WHERE DO I GO IF I HAVE...

...problems with other students?
Student-to-Student Mediation provides students with an opportunity to problem-solve together in a safe environment. To obtain mediation services, contact the Counseling Department at 408-848-4723. See page 9 for details. In an extreme emergency, call security. Phone numbers are listed on page 2.

...problems with an instructor or staff member?
In the educational environment, there are times when a student and a college employee (faculty/teacher/instructor, support staff, or administrator) may have a problem or issue which needs some clarification and resolution. Therefore, Gavilan College has a procedure to help students address problems and work on solutions that hopefully benefit all the people involved.

The process for resolving issues is called \textbf{THE STUDENTS’ PROBLEM RESOLUTION PROCESS} and applies to specific situations on campus. Please see page 10. We also encourage you to speak with a counselor for assistance in clarifying your issues and understanding the correct process to follow.

...problems with alleged discrimination or harassment?
Sexual harassment as well as other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics. If you feel you have experienced discrimination based upon any of these actions, you must follow a procedure available from the Gavilan College equal opportunity officer. Consult with the staff at the office of the Vice President of Administrative Services located in HR 101 or call 408-848-4731 or 408-848-4753.

...been accused of plagiarism?
See “Academic Honesty Procedures” beginning on page 6 of this booklet.
Welcome to the Gavilan College Student Community!

We are very pleased that you have made Gavilan your “College of Choice” for your higher education experience.

As a student, you will not only have much to learn from the courses you take and the field of study you are pursuing, but also about how to be successful in the college setting.

This handbook is designed to help you understand the rules, policies, procedures and information that students find helpful while attending Gavilan. As a student, you have many rights and privileges. You also assume the responsibility to learn about the college environment and to respect other students in this responsibility.

Whether you find yourself with a question about grading, where to go if you are feeling underserved, or what to do in a situation where you are having issues with a fellow student, we hope that this resource, along with the college catalog, will guide you in what to do next.

I wish you tremendous success with your academic pursuits and invite you to engage in the rich environment we have created for you here at Gavilan outside of the classroom.

Sincerely,

John Pruitt
Vice President, Student Services

Spanish translations of Gavilan College policies and procedures are available in the College Catalog and online at www.gavilan.edu/catalog.

Las reglas y los procedimientos de Gavilan College se encuentran en Español en el catálogo de Gavilan College y en la página de internet www.gavilan.edu/catalog.
Directory

Emergency/Campus Security:
  First: Dial ‘911’ (On campus, dial ‘8’ first)
  Second: Dial ‘10’ for campus emergency support
  From campus pay phone ................................................ 408-710-7490
Non Emergency Security Office - Security/Facilities (SF) Bldg. 408-848-4703

Career Technical Education, Dean’s Office .................... 408-848-4719
Counseling Office ......................................................... 408-848-4723
DRC - Disability Resource Center ........................................ 408-848-4865
Discrimination-Harassment Complaints ............................. 408-848-4731
EOPS - Extended Opportunity Programs & Services ............. 408-848-4740

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Instructional Services, Vice President’s Office .................. 408-848-4761
International Students .............................................. 408-848-4754
Kinesiology and Athletics, Dean’s Office ......................... 408-848-4876
Liberal Arts & Sciences, Dean’s Office .......................... 408-848-4701
President’s Office ..................................................... 408-848-4711
Puente Program ....................................................... 408-848-4708
Student Services, Vice President’s Office ......................... 408-848-4738
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TTY (for Deaf or Hard of Hearing) .................................. 408-846-4924
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Students’ Rights, Responsibilities and Academic Standards
Gavilan College is committed to treating all students fairly, yet, as with any complex organization, misunderstandings and conflicts can occur.

**STANDARDS OF STUDENT CONDUCT**

Reference: Education Code Section 66300 and BP 5500

Gavilan College is dedicated to promoting a harmonious learning and social environment characterized by mutual respect for all our students, staff and community. A student enrolling at Gavilan College assumes an obligation to act in a manner compatible with the college’s function as an educational institution. Students and visitors are expected to obey all federal laws that pertain to behavior on a college campus or at a campus-sponsored event.

The following standards of conduct represent reasonable expectations of student behavior and violations shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in writing by the Superintendent/President of the College.

3. The manufacture, possession, use, sale, offer to sell or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.

5. Causing or attempting to cause damage to district property or to private property on campus.

6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.

7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

8. Committing sexual harassment as defined by law or by District policies and procedures.

9. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability or any other status protected by law.

10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing or other injury to any real or personal property owned by the District or on campus.

