that person's consent, or other intentional sexual contact with another person without that person's consent;
  - (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
  - (3) Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (a) the vagina or anus of a person by any body part of another person or by an object, or (b) the mouth of a person by a sex organ of another person;
4. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - (1) Prostituting another person;
  - (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - (3) Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure;
  - (4) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire;
5. Willful misconduct that results in the injury or death of a student or College personnel or visitors, or which results in cutting, defacing, or other injury to any real or personal property owned by the District;
6. Theft or willful misconduct that results in cutting, defacing, or other injury or damage to property of the College or a member of the College community or a campus visitor;

7. Willful or blatant misuse of e-mail or other inappropriate forms of communication to faculty, staff, or students, including communication by written notes, phone, voicemail, or any form of electronic communication;
8. Possession, use, sale, or being under the influence of any controlled substance or any poison classified as such by Schedule D in section 4160 of the California Business and Professions Code;
9. Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
10. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
11. Dishonesty of any kind, including academic dishonesty;
12. Forgery, alteration, or misuse of College documents, records, or identification;
13. Obstruction or disruption of any teaching, research, administration, disciplinary procedures, or other College activities, including, but not limited to, community events or other authorized activities on College premises;
14. Unauthorized entry to or use of College facilities, supplies, and/or equipment;
15. Violation of College policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations; the use of College facilities; the time, place, and manner of public expression; library procedures; College bills and debts; or residence;
16. Disorderly conduct or lewd, indecent, or obscene conduct or expression on property owned or controlled by the College or at activities or events sponsored or supervised by the College;
17. Failure to comply with directions from College officials performing their duties;
18. Possession or use of alcoholic beverages on campus property or at any College-sponsored event, or presence on campus or at any College-sponsored event while under the influence of alcohol;
19. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities or events;
20. Stalking, hate crimes, or hate incidents; and
21. Except as authorized by the College, the sale, purchase, exchange, distribution, or receipt of add codes, class seats, and academic work (lab reports, term papers, exams, extra credit, etc.), including, but not limited to, misconduct described in AR 4411 (Code of Academic Conduct) and AR 4435 (Responsible Use of Computer Resources); and
22. Any other offense set forth in the California Education Code that constitutes “good cause.”

With the exception of response to conduct specified in provisions 3 and 4 above, no student shall be removed, suspended, or expelled from SMC unless the conduct for

which the student is disciplined is related to College activity or attendance.

### Smoke Free Campus

Santa Monica College is committed to providing its students, faculty, and staff with a healthy, comfortable, productive environment that is free from the effects of second-hand smoke. SMC became a smoke-free campus in Fall 2007, following the example of many colleges, universities, and other public institutions throughout the US. Smoking — including the use of e-cigarettes or vaporizers — is not permitted in any District building, vehicle, or facility, or on District grounds, with the exception of designated outdoor areas on the periphery of all campuses. These are temporarily designated as smoking areas, as a way for the College to transition into becoming entirely smoke free.

### Alcohol & Drugs

The abuse of alcohol or other drugs causes serious risks to a person’s health.

California State law prohibits the use, sale, or possession on campus of alcohol, or presence on campus of students who are under the influence of any controlled substance. (Cal. Ed. Code §§76032-76033)

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution. Santa Monica College will impose disciplinary sanctions for the use, sale, or possession of alcohol or presence of any prohibited controlled substance. Disciplinary sanctions include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, ineligibility to participate in extracurricular activities, suspension, expulsion, and possible referral to local, state, or federal law enforcement agencies.

The Santa Monica College Center for Wellness & Wellbeing provides short-term psychological counseling, referral, and substance abuse/alcohol abuse information.

### SEXUAL HARASSMENT, SEXUAL ASSAULT, AND MISCONDUCT

Santa Monica College is committed to providing an educational community with an environment free of sexual harassment and other threatening behaviors. Sexual harassment — a form of discrimination against an individual on the basis of sex, gender, or sexual orientation — consists generally of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is intended to be or has the effect of being coercive, or of creating an intimidating, hostile, or offensive environment.

