

# Student Responsibilities

It is the responsibility of each student at Santa Barbara City College to be a responsible member of the college community by:

1. Obeying the laws of the college community.
2. Reading and complying with the published rules and regulations of the college, as outlined in the *General Catalog*, *Schedule of Credit Classes*, and at [www.sbcc.edu](http://www.sbcc.edu) and other official printed materials.

## Academic Honesty Policy

The purpose of this policy statement is to expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as so referenced in the "Adherence to Standards" of the SBCC *Standards of Student Conduct*, Section 3231, and at [www.sbcc.edu/collegeprocedures](http://www.sbcc.edu/collegeprocedures).

## Academic Dishonesty

The following actions constitute academic dishonesty:

- *Cheating on an exam or assignment*
- *Using other individuals to take course or placement exams*
- *Unauthorized use of commercial "research" services, such as those producing term papers*
- *Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.*
- *Plagiarism: Stealing the works or original efforts of others and presenting them as one's own*

Examples of plagiarism include:

- *Failure to footnote sources consulted*
- *Submitting papers or other work authored/created by others*
- *Undocumented paraphrasing of ideas originated by others*
- *Undocumented use of verbatim material originated by others*

*Plagiarism is applicable to written, oral and artistic work.*

## Individual First Offenses

In classroom-related activities, on an individual's first offense, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. The instructor shall notify the student, the appropriate department chair, Dean, Educational Programs—Student Support Programs, of the incident and the penalties imposed. The Dean, Educational Programs—Student Support Programs, shall retain this documentation in his/her files.

In non-classroom activities, on an individual's first offense, the Assessment Technician or other appropriate staff member shall notify the appropriate Dean, Educational Programs, of the incident and the Dean shall notify the student of the action taken on the infraction.

Penalties for the first offense may include, but not be limited to, the following:

- *A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.*
- *A failing grade for the course*

The student may grieve the determination of cheating using the *Student Grievance Policy* as administered by the Executive Vice President of Educational Programs. The student may grieve the penalty determined by the instructor to the appropriate Dean, Educational Programs, for the reasons stated in *Policies for Student Personnel*, Section 3235 and *Student Grievance Policy* (Ed Code Section 76224), following administrative procedures for responding to grievances regarding grades.

## Multiple Offenses

When the Dean of Educational Programs: Student Support Programs (CC-222) has determined that a cheating infraction is a second such offense, he/she shall initiate institutional action. Penalties may include, in addition to those listed for a first offense, suspension from the college with a forfeiture of fees.

The Dean, Educational Programs—Student Support Programs, shall inform the student in writing of the penalty or penalties to be imposed. The student may grieve the action of the Dean by following the *Student Grievance Policy*.

### Appeals

All penalties imposed under the first and recurring offense shall be suspended during the appeal process.

### Alcohol & Drug Use Policy

The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy on alcohol and drug use:

Santa Barbara City College is committed to the success of each student and, as a college, it realizes that the use of alcohol and drugs can be a major impediment to success.

There are physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his/her life and difficulty with academic success.

The Health Services and Wellness Program offers educational programming, peer health education programs, resources and counseling, as well as referrals to community service agency counseling and rehabilitation programs.

According to the *Standards of Student Conduct*, possession, use or distribution of illicit drugs and alcohol on college property or during campus-related activities are subject to disciplinary action. This can be up to, and including, expulsion from SBCC, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in state prison.

### Animals On Campus

The college does not permit animals on campus—except “seeing eye” and “hearing ear” dogs and animals to be used for instructional purposes. At no time should dogs be left in vehicles. Animals will be controlled by the local Animal Control Department. Questions on college and municipal regulations in this area should be directed to the Campus Security Office.

### Attendance

All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may withdraw such persons in order to give their seats to non-registered students seeking admission. Also, an instructor may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring semesters, and the 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three (3) meetings, or the equivalent of one week of class attendance or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs—Student Development, Room SS-120, ext. 2237.

It is the student’s responsibility to officially withdraw online or in person in Admissions & Records prior to the published deadline. Students failing to officially withdraw may receive an “F” grade.

Further information may be obtained from the Dean, Educational Programs—Student Development, Room SS-260, ext. 2237.

### College Records

It is the responsibility of each student to:

1. Inform Admissions & Records of changes in personal data.
2. Withdraw officially from the college or drop classes when he or she stops attending and to observe established deadlines.
3. Submit legal, not fraudulent, documents.
4. Repay any money received or owed as a result of the submission of fraudulent documentation or any other reason.

## Conduct

We, at Santa Barbara City College, as members of an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice is to provide a setting in which ideas may be freely explored and objectively examined. We believe that “justice for all” can be achieved only when each person recognizes the right of all others to study, to learn, to grow and develop. The democratic educational process of free exploration of ideas must be kept free from interference. Neither coercion, intimidation, nor disruption may be allowed to interfere with the educational process.

A student enrolling at Santa Barbara City College assumes an obligation to act in a manner compatible with the college’s function as an educational institution. These regulations apply on campus and at all college-sponsored activities, or at activities sponsored by college clubs or organizations on or off campus, except where specifically limited.

*Education Code* Section 66300 states that the Board of Trustees shall adopt specific rules and regulations governing student behavior, along with applicable penalties, and that each student shall be provided with a copy of such policies. In compliance with this *Education Code* section, the Board approved Standards of Student Conduct policies. A copy of these policies is available at [www.sbccc.edu/collegeprocedures](http://www.sbccc.edu/collegeprocedures) in Admissions & Records, SS-110 and are also available from the Dean, Educational Programs—Student Support Programs, CC-222.