11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.

13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.

14. Unauthorized entry upon or use of college facilities.

15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.

16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlined in Student Discipline Procedures (Administrative Procedures 5520, Education Code section 66300, 72122, 76030.)
PLCIES AND PROCEDURES

Planning on cheating?
Read this section very carefully.

ACADEMIC HONESTY
Education Code Section 66300, BP5500

Academic honesty depends upon the integrity of the students and faculty. The College itself is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically. It is the faculty's responsibility to make every reasonable effort to foster honest academic conduct. If the faculty member believes that there is evidence of academic dishonesty on the part of a student it is the faculty member's responsibility to take appropriate action in accordance with these procedures.

Students at Gavilan College have the right to know what constitutes academic honesty at the college and in each course in which they are enrolled.

- Faculty members will apprise their classes of the ethical standards required in their courses and the permissible procedures in class work and examinations.
- A statement referring to this policy as a reference for the class will be presented in the course outline (green sheet)* and/or on the individual examinations.
- Students will be informed of the consequences of violating these standards, their rights of appeal, and the procedures to be followed in the appeal.

ACADEMIC HONESTY PROCEDURES  Reference: AP 5500

The purpose of this procedure is to expand, clarify, and set forth clear levels of authority and disciplinary protocols in response to violations of the Standards of Student Conduct (BP 5500), specifically as it relates to academic honesty. These procedures guarantee the student or students involved the due process rights extended to them by state and federal constitutional protections. The procedures will be used in a fair and equitable manner, and not for purposes of retaliation.

Definition of Academic Dishonesty: The act of deliberately exhibiting a set of unacceptable behaviors that defy ethical and scholarship standards. Examples include but are not limited to:

a. Purposely allowing another student to copy from another student during a test.

b. Giving homework, term paper or other academic work to another student to plagiarize.
c. Having another persons work submitted in another's name.

d. Lying to an instructor or college official to improve a grade.

e. Altering graded work after it has been returned, then submitting the work for re-grading (without knowledge of the instructor).

f. Removing test(s) from classroom or any other place without instructor's approval.

g. Stealing tests or keys to tests.

h. Forging signatures on drop/add slips or other college documents.

**Definition of Cheating:** The act of obtaining or attempting to obtain credit for academic work through any dishonest, deceptive, or fraudulent means. Examples include, but are not limited to:

- a. Copying, in part or in whole, from another's test or other evaluation instrument or obtaining answers from another person during the test without instructor's approval.

- b. Submitting work previously presented in another course, if contrary to the written rules of the course.

- c. Using or consulting, during an examination, sources or materials not specifically authorized by the instructor.

- d. Intentionally altering, changing, misusing documents or records. Knowingly furnishing false information or generally interfering with grading procedures or instruction of a class.

- e. Any other act committed by student(s) in the course of academic work, which defrauds or misrepresents, including aiding or abetting, in any of the actions defined above.

**Definition of Plagiarism:**

- a. The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit, and representing the product as one's own work. An example can include, but is not limited to:

- b. Representing another's artistic/scholarly works such as musical compositions, writings, computer programs, photographs, paintings, drawings, scriptures, or similar works as one's own.
REPORTING PROCEDURES: When a Gavilan faculty member, responsible for a course, has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both of the above sets of definitions, it is an instructor’s responsibility to take the following steps:

a. Arrange an office conference with the student and at that time advise the student of the allegations and make him or her aware of the supporting evidence and the probable consequences. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that the student’s response is insufficient to offset the charge of academic dishonesty to the extent that the student may be excused, the instructor will inform the student of the sanctions to be recommended or assessed in accordance with this policy.

b. At the discretion of the instructor, a written report of the infraction and the sanction taken may be submitted to the Vice President of Instruction with a copy to the appropriate area Dean.

c. When a student, who has been informed of an impending conference to discuss the alleged dishonesty, fails to attend, or when the apparent dishonesty is detected near the end of the semester and the instructor makes a good faith effort to contact the student but is unable to do so, the instructor may impose the recommended sanctions and file a written report to the area Dean and Vice President of Instruction without a conference. In either case, the student’s right to appeal is preserved.

SANCTIONS: There shall be two major classifications of sanctions that may be imposed for Academic Honesty violations: Academic and Administrative. The imposition of one variety of sanction (Academic or Administrative) will not preclude the addition of the other.

- Academic sanctions will be defined as those actions related to coursework and grades. Faculty are responsible for the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Usually a form of “grade modification” will be employed.