**Under no circumstances will the College tolerate any form of sexual harassment or retaliation against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation.**

Sexual harassment and retaliation violate state and federal laws. In addition, sexual harassment is a violation of SMC’s Board Policies, Administrative Regulations, and Student Conduct Code, and can lead to suspension or dismissal from the College.

A description of activities that constitute sexual harassment, the procedures for filing or appealing a sexual harassment complaint, and a discussion of issues related to sexual harassment can be found in “Sexual Harassment Prevention” (SMC AR 3121), “Rules for Student Conduct” (SMC AR 4410), and the “Ethics Statement” (SMC AR 5220) adopted by the Academic Senate. See [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations) for the District’s Administrative Regulations.

### Sexual Misconduct

Sexual misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Sexual misconduct encompasses sexual harassment, sexual assault, sexual exploitation, and gender-based harassment (harassment based on gender identity, gender expression, or non-conformity with gender stereotypes). Therefore, any intercourse or other intentional sexual touching or activity without the other person’s consent is sexual assault and is a form of sexual misconduct.

Sexual misconduct also encompasses acts of a sexual nature, including acts of sexual stalking, domestic violence, dating violence, intimidation, or retaliation following an incident where an alleged sexual misconduct has occurred.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on college-owned or controlled property, at college-sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

If you have been a victim of sexual assault, sexual harassment, or sexual misconduct, you have options on how you’d like to proceed.

The most important factor is that you are safe and are not in imminent danger. If you believe you are in danger, please call 911.

### WHAT WOULD YOU LIKE TO DO?

#### Talk to Someone Confidentially

SMC Center for Wellness & Wellbeing (Psychological Services).....	310-434-4503
24/7 .....	800-691-6003
SMC Student Health Services.....	310-434-4262
SMC Ombuds Office .....	310-434-3986

#### Talk to Someone On-Campus

Title IX Coordinator .....	310-434-4225
Title IX Deputies .....	<a href="http://smc.edu/SVPE">smc.edu/SVPE</a>

#### Talk to Someone Off-Campus (24/7 Support Services)

Santa Monica Rape Treatment Center.....	424-259-6000
Additional Support Information .....	<a href="http://smc.edu/SVPE">smc.edu/SVPE</a>

#### File a Police Report

On Campus .....	310-434-4300
Off Campus.....	911

#### File a Report: The Incident Involved an SMC Student

Student Judicial Affairs.....	310-434-4220
-------------------------------	--------------

#### File a Report: The Incident Involved an SMC Employee

Human Resources .....	310-434-4415
-----------------------	--------------

### File a Report: Electronically

Email.....[hrcomplaints@smc.edu](mailto:hrcomplaints@smc.edu)

### Respondent: I’ve been Accused of Sexual Misconduct

Title IX Coordinator .....	310-434-4225
Student Judicial Affairs.....	310-434-4655
Sexual Violence Response and Prevention.....	<a href="http://smc.edu/SVPE">smc.edu/SVPE</a>

### Sexual Violence – Prevention and Education (AB 1088: Sexual Violence)

Section 67385 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual violence which occur on campus as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today’s society. However, by working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime free by reporting criminal behavior to:

- Santa Monica Police Department: 911
- Campus Police: 310-434-4300
- Dean of Student Services: 310-434-4655
- Center for Wellness & Wellbeing: 310-434-4503
- Health Services Center: 310-434-4262

Any sexual violence or physical abuse, as defined by California law — whether committed by an employee, student, or member of the public — occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures. Please see the information available at [smc.edu/SVPE](http://smc.edu/SVPE) for additional details.

### Rape and Date Rape

Rape is forcible sexual activity without a person’s consent and against a person’s will. For the victim, rape is an emotionally and physically traumatic experience. Rape is a serious criminal offense, and accusations of rape can lead to possible referral to local, state, or federal law enforcement agencies. In addition, rape is a violation of SMC’s Student Conduct Code and can result in the perpetrator’s suspension or expulsion from the College.

