

# Student Responsibilities

It is the responsibility of each student at Santa Barbara City College to be a responsible member of the college community by reading and complying with the published policies, procedures, rules and regulations of the college, as outlined in this *Catalog*, the *Schedule of Credit Classes* and other official materials, including online publications at [www.sbcc.edu](http://www.sbcc.edu). The following are some of the most frequently referenced policies and administrative procedures.

## Academic Integrity Policy (BP 5231.6; AP 5231.6)

The purpose of this statement is to expand, clarify and set forth clear levels of authority and disciplinary protocols in response to academic dishonesty, as referenced in “Adherence to Standards” section “I” of Santa Barbara City College’s *Standards of Student Conduct*.

### Definitions

Academic dishonesty is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes, but is not limited to:

*Cheating—failure to observe the expressed procedures of an academic exercise, including, but not limited to:*

- Unauthorized use of commercial “research” services, such as 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
- Unauthorized communicating with fellow students during a quiz or exam
- Copying material from another student’s quiz or exam

- Permitting another student to copy from a quiz or exam
- Permitting another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam through cell phones and texting
- Unauthorized use of another person’s data in completing a computer or lab exercise
- Using computer and word processing systems to gain access to, alter and/or use unauthorized information
- Altering a graded exam or assignment and requesting that it be re-graded; submission of altered work after grading shall be considered academically dishonest, including, but not limited to, changing answers after an exam or assignment has been returned or submitting another’s exam as one’s own to gain credit
- Attempting to hinder the academic work of another student

*Fabrication—falsification or invention of any information in an academic exercise, including, but not limited to:*

- Fabricating or altering data to support research
- Presenting results from research that was not performed; submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student
- Crediting source material that was not directly used for research
- Falsification, alteration or misrepresentation of official or unofficial records or documents, including, but not limited to, academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents

*Fraud, Misrepresentation, Lying—intentionally making an untrue statement or deceiving including, but not limited to:*

- Providing an excuse for an absence, tardiness, or late assignment with the intent to defraud the instructor, staff or the college
- Checking into an SBCC class, lab, center or other SBCC resource with the intent to defraud instructors, staff or the college
- Checking in or checking out of an SBCC class, lab, center or other SBCC resource for another student
- Using another student's SBCC identification card for use in a class, lab, center or other SBCC resource

*Plagiarism—the presentation of another's words, images or ideas as if they were the student's own, including, but not limited to:*

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source. (It is the student's responsibility to cite all sources.)
- The submission of material edited, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final work submitted must be the work of the student, not that of the editor or tutor)
- Translating all or any part of material from another language and presenting it as if it were the student's own original work
- Unauthorized transfer and use of another person's computer file as the student's own
- Unauthorized use of another person's data in completing a computer exercise

*Multiple Submissions—resubmission of a work that has already received credit with identical or similar content in another course without written consent*

*of the present instructor, or submission of work with identical or similar content in concurrent courses without written consent of all instructors involved*

*Facilitating Academic Dishonesty—assisting another to commit an act of academic dishonesty, including, but not limited to:*

- Taking a quiz, exam, or similar evaluation in place of another person
- Allowing one student to copy from another
- Attending a course posing as another student who is officially registered for that course
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this policy
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes. (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via e-mail, on the Internet or via any other media.)

*Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version or when the student claims not to know the policy or procedures.*

**First Offense in a Course or Non-Course Activity**

In course-related activities, when a student commits a first offense, decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action. If the instructor chooses further disciplinary action, the instructor shall notify the student, the appropriate department chair, and Dean, Educational Programs—Student Support Programs, of the incident and the penalties imposed on an "Academic Integrity Violation Form". The Dean, Educational Programs—Student Support Services, shall retain this documentation in his/her files.

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In non-course activities, when a student commits a first offense, the Assessment Technician or other appropriate staff member shall notify the appropriate Dean, Educational Programs, of the incident and the Dean, Educational Programs – Student Support Services, of the penalties imposed on an “Academic Integrity Violation Form”.

Penalties for the first offense may include the following:

- A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term
- Temporary exclusion from an activity or class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the class period the following day
- An additional assignment: An instructor may require the student to perform additional academic work

The student may appeal the determination of academic dishonesty and/or penalty using the Student Grievance Policy (BP 3235), as administered by the Executive Vice-President, Educational Programs.

### Multiple Offenses at the College

When the Dean of Educational Programs—Student Support Services (CC-222), has determined that an academic dishonesty infraction is a second such offense or multiple offenses, he/she shall initiate institutional action. Penalties may include, in addition to those listed above:

- Censure: A verbal reprimand or recorded written statement which details how a student’s conduct violates District or College regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action
- Disciplinary Probation: Probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

*a. Removal from any or all College organizations or offices; or*

*b. Denial of privileges of participation in any or all College- or student-sponsored events.*

- Disciplinary Suspension: The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges, including class attendance or making up work and all other student body or College-granted privileges
- Expulsion: A permanent termination of student status and all attending rights and privileges. An expelled student shall not be allowed to register in any subsequent semester without the written approval of the chief executive officer of the College

The Dean of Educational Programs—Student Support Services, shall inform the student in writing of the proposed penalty(ies) for multiple infractions of the Academic Integrity Policy. The student may request a hearing on the proposed action of the Dean of Educational Programs — Student Support Services, using the using the Discipline Appeal Procedure, outlined in AP 5231.1.

### Alcohol and 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 Student Health Services 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

Except for service animals for people with disabilities, animals are *not allowed* on campus. 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 drop such persons in order to give their seats to non-registered students seeking to enroll. 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.

### 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 the student 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 in Admissions & Records, SS-110 and are also available from the Dean, Educational Programs—Student Support Services, 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 Student 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 coursework.
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 coursework.
5. Complete courses and maintain progress toward an educational goal.

### Parking and Traffic Regulations

#### Permit Parking

Any student who intends to park a vehicle on campus must purchase a parking permit or pay for metered parking. A Day permit is \$35; Evening Only, \$20; Summer permits, \$20. Permits may be purchased for a discounted rate online at <http://pipeline.sbccc.edu>. 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 and 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 and 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, 9:00 a.m. to 6:15 p.m., Monday and Thursday, 9:00 a.m. to 6:15 p.m., Tuesday and Wednesday, and Friday from 9:00 a.m. to 1:00 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 and Skateboarding**

Students are requested by the Campus Security Office to observe the following rules and advisories regarding bicycles, rollerskating 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 rollerskating 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*.