- Administrative sanctions concerning a student’s status on campus and are acted on by the Vice President of Instruction.

Faculty Discretion: Cases involving the careless or inept handling of quoted material but falls short of the definitions of the acts of cheating and/or plagiarism as defined in this policy, may be dealt with at the discretion of the faculty member concerned.

Academic Sanctions: Before sanctions can be employed, the faculty member must have verified the instance(s) of academic dishonesty by personal observation and/or documentation. In all cases the violation should be reported to the area dean. A student may be:

a. Reprimanded orally. A student may be referred for counseling but cannot be required to seek counseling.
b. Failed in the evaluation instrument (paper or exam).

c. Reduced course grade equal to the failed instrument.

d. Referred for administrative sanctions. A faculty member may choose to refer a student to the Vice President of Instruction for disciplinary action in lieu of any academic sanction or in addition to the academic action the faculty member has taken.

**Administrative Sanctions:** As stipulated in the California Administrative Code, Sanction 41301, cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation or a lesser sanction. Administrative action involving academic dishonesty at Gavilan is the responsibility of the Vice President of Instruction according to the Standards of Student Conduct (Student Discipline Procedures, AP5520). The Vice President of Instruction will notify faculty members involved when action has been taken.

The Vice President of Instruction will respond to:

1. referrals from the faculty
2. flagrant violations of academic standards; and
3. repeat violations as brought to his/her attention by the faculty or through the student reports filed with the Vice President of Instruction.

**PROTECTION OF RIGHTS:** Nothing in this procedure is intended to deny students who come within its scope appropriate “due process”. Students have the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, Vice President of Instruction, or other decision-makers. Students have the right to appeal any decision resulting from such a meeting.

a. Academic sanctions may be appealed through the Vice President of Instruction in accordance with the Students’ Problem Resolution Process.

2 Administrative sanctions resulting in disciplinary suspension or expulsion can be appealed through the Student Discipline Procedures. (Student Discipline Procedures, AP5520) (Education Code 66017).

**STUDENT-TO-STUDENT MEDIATION**

Mediation services will provide students with an opportunity to problem-solve together in a safe environment. Trained student mediators will work with two or more students who are in conflict to reach mutually agreeable solutions. Mediation services are free and confidential.

Students wishing to become mediators can register for Introduction to Conflict Resolution (Psychology 6).

To obtain mediation services, contact the Counseling Department at 408-848-4723.
STUDENTS’ PROBLEM RESOLUTION PROCESS
Reference: AP5530

Conflict and miscommunication are, unfortunately, a fact of life. Choosing how we deal with difficult issues becomes a personal choice we all must make.

In the educational environment, there are also times when a student and a college employee (faculty/teacher/instructor, support staff, or administrator) may have a problem or issue which needs some clarification and resolution. Therefore, Gavilan College has a procedure to help students address problems and work on solutions that hopefully benefit all the people involved.

The following process for resolving issues is called THE STUDENTS’ PROBLEM RESOLUTION PROCESS and applies to specific situations on campus.

There are also times when the students’ attempt to resolve problems must follow laws determined by the Federal Office of Civil Rights. These situations include alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, color, national origin and age. If you feel you have experienced discrimination based upon any of these actions, you must follow a separate procedure available from the Gavilan College affirmative action officer. Consult with the staff at the office of the Vice President of Administrative Services located in HR 101.

The areas covered by the STUDENTS’ PROBLEM RESOLUTION PROCESS can include an issue with a grade (within Education Code 76224 limitations), poor communication or negative behavior between you and a staff member, etc. We encourage you to speak with a counselor for assistance in clarifying your issues and understanding the correct process to follow.

If your problem is with a faculty member, you need to be aware of the concept and rights surrounding “academic freedom.”

ACADEMIC FREEDOM

It shall be the policy of the college to maintain and encourage full freedom for its faculty, to teach, research and pursue knowledge subject to the applicable provisions of law.

In the exercise of this freedom the faculty member may, as provided in the U.S. and California Constitutions and other applicable laws, discuss his/her own subject or area of competence in the classroom, as well as any other relevant matters, including controversial matters, so long as she/he distinguishes between personal opinions and factual information.

Faculty shall be free from unlawful harassment or from unlawful interference or restrictions based on political views.
Faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent, except where allowed otherwise by law.

The Board shall not unlawfully inquire into, nor predicate any adverse action upon a faculty member’s personal, political or organizational activities or preferences.

The Board shall not interfere with a faculty member’s freedom of speech or use of materials in any teaching assignment, except as allowed by law.