### DISCIPLINARY SANCTIONS

Disciplinary sanctions at Santa Monica College include, but are not limited to, verbal or written reprimands, probation, a disciplinary hold, removal from class, ineligibility to participate in extracurricular activities, suspension, and expulsion. These are listed in order of severity, and repeated instances of lesser infractions may lead to a more severe disciplinary action. The College Disciplinarian is responsible for enforcement of these sanctions. If a written report is placed in a student’s disciplinary file, the student has the right to inspect and appeal the information as specified in California Education Code §76232. Disciplinary sanctions are described in detail in the “Rules for Student Conduct” (SMC AR 4410), posted online (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

## Written Reprimand

A written reprimand issued by the College Disciplinarian serves to place a statement in a student's disciplinary records (not the student's academic records) that the student has not met the standards of conduct set forth above.

1. The student has an opportunity to write a response to the reprimand, and the response will be placed on record with the reprimand; and
2. With regard to written reprimands, there will be no hearing or appeal to the Student Conduct Appeals or Sexual Assault Committee.

## Disciplinary Probation

A student who fails to meet the standards of conduct may be placed on disciplinary probation by the College Disciplinarian. The student will be notified in writing that continued conduct of the type described in a "notice of disciplinary probation" will result in a more severe disciplinary sanction. The notice of disciplinary probation must include:

1. The period of time the student is to be on probation (this period may not exceed one year), and
2. The disciplinary sanction to be imposed.

A student has the right to pursue the Hearing and Appeal Process before disciplinary probation is imposed.

## Removal from Class

An instructor is authorized to remove a student from class for cause for the remainder of the class on the day of the removal and the next class meeting. The instructor will immediately report the removal to the College Disciplinarian. During the period of removal, a student will not be permitted to return to the class without the agreement of the instructor of the class. With regard to removal from class, there is no hearing or appeal to the Student Conduct Appeals Committee.

## Removal from Extracurricular Activities

The College Disciplinarian may remove a student from extracurricular activities for "good cause." The period of removal may not exceed one year. Sanctions may include:

1. Removal from office in all College organizations;
2. Ineligibility to participate in all College-sponsored activities, including public performances; and/or
3. Ineligibility to participate in College extracurricular activities.

Nothing in this policy, however, restricts the College Disciplinarian from imposing lesser sanctions.

A student has the right to pursue the Hearing and Appeal Process before removal from extracurricular activities is imposed.

## Suspension

The College Disciplinarian is authorized to suspend a student for "good cause." The suspension may be:

1. From one or more classes for a period of up to ten days of instruction;
2. From one or more classes for the remainder of the school term; or

3. From all classes and College activities for one or more terms.

If a student who is suspended is a minor, the College Disciplinarian will notify the student's parent or legal guardian of the suspension in writing.

## Expulsion

A student may be expelled by the Board of Trustees for "good cause." Expulsion is authorized when other means of correction fail to bring about proper conduct.

# Student Complaints, Hearings, and Appeals

To protect the interests of both the College and its students, Santa Monica College has an established "due process" through which its disciplinary and removal powers are exercised. As a further safeguard of student rights, an appeal procedure exists for these policies, as well as for appeals of grades, matriculation, and academic or progress disqualification.

## COLLEGE OMBUDSPERSON

Students with complaints, grievances, and personal concerns about Santa Monica College or any of its policies are encouraged to discuss them with the College Ombudsperson. The Ombudsperson provides support and encouragement to students, and attempts to present options and solutions. Complaints are handled with complete confidentiality on a case-by-case basis. *Students with complaints about a grade resulting from instructor mistake, bad faith, incompetence, or fraud must meet with the College Ombudsperson to attempt to resolve the grading dispute. Students are urged to meet with the Ombudsperson no later than October 15 for spring semester grades, November 15 for summer session grades, April 15 for fall semester grades, and May 15 for winter session grades.*

For further information, visit the Ombudsperson's webpage ([smc.edu/ombuds](http://smc.edu/ombuds)), send e-mail to [ombuds@smc.edu](mailto:ombuds@smc.edu), or call 310-434-3986. The office of the Ombudsperson is located in Room 124 of the Letters and Science building. Office hours are posted on the door and available on the Ombudsperson's webpage. If the times are inconvenient, a special appointment can be arranged by leaving a voicemail message or sending e-mail to the Ombudsperson.