## Financial Aid Responsibilities

It is the responsibility of an applicant for, and recipient of, financial aid to:

1. Provide complete and accurate information regarding financial aid enrollment status, and any changes which may occur, knowing that he/she is responsible for any consequences which may result from misreporting information.
2. Understand the college’s refund policy.
3. Understand the college’s academic standards policy.
4. Repay all student loans and notify the lender of any changes in name, address, or enrollment status.
5. Perform the work that is agreed upon on acceptance of a Federal Work Study (FWS) award.
6. Submit verifiable legal documents.

## Financial Aid Satisfactory Progress Standards

Federal regulations mandate that all institutions of higher education establish minimum standards of “satisfactory academic progress” for students receiving financial assistance.

All students who apply for and receive financial assistance are expected to meet the academic standards described in Santa Barbara City College’s *Financial Aid Satisfactory Academic Progress Policy*.

Copies of the *Financial Aid Satisfactory Academic Progress Policy* are available in the Financial Aid Office, Room SS-210, or read it online at [www.sbccc.edu/financialaid](http://www.sbccc.edu/financialaid) under Downloadable Forms.

## Injury/Accident Reporting

All class-related, accidental injuries must be reported to the Student Health Services Office, Room SS-170, within 72 hours of the incident to be eligible for student accident policy insurance coverage. This coverage is limited to accidental injuries, as defined by the insurance policy, while participating in college classes or activities and is secondary to any other medical insurance the student may have. Coverage and limitations are outlined in a brochure available in the Health Services Office.

## Matriculation Responsibilities

It is the responsibility of the matriculated student to:

1. Identify a broad educational intent upon admission and a specific educational goal after completing 15 semester units of degree-applicable course work.
2. Cooperate with the college in the development of an *Individual Educational Plan* within the prescribed time period and to abide by the terms of that plan.
3. Participate in counseling if student is an undecided student, is on probation, and/or is enrolled in English, reading or math courses that do not count toward the Associate Degree.
4. Diligently attend class and complete assigned course work.
5. Complete courses and maintain progress toward an educational goal.

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## Parking & Traffic Regulations

### Permit Parking

Any student who intends to park a vehicle on campus must purchase a parking permit. A Day permit is \$30; Evening Only, \$15; Summer permits, \$15. Permits may be purchased at the Cashier's window, Room SS-150. Student parking areas are provided along Loma Alta Drive, Shoreline Drive (beach frontage) Pershing Park and in West Campus lots. Cars are to be parked in those places specifically designated for students.

### Disabled Student Parking

Certain areas on the Santa Barbara City College campus have been designated for parking by disabled/handicapped students. Those students with significant disabilities may obtain authorization to park in such areas. Disabled parking permits may be applied for through the DSPS Office, Room SS-160, 7:30 a.m. to 3 p.m., Monday through Friday. All vehicles parked in "Handicapped" zones must display the fee parking permit and a handicapped symbol. "Handicapped" zone violators will receive a \$300 citation.

### Mopeds & Motorcycles

Permits are not required for mopeds and motorcycles. However, they may be parked only in the designated areas for such vehicles on campus.

### Parking & Traffic Enforcement

In accordance with the vehicle code, parking citations will be given for illegally parked vehicles in all campus parking lots. Payments should be submitted to the Cashier's Office, Room SS-150, 8:00 a.m. to 6:45 p.m., Monday through Thursday, and Friday from 8:00 a.m. to 4:15 p.m. Illegally parked vehicles may be towed away at the owner's expense. The penalty fee schedule ranges from \$10 to \$300. If left unpaid for more than 21 days, a citation's cost doubles in price. Failure to pay for the citation or make appearance, as required, will result in further legal action.

### Bikes, Skating & Skateboarding

Students are requested by the Campus Security Office to observe the following rules and advisories regarding bicycles, roller-skating and skateboarding: (1) On campus, ride your bike on designated bike routes only; (2) have your bike registered with the City of Santa Barbara; (3) park and lock your bike in the bike racks provided; (4) bikes parked illegally will be impounded; (5) if you use

your bike for transportation to and from campus, be sure to have sufficient lights and reflectors for night riding and good visibility; and (6) no roller-skating or skateboarding is permitted on campus at any time.

## Smoke-Free Workplace Policy

It is the intent of the college's governing Board of Trustees to maintain a workplace that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College District to maintain a smoke-free campus, except for officially posted designated smoking areas. In addition, the use of smokeless tobacco is prohibited in any campus facility.

This policy pertains to students, faculty, staff, administrators, visitors and the general public attending campus events.

This policy shall apply to all SBCC facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

Temporary designated smoking areas may be set up for special events near the Garvin Theatre and Campus Center, as determined by the event coordinator and approved by the Director of Facilities.

Tobacco products shall not be commercially sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.

The campus shall make available to students, faculty, staff and administrators information about smoking-cessation programs.

Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The district's *Grievance Policy* may be used in cases of unresolved disputes regarding this policy.

Signs which designate smoking or non-smoking areas shall be posted when deemed appropriate by the Director of Facilities.

This policy is compliant with State law *AB-846*, Chapter 342, Sections 19994.30 and 19994.33, of the *Government Code Relating to Tobacco*.