The intent is to allow those activities protected by constitutional freedom of speech and other forms of academic freedom protected by the laws of the State of California and the laws of the United States. (From the Gavilan College Faculty Contract, Article VII, Academic Freedom.)

The college also recognizes and understands the hesitation you may feel when considering addressing a problem with an instructor. You may fear that your grade in the class may suffer, you may later need to take another course from this instructor, or that “nothing will change, so why bother?”

Because of these perceptions, you may sometimes think it is not worth trying to clear up a misunderstanding or resolve a conflict. We hope that you do try to resolve any problems, as unresolved issues take energy away from other aspects of your life.

The basic premise of any problem-solving is that you must discuss the problem with the person who is directly involved. Although this is sometimes difficult, it is the best way to resolve a problem.

This PROBLEM RESOLUTION PROCESS also requires this first step.

Preparation for your problem-solving session includes asking yourself the following:

1. What was the specific behavior with which I have a problem?
2. How did this behavior make me feel?
3. What specific actions do I want to see as part of a possible resolution?

Too frequently our emotional reactions to an incident cloud the actual behavior to which we are reacting. These common reactions can also prevent us from clearly stating what we would like to have happen as a resolution.

You can work on identifying the problem alone or work through it with a counselor, staff member or friend. This preliminary thinking should help you present your concerns in a clear and concise manner.
A Checklist for Clarifying the Issue

Date of incident(s) _____________________________

Time_________________________________________

Location______________________________________

People involved or present:

Description of incident or problem:

What actual behaviors or actions were demonstrated?

What specific words or statements were made?

How did you feel about the interactions? Example: I felt _____________ (an emotion, not a thought) when Mr./Ms. _____________ (said or did what?)

The resolution I would like to see is:

Does the solution fit the incident? Is it reasonable? Realistic?

Other thoughts on the situation:
The purpose of this procedure is to provide a prompt and equitable means to address complaints as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but are not limited to, any complaints dealing with any certificated, classified, or management employee of Gavilan College.

The areas covered by this procedure can include, but is not limited to poor communication, or negative behavior between the student and a college representative. Students with issues regarding grades must be aware of the Education Code Section 76224 (a) which govern grievances relating to course grades. The code states: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the students’ grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final”.

This procedure is not appropriate for situations regarding alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, color, national origin, and age (please refer to AP 5530).

This procedure guarantees to the student or students involved the due process rights guaranteed to them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

**STEP 1.** Within ten (10) school days of an incident, a student must meet with the person with whom they have a problem. The student may bring another person of their choice (i.e., staff, friend, student) to the meeting. This person is not to speak for the student, but can provide support and quiet encouragement.

Check ✓ when step one is complete □

*If the student is still dissatisfied, the student must notify the staff person that they will be taking the problem to the next step.*

**STEP 2.** Within ten (10) school days of Step 1, the student must meet with the department chairperson or supervisor of the person with whom they have the problem. The department chairperson or supervisor can ask the student, the students’ supporter, and the staff member to meet together, or meet separately with the student and the staff person with whom there a problem. The department chairperson/supervisor can meet with the student again to discuss the problem, review what occurred at the previous meeting (Step 1) and discuss the students’ proposed resolution. The student may bring to the meeting the same person from the first meeting to act as a supporter.

Check ✓ when step two is complete □

*If the student is still dissatisfied, the student will move to Step 3 of the process.*
Conflict and miscommunication are, unfortunately, a fact of life.

**STEP 3.** The student must meet with the dean of the related area within ten (10) school days of Step 2. This meeting will include the student, the department chairperson/supervisor, and the dean of the related area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

Check ✓ when step three is complete □

*If the student is still dissatisfied, the student will move to Step 4 of the process.*

**STEP 4.** Within ten (10) school days of Step 3, the student must meet with the Vice President of the area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

Check ✓ when step four is complete □

*If the student is still dissatisfied, within five (5) school days, the student must notify the Vice President with whom they met in step 4, that a hearing committee review is requested to resolve the issue. This request will be forwarded to the Superintendent/President of the College who, within five (5) school days from receiving the request, will convene a hearing committee at a time to be determined by the college President.*

**STEP 5.** Within five (5) school days after receiving a request, the Superintendent/President of the College will convene a committee to hear the issue.

This committee will be composed of:

a) A student appointed by the ASB

b) One faculty member from an unrelated discipline appointed by the Faculty Senate

c) One faculty member appointed by the Counseling Department chairperson

d) One member of the classified staff from an unrelated area appointed by the Professional Support Staff President

e) One area Dean or vice president from an unrelated area appointed by the college Superintendent/President

f) The department chairperson or supervisor from the area involved.
Choosing how we deal with difficult issues becomes a personal choice we all must make.