## STUDENT JUDICIAL AFFAIRS

Santa Monica College students and faculty can turn to the Office of Student Judicial Affairs for due process in having problems solved, working out agreements, refuting false allegations, and resolving disputes fairly. The College Disciplinarian, counselors, and administrative support take a positive, comprehensive, and proactive approach to resolving problems, and provide a place for students and faculty to go for information and training in the areas of student conduct, academic honesty, behavior/anger management, and conflict resolution.

It is crucial for students to feel that their concerns are being addressed in a timely manner, before those concerns

become disciplinary problems. It is just as crucial for members of the faculty to feel that they have support in dealing with extremely challenging and often disruptive students. The Office of Student Judicial Affairs works to strike a balance between the College's community standards and individual behavior. When appropriate, the Office of Student Judicial Affairs provides referrals to other programs on the SMC campus.

The Office of Student Judicial Affairs interviews all parties named in police and referral reports. The College Disciplinarian — who has initial authority to suspend students for violations of the Student Conduct Code — conducts interviews, reviews all interview notes and information available, and makes final decisions regarding the outcome of disciplinary cases.

To find out more about the services and resources the Office of Student Judicial Affairs provides, see our website at [smc.edu/disciplinarian](http://smc.edu/disciplinarian) or call 310-434-4220.

### **MATRICULATION COMPLAINTS**

Students may file formal written complaints about the matriculation process with the Vice President, Enrollment Development. The complaints will remain on file for at least three years after they have been resolved and are subject to review by the Chancellor's Office as part of the statewide evaluation required under California Code of Regulations Title 5 §55512.

### **GRADE APPEALS**

A student who wishes to appeal a grade must file a formal grade appeal petition *no later than* October 30 for spring semester grades, November 30 for summer session grades, April 30 for fall semester grades, and May 30 for winter session grades. However, students must meet with the College Ombudsperson at least 15 days before the deadline to discuss the grade appeal procedure and attempt to resolve the grade dispute informally.

According to State law, a formal grade appeal can only be pursued in cases where there has been instructor fraud, bad faith, incompetency, or a mistake. Before filing a formal grade appeal petition, a student must first discuss the situation with the College Ombudsperson. The Ombudsperson acts as a source of information, assistance, and referral; encourages informal conciliation between students and instructors; and seeks to resolve the grading dispute informally. The student bears the burden of proof. Instructors are expected to cooperate with the Ombudsperson.

After discussing a grade appeal with the College Ombudsperson, if there is no informal resolution satisfactory to the student and the student wishes to continue the appeal, the Ombudsperson will outline the procedure to be followed. The grade appeal petition must include a statement describing how the grade that was awarded was the result of instructor mistake, bad faith, incompetence, or fraud; no other reason is recognized. The Dean of Enrollment Services, who supervises the grade appeal process, may stop a grade appeal when there is no evidence of instructor mistake, fraud, incompetence, or bad faith. Unsubstantiated claims will be dismissed. Students and faculty are expected to provide a true and accurate account of the grade dispute. The Grade Appeal Committee may initiate disciplinary proceedings when in its judgment

the information presented to the Committee was deemed to be fraudulent or fabricated. See [smc.edu/ombuds](http://smc.edu/ombuds) for further information.

To schedule an appointment with the Ombudsperson, please send email to [ombuds@smc.edu](mailto:ombuds@smc.edu) or call 310-434-3986.

### **APPEAL OF ACADEMIC AND PROGRESS DISQUALIFICATION**

Students who wish to be reinstated at Santa Monica College after being disqualified from attending the College because of substandard academic performance or unsatisfactory progress may make an appointment in General Counseling & Transfer Services to discuss their situation with a counselor, review the mitigating circumstances that may have led to their disqualification, determine whether reinstatement at SMC is possible, and find out about the steps they must take to be reinstated. For details on reinstatement procedures, see the Academic and Progress Probation and Disqualification Policies section of this catalog. To make an appointment to meet with a counselor, visit General Counseling & Transfer Services or call 310-434-4210.

### **ACADEMIC CONDUCT APPEALS**

A Santa Monica College student who has been accused of violating the SMC Honor Code has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. Once notified of the alleged violation, the accused student has ten (10) business days to appeal the action to the Honor Council.

The student will be provided the opportunity for a conference with the College Disciplinarian in an effort to resolve the issue informally. The Disciplinarian (or designee) may confer with the faculty member, and if necessary, the department chair (or designee).

If no resolution is reached after an informal conference, the student may proceed with a formal appeal to the Honor Council. The petition (and any supportive documentation) must be filed with the Office of Student Judicial Affairs (or designee).

All instances of alleged SMC Honor Code violations are subject to review by the SMC Honor Council (SMC AR 4412). For details on the procedure for disputing a grade — for alleged instructor mistake, bad faith, fraud, or incompetence — see "Grade Appeals Committee" (SMC AR 4313), which is posted online (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)). Please note: The Grade Appeals Committee does not handle appeals pertaining to accusations of academic dishonesty.

### **DISCIPLINARY HEARINGS AND APPEALS**

Before any disciplinary probation, removal from extracurricular activities or programs, or suspension is imposed on a student, the student has the right to pursue the Hearing and Appeal Process, unless an immediate suspension is required to protect lives or property, or to insure the maintenance of order pending a hearing. The Hearing and Appeal Process is described in detail in the "Rules for Student Conduct" (SMC AR 4410), posted online (go to [smc.edu/AR4000StudentServices](http://smc.edu/AR4000StudentServices)).

## PROGRAM REMOVAL APPEALS

Due process procedures exist to assist faculty and departments in removing a student from a program in which the student is unable to profit and/or a program in which the student's behavior is determined to be unsafe. In general, the overall process for determining whether a student meets the specific standards of a particular program may include up to three levels of intervention: the instructor

level, the program or department level, and the College level (joint administration-faculty committee).

Any student who wishes to appeal dismissal from a program may file the appeal with the Chair of the Program Standards Appeals Committee. The student will be able to present his or her case within ten (10) school days of filing. The committee hearings will be closed to the public.

RESOURCES	AREAS OF RESPONSIBILITY	CONTACT INFORMATION
<b>Ombuds Office</b>	The Ombudsperson acts as a listening ear, conciliator, mediator, and resource for students with problems involving SMC faculty, administrators/managers, staff, and other issues. The Ombuds Office can maintain confidentiality if requested. Please contact the Ombuds Office regarding: <ul style="list-style-type: none"> <li>• Grade disputes.</li> <li>• Student complaints regarding faculty, administrators/managers, staff, or other issues at SMC.</li> <li>• Sexual harassment or violence.</li> </ul>	smc.edu/ombuds 310-434-3986
<b>Student Judicial Affairs Office</b>	The Student Judicial Affairs Office upholds the Student Conduct Code, the Academic Conduct Code, and the Honor Code to promote a safe learning environment at SMC. Please contact Student Judicial Affairs regarding: <ul style="list-style-type: none"> <li>• The student discipline process or student discipline issues.</li> </ul>	smc.edu/judicialaffairs 310-434-4220
<b>Admissions &amp; Records Office</b>	The Admissions & Records Office oversees matriculation-related processes, student records, and FERPA (the federal law mandating privacy of student information). Please contact the Admissions & Records Office regarding: <ul style="list-style-type: none"> <li>• Complaints about the matriculation process.</li> <li>• Complaints about student records or FERPA-related concerns.</li> <li>• Appeals concerning residency determination, loss of priority enrollment, petitions for special consideration.</li> <li>• Formal grade appeal petitions.</li> </ul>	smc.edu/admissions 310-434-4380
<b>Office of Student Life</b>	The Office of Student Life oversees matters related to student life on campus. Please contact the Office of Student Life regarding: <ul style="list-style-type: none"> <li>• Complaints about publicity materials posted around campus that are deemed offensive.</li> </ul>	smc.edu/welcomecenter 310-434-8101
<b>Campus Police Department</b>	The SMC Campus Police Department provides law enforcement, crime prevention, investigation, security, and parking and traffic control services at SMC. Please contact Campus Police regarding: <ul style="list-style-type: none"> <li>• Complaints about crimes (including sexual violence). Also, Campus Police can provide assistance with situations involving safety and emergencies.</li> </ul>	smc.edu/police 310-434-4300