The Hearing Committee will conduct the hearing in private. They will call the student or related personnel if they think it will help resolve the problem. The committee will make recommendations for a win-win resolution and forward these recommendations to all the involved parties and the Superintendent/President of the College.

Check ✓ when step five is complete  □

If either the student or the college staff member is not satisfied with the recommendations of the Hearing Committee, the next step in the process, an appeal, will follow. The student must request an appeal within five (5) school days after the Hearing Committee’s recommendations were received by the student and the related college staff member. If not, the resolution process is closed and there is no appeal.

STEP 6  An appeal may be made to the college Superintendent/President.

This step requires that the student or the other staff member involved write a letter outlining the action taken so far and the hoped-for resolution. The College Superintendent/President will review this letter and the recommendations from the Hearing Committee. She/he will schedule and hold a private meeting with the student to discuss and, hopefully, resolve the problem.

Check ✓ when step six is complete  □

If the student or the staff member does not feel satisfied with the President’s resolution, a final step may be taken.

STEP 7.  A written appeal may be made to the college’s Board of Trustees.

The Board must respond in writing within thirty-five (35) school days of receiving the written appeal. This is the last step in the college’s Problem Resolution Process. Decisions at this level are final.

Check ✓ when step seven is complete  □
The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct (BP5500). The procedure guarantees the student or students involved the due process rights extended to them by state and federal constitutional protections. The procedure will be used in a fair and equitable manner, and it is not extended to substitute for criminal or civil proceedings that may be initiated by other agencies.

In all disciplinary actions the student will be notified of the nature of the charges against him/her, that he/she is given a fair opportunity to refute them, and that the institution will not be arbitrary in its action.

**DISCIPLINARY ACTIONS AND PROCEDURES**

The type of sanction rendered for a violation of the Standards of Conduct shall be determined by the appropriate college officials or committee. Penalties are listed in the degree of severity, but not in chronological administration. They are:

1. **Admonition**: An oral statement to student offender who has violated college rules.
2. **Warning**: Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action. Written warnings may be considered in the event of future violations.
3. **Reprimand**: Written statement of violation of a specified regulation including the possibility of more severe disciplinary action. Reprimands may be considered in the event of future violations.
4. **Disciplinary Action**: Exclusion from participation in privileges or extracurricular activities as set forth in the notice of disciplinary action.
5. **Restitution**: Reimbursement by the student for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
6. **Removal from Class**: [Education Code Section 76032] An instructor may remove a student from his/her class when the student has interfered with the instructional process. Duration will be for the day of the removal and the next class meeting.
   a. Instructors must complete the Student Removal from Class form and submit the form to the area Dean.
   b. The Dean shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Dean shall attend the conference.
   c. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will
prevent the Dean from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

7. Summary Suspension: A summary suspension is for the purpose of investigation. It is the means of relieving the campus of tension due to serious misconduct, removing a threat for the well-being of students, or removing a student or students whose presence would prevent the continued normal conduct of the college community. Summary suspension is limited to that period of time necessary to ensure that the investigation is accomplished. This summary suspension shall not exceed ten (10) school days.

8. Disciplinary Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for definite period of time. Conditions for readmission will be stated in the notice of suspension.
   - A short term suspension is exclusion from one or more classes for a period of up to ten (10) consecutive school days.
   - A long-term suspension is exclusion from one or more classes for the remainder of the school term, or from classes and activities of the college for one or more terms.

9. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if permitted, shall be stated in the order of expulsion.

**ADMINISTRATIVE CORRECTIVE MEASURES FOR MISCONDUCT**

1. Immediate Interim Suspension [Education Code Section 66017]: The President of the College or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an immediate interim suspension has been ordered, the time limits contained in these procedures shall not apply. The right to a Disciplinary Appeal Hearing (when a long-term suspension or expulsion is recommended) will be afforded to the student within ten (10) school days of the disciplinary action.

2. Withdrawal of Consent to Remain on Campus. The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off
campus. If consent is withdrawn by the Vice President of Student Services, a written report must be promptly made to the President of the College. The person from whom consent has been withdrawn may submit a written request for a Disciplinary Appeal Hearing within ten (10) school days of the withdrawal. The hearing will be conducted in accordance with the provisions of this procedure relating to Immediate InterimSuspensions. In no case shall consent to remain of campus be withdrawn for longer than twenty (20) school days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

**DISCIPLINARY APPEAL HEARING PROCEDURES**

1. **Request for Hearing.** Within five (5) school days after receipt of the President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the President of the College or designee. Appeals are only heard for long-term suspensions and expulsions.