RESOURCES	AREAS OF RESPONSIBILITY	CONTACT INFORMATION
<b>Office of Human Resources</b>	<p>The Office of Human Resources oversees H.R.-related policies and procedures at SMC. Please contact the Office of Human Resources regarding:</p> <ul style="list-style-type: none"> <li>• Unlawful discrimination or harassment, including sexual harassment.</li> <li>• Complaints about violations of the District’s policy regarding workplace/campus violence and anti-bullying.</li> <li>• Employee grievances under the District’s collective bargaining agreements.</li> <li>• Complaints concerning District personnel.</li> <li>• For general assistance about complaints, information about where to file a complaint, and information about whistleblower complaints.</li> </ul>	<p>smc.edu/humanresources 310-434-4415</p>
<b>Office of Risk Management</b>	<p>The Office of Risk Management oversees environmental compliance, occupational health and safety, and the District’s insurance coverage for property, liability, and workers’ compensation. Please contact the Office of Risk Management regarding:</p> <ul style="list-style-type: none"> <li>• Work-related injuries.</li> <li>• Student injuries.</li> <li>• Claims against SMC regarding injury or damage to persons or personal property.</li> <li>• Non-crime-related safety concerns.</li> </ul>	<p>smc.edu/riskmanagement 310-434-4102</p>
<b>Confidential Reporting Hotline</b>	<p>Complaints can be made to confidentially to the Confidential Reporting Hotline. Please contact the Confidential Reporting Hotline regarding:</p> <ul style="list-style-type: none"> <li>• Complaints about unethical, illegal, or unsafe situations at SMC.</li> </ul>	<p>reportlineweb.com/smc 800-566-8240</p>
<b>California Community Colleges Chancellor’s Office</b> *Non-SMC agency	<p>The Chancellor’s Office is the agency that oversees the community colleges in California. SMC employees, SMC students, and members of the public who wish to file unlawful discrimination and harassment complaints, including sexual harassment complaints, can do so directly with the Chancellor’s Office.</p>	<p>extranet.cccco.edu/Divisions/Legal/Discrimination.aspx 916-445-8752</p>
<b>Accrediting Commission for Community and Junior Colleges (ACCJC)</b> *Non-SMC organization	<p>5ACCJC is the agency that oversees SMC’s accreditation. Complaints regarding SMC’s compliance with academic program quality and accrediting standards can be filed with ACCJC.</p>	<p>accjc.org/complaint-process</p>
<b>California State Auditor Whistleblower Hotline</b>  <b>California State Attorney General’s Whistleblower Hotline</b>  <b>California State Personnel Board</b>  *Non-SMC agency	<p>Reports about suspected improper activities of employers or complaints of retaliation resulting from whistleblower activities may be reported to these state agencies.</p>	<p>auditor.ca.gov/hotline 800-952-5665 oag.ca.gov/contact/whistleblower 800-952-5225 spb.ca.gov/whistleblower/ 800-653-1403</p>

## GENERAL SMC COMPLAINT PROCESS NOTICE

Listed below are resources available to persons who wish to file a complaint at SMC. Students who have a complaint should go to the website for the applicable resource below and follow the complaint processes of that area.

## Student Privacy Rights – Annual Notification

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. California law requires that records be provided within 15 working days.  
A student should submit to the Dean of Enrollment Services or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary

or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

FERPA requires that the College, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from the student's education records. However, the College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information from a student's education records in certain school publications. Examples include:

- A playbill, showing the student's role in a drama production;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the College to provide military recruiters, upon request, with certain directory information.

Students who do not want College to disclose directory information from their education records without their prior written consent should file a written request with the Admissions Office.

**The College has designated the following information as directory information:** student name; city of residence; age; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; student photograph; degrees and awards received and most recent previous school attended.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5901

For a full explanation of FERPA and its implications for college students, please contact the Admissions Office.

## Campus and Community Safety

The Board of Trustees of the Santa Monica Community College District has established a “Community College Police Department” — known as the SMC Police Department, and generally referred to as Campus Police — to protect the members of the College community and the property of the District.

Santa Monica College is committed to providing a safe and secure campus environment for students, faculty, staff, and visitors. College facilities are regularly patrolled 24 hours a day, seven days a week, by members of the SMC Police Department. SMC students are employed to work as Police Aides and, during evening hours, to accompany students and staff who request an escort to and from on-campus facilities. Abundant lighting is provided at all Santa Monica College campuses and parking lots.

The College also employs parking enforcement officers with training specific to parking enforcement and emergencies. Parking enforcement officers are not Peace Officers.

If you spot anyone suspicious, call Campus Police at 310-434-4300, (or dial ext. 4300 from campus phones), or use a campus emergency phone to seek help.

Santa Monica College works closely with local law enforcement agencies having dual jurisdiction for criminal matters. The College can request assistance for incidents that require resources not available to the SMC Police Department.

### SMC POLICE DEPARTMENT (CAMPUS POLICE)

Under the general direction of the Chief of Police, the SMC Police Department ensures that reasonable protection is provided to members of the College community and the property of the Santa Monica Community College District by using methods that fit within and contribute to the educational philosophy and process of the College.

The SMC Police Department and its officers comply with the selection and training requirements of California Penal Code §13522. Campus Police officers receive the same training as municipal police officers or county deputy sheriffs, and they have Peace Officer authority under California Penal Code §830.32a and California Education Code §72330.

The SMC Police Department receives reports for all incidents occurring on SMC campuses and is responsible for investigating all campus crime. For services the SMC Police Department provides, see the Campus Police listing in the Programs and Services section of this catalog, or visit the SMC Police Department website ([smc.edu/police](http://smc.edu/police)).

Campus Police would like to remind all students, faculty, staff, and visitors at Santa Monica College that — *no matter where you are* — common sense goes a long way in preventing the possibility of becoming a crime victim. The following safety tips should be kept in mind at all times:

### Protecting Your Personal Property

- Always secure your purse or backpack; never leave belongings unattended.

- Park in well-lighted areas away from shrubbery and other obstructions. Lock your vehicle, and take your keys with you. Make sure your car’s window vents are secure. Put valuables in the trunk or out of sight.
- Always have your keys ready before reaching your car. Before you enter your car, check the back seat. If you spot anyone suspicious, call Campus Police at 310-434-4300, or use a campus emergency phone to seek help.
- To prevent car theft, consider using an ignition bypass switch or a steering wheel locking device. Car alarms are not recommended because they are often activated accidentally. If an unattended alarm goes off while your car is in a campus parking area, your car can be towed and impounded immediately. On the city streets, your car can be towed within 15 minutes. If your car is towed, you will have to pay a fee to reclaim it.

### Making Yourself Less Vulnerable

- Attackers prefer passive victims. Project a positive, assertive body language. Know where you are going, and walk confidently. Take a good look at people around you and passing alongside you. Be alert.
- At night, walk with a friend or in a group, or use the campus escort service. To request an escort, call Campus Police.
- Choose well-lighted, well-traveled streets and walkways. If followed, walk or run to a safe place. Avoid isolated and poorly lighted areas. If you must walk alone, be alert and aware of your surroundings. If you sense a dangerous situation, avoid it or leave it.
- Never hitchhike or accept a ride from a stranger. Never give a ride to a stranger or casual acquaintance. If you use a bus, sit near the driver. Know your schedule in advance. Use well-lighted and well-used bus stops.
- If you walk or bike regularly to campus, choose well-lighted and populated areas. Vary your routes so that you are not predictable. Be aware of businesses that are open and other potentially safe places.

### BICYCLES, MOTORCYCLES, MOPEDS, SKATEBOARDS, AND SKATES

In the interests of campus security, safety, and noise control:

1. Bicycles, motorcycles, and mopeds must be parked in designated areas.
2. Bicycles parked outside the designated areas may not be parked in any area that would interfere with pedestrian safety, handicapped access, or the performance of duties by the College’s gardeners and/or custodians.
3. Bicycles, motorcycles, and mopeds may not be taken inside of buildings. Bicycles secured improperly are subject to impound by Campus Police.
4. Riding motorcycles, mopeds, and bicycles on pedestrian walkways is strictly prohibited.
5. The use of skateboards, roller skates, and roller blades is prohibited on campus.