2. **Schedule of Hearing.** The formal hearing shall be held within five (5) school days after a formal request for hearing is received.

3. **Composition of the Hearing Panel.** The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.

4. **Selection of the Hearing Panel Members.** The President of the College, the President of the Academic Senate, and the ASB President shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The President of the College shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

5. **Hearing Panel Chair.** The President of the College shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

6. **Conduct of the Hearing.** The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. A college
representative who shall be the Vice President of Student Services shall present
the facts supporting the accusation.

a. The college representative and the student may call witnesses and
introduce oral and written testimony relevant to the issues of the matter.

b. Formal rules of evidence shall not apply. Any relevant evidence shall be
admitted. Unless the hearing panel determines to proceed otherwise, the
college representative and the student shall each be permitted to make
an opening statement. Thereafter, the college representative shall make
the first presentation, followed by the student. The college representative
may present rebuttal evidence after the student completes his or her
evidence. The burden shall be on the college representative to prove by
substantial evidence that the facts alleged are true.

7. **Representation.** The student may represent him or herself, and may
also have the right to be represented by a person of his or her choice. The
student shall not be represented by an attorney unless, in the judgment of
the hearing panel, complex legal issues are involved. If the student wishes
to be represented by an attorney, a request must be presented not less than
five (5) school days prior to the date of the hearing. If the student is permitted
to be represented by an attorney, the college representative may request
legal assistance. The hearing panel may also request legal assistance; any
legal advisor provided to the panel may sit with it in an advisory capacity to
provide legal counsel but shall not be a member of the panel nor vote with
it.

8. **Confidentiality.** Hearings shall be closed and confidential unless the
student requests that it be open to the public. Any such request must be
made no less than five (5) school days prior to the date of the hearing.

a. In a closed hearing, witnesses shall not be present at the hearing when
not testifying, unless all parties and the panel agree to the contrary.

b. The hearing shall be recorded by the District either by tape recording or
stenographic recording, and shall be the only recording made. No witness
who refuses to be recorded may be permitted to give testimony. In the
event the recording is by tape recording, the hearing panel chair shall, at
the beginning of the hearing, ask people present to identify themselves
by name, and thereafter shall ask witnesses to identify themselves by
name. Tape recording shall remain in the custody of the District at all
times, unless released to a professional transcribing service. The student
may request a copy of the tape recording.

c. All testimony shall be taken under oath; the oath shall be administered by
the hearing panel chair. Written statements of witnesses under penalty
of perjury shall not be used unless the witness is unavailable to testify. A
witness who refuses to be tape-recorded is not unavailable.
9. **Decision.** Within ten (10) school days following the close of the hearing, the hearing panel shall prepare and send to the President of the College a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

**APPEAL PROCESS AFTER HEARING PANEL DECISION**

**Long-term suspension.** Within ten (10) school days following receipt of the hearing panel's recommended decision, the President of the College shall render a final written decision. The President of the College may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President of the College modifies or rejects the hearing panel's decision, the President of the College shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the President of the College shall be final.

**Expulsion.** Within ten (10) school days following receipt of the hearing panel's recommended decision, the President of the College shall render a written recommended decision to the Board of Trustees. The President of the College may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President of the College modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The President of the College decision shall be forwarded to the Board of Trustees.

The Board of Trustees shall consider any recommendation from the President of the College for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

- The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)
• The student shall be notified in writing, by registered or certified mail or by personal service, at least three (3) school days prior to the meeting, of the date, time, and place of the Board’s meeting.

• The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

• Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

• The Board may accept, modify or reject the findings, decisions and recommendations of the President of the College and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**COMPLAINT PROCESS NOTICE**

Most complaints, grievances or disciplinary matters can be resolved at the campus level. This is the quickest and most successful way of resolving issues involving a California Community College (CCC). You are encouraged to work through the campus complaint process FIRST.

Issues that are not resolved at the campus level may be presented:

- to the Accrediting Commission for Community and Junior Colleges (ACCJC) at http://www.accjc.org/complaint-process if your complaint is associated with the institution’s compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.

- to the CCC Chancellor’s Office if your complaint does not concern CCC’s compliance with academic program quality and accrediting standards by completing the web form at http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx.


Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints.
Below are the Gavilan College Board of Trustees’ approved policies, which present a broad vision of the relationship between the college and the student. We have highlighted portions of the college policies that directly relate to students. For a complete copy of the policies, stop by the personnel office or the office of the superintendent/president.

Revision of Administrative Regulations: Any regulation issued by the administration of the college shall have the same force as those printed in the catalog and shall supersede, after notice has been given, any ruling on the same subject which may appear in the printed catalog or other official bulletins of the college.

ACCESSIBILITY   Gavilan College is an accessible campus. All the classroom buildings, the Library/Tutoring Center, the administrative buildings, and the Student Center are accessible to individuals with physical disabilities. Ramps provide access to upper and lower levels. Mobility assistance can be provided for students with disabilities. Designated parking is provided for vehicles displaying a state issued disability placard/parking permit. Call (408) 848-4823 or (408) 848-4865 for tram service.

AIDS/HIV   “The Gavilan Joint Community College District is committed to providing a safe as well as fair, sensitive and nondiscriminatory environment which is in compliance with Federal, State and local restrictions. The Gavilan Joint Community College District will treat all employees and students equally without regard to their HIV-antibody status or the presence of AIDS disease. An individual with AIDS, or who tests positive for the HIV antibody, will not be denied employment or enrollment for instruction in the district as long as he/she is able to perform in accordance with the respective standards of each position. The District will not deny a person who has AIDS, or tests positive for the HIV antibody, any benefits to which he/she is eligible. Persons with AIDS, or who are perceived to have such conditions, are considered protected under state and federal law and shall be provided with accommodations necessary to meet their disability-related needs. A student with AIDS may be served through state-funded Disability Resource Center if the condition imposes functional limitations that impede access to the educational process. The medical records of a student are confidential and such information may not be related without the written consent of the individual, except as provided by law.

There is no medical necessity to advise co-workers or students of the presence of a person with AIDS or a positive HIV-antibody test. Persons with AIDS or a positive
HIV-antibody test result shall not be denied equal access to student unions, cultural or athletic events, dining areas, gymnasium, swimming pools, recreation facilities, or other common areas. Persons with AIDS or a positive HIV-antibody test result shall be given assistance in obtaining referrals to appropriate medical care and counseling.

The Gavilan College Child Development Center shall follow guidelines developed by the Centers for Disease Control for education and care of children with AIDS or a positive HIV-antibody test result.

The Gavilan College Vice President of Student Services shall move quickly and effectively to deal with any incident of harassment or psychological or physical abuse inflicted on students or employees who may have or are suspected to have AIDS or a positive HIV-antibody test. The coordinator of Student Health Services will serve as a spokesperson to answer questions about its AIDS policies and will be prepared to address the social questions, civil rights issues, and public health considerations. (Personnel, Section 3.03)

**AUTHORITY OF INSTRUCTORS**  Gavilan College instructors have full authority in their classrooms. Every student is expected to attend classes and to satisfy the instructor that the work of the course is being performed in a systematic manner.

Students whose classroom behavior is inappropriate may be removed from the class for the day of the removal and the next class meeting (See Student Discipline Procedures on page 16 of this publication.) Any student who refuses to leave a classroom when requested to do so by the instructor or an administrator of the college is subject to disciplinary action.

Students who feel that an instructor's authority has been misused may seek due process by initiating the Student's Problem Resolution Process.

**POLICY FOR CHILDREN ON CAMPUS**  Education Code AP 6800

Gavilan College welcomes children to our campus when they are enrolled in course offerings or are accompanied by a parent, legal guardian, or adult caregiver and under appropriate supervision. Our facilities are open to the public, a situation which might present risks to children. It is the College's goal to maintain a safe and welcoming environment for both children and adults.

The following guidelines exist:

- A child not yet in high school must be under the supervision of an adult who assumes responsibility for him or her unless the child is officially enrolled/participating in a Gavilan course or program.

- Except in situations where young people are officially enrolled/participating, parents, guardians and adult caregivers are responsible for being with children at all times and must monitor all activities and behavior of their children while on campus.
• Any child found unattended will be reported to the Gavilan Security Office and/or the Sheriff’s Department.

• Adult students and employees should plan for childcare as children are not intended to be a part of the classroom learning environment or workplace at Gavilan College.

**COMPUTER USE**  *Reference: BP 3720*

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President of the College shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

**ILLEGAL DISTRIBUTION OF COPYRIGHTED MATERIALS**  *Reference: AP 3720*

Gavilan College students are prohibited from using the College's computers and information network to illegally download or share music, video, and all other copyrighted intellectual property. Gavilan College supports the Higher Education opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material.

Illegal forms of downloading and file sharing as well as the unauthorized distribution of copyrighted materials are violations of the law and Board Policy as contained in the Standards of Student Conduct and may subject a student to academic and/or disciplinary sanctions from the college as well as criminal and civil penalties, including a lawsuit by the Recording Industry Association of America (RIAA).

**DISABILITIES**

**SERVICES FOR STUDENTS WITH DISABILITIES**

The Disability Resource Center (DRC) provides services and classes that equalize educational opportunities for students with disabilities as they move toward their educational or vocational goals.

Students requiring academic or physical accommodations because of visual, physical, learning and/or other verified disabilities should contact the DRC at (408) 848-4865.

Services include note taking, academic, career and vocational counseling, referral services, learning skills evaluation, vocational classes, specialized tutoring, registration assistance, mobility assistance, vocational preparation and job placement, test taking facilitation, sign language interpreting, real-time captioning, job coaching, assistive computer technology and training and alternate media services.
AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE
If you have a verified disability and need academic materials in an alternate format or other services, contact the Disability Resource Center at 408-848-4865 or the Vice President of Student Services for assistance.

TITLE VI, TITLE IX AND AMERICANS WITH DISABILITIES ACT/SECTION 504/508
To file complaints in the following areas please contact the Equal Opportunity Officer, Joseph D. Keeler, Vice President of Administrative Services, HR 101 (408-848-4731) or the Director of Human Resources, HR103 (408-848-4753).

The areas are:
- Civil rights complaints (Title VI)
- Gender equity, sex discrimination/harassment complaints (Title IX)
- Persons with disabilities discrimination complaints (ADA/Section 504/508)

NON-DISCRIMINATION The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

DRUG FREE SCHOOLS AND CAMPUSES ACT
District Policy AP 3550 prohibits “the use, distribution, sale or possession of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District of colleges.” Gavilan College complies with the Drug-Free Schools and Campuses Act of 1989 and the Drug-Free Workplace Act of 1988.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Standards of Student Conduct and Discipline Procedures. Any District employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Gavilan College is in compliance with the Federal Education Rights and Privacy Act of 1974 as amended (sometimes called the Buckley Amendment) and California Title V regulations (SB 182). The following is in effect:

1. Official academic, discipline, and other necessary records are maintained on all students who have applied to attend Gavilan College.

2. Official records are maintained by and in the Admissions and Records Office.

3. Official records will be released only on written request or written permission of the student and upon payment of any and all fees and charges due the college, except as provided by law.

4. The following directory information may be released by Gavilan College without written consent of the student:
   a. name of student
   b. dates of enrollment/attendance at Gavilan College
   c. date of graduation and degree or certificate awarded.

   The release of any further information will require written permission of the student, except as provided by law. Students may notify the Admissions and Records Office in writing within the first week of each term that such information indicated in (a), (b), and (c) above is not to be designated as directory information with respect to that student.

5. Students have the right to review their own records. Challenges to these records are required in writing to the Vice President of Student Services. Challenges will be acted upon by the Vice President, and action will be filed with the student’s records, but not released with said records. In the case of disagreement, the Students’ Problem Resolution Process of the college will be followed.

Copies of the complete Federal and State Regulations and the Students’ Problem Resolution Process are available through the Admissions and Records Office and may be reviewed by students by appointment with the Vice President of Student Services or Director of Admissions and Records. The Students’ Problem Resolution Process is available in the appendix of the Catalog, online and in the Student Rights, Responsibilities and Academic Standards booklet available through the office of the Vice President of Student Services.
FINANCIAL AID POLICIES

Ability to Benefit Test: Any student who lacks a high school diploma, GED or the equivalent, must take and pass an “Ability to Benefit (ATB)” test in order to be eligible for financial aid. Gavilan College’s placement assessment will not satisfy this requirement. Students will be required to take an additional test to satisfy Ability to Benefit regulations. Sign up for the test at the Financial Aid Office (SC 124). Students who have completed at least 6 degree-applicable units may satisfy this requirement for ATB.

A student whose primary language is not English has the option of taking an alternative test designed for limited English proficient students. This test is the Combined Language Skills Assessment (CELSA) test. Any student who does not receive a passing score on the ATB or CELSA may retake the test after fifteen (15) days. Tests and financial aid are given throughout the entire semester. Sign up for the test at the Financial Aid Office (SC 124).

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS:

These standards apply to financial aid applicants only.

The Gavilan College Financial Aid Office is required to measure your academic progress toward a certificate, associate or transfer degree program twice per year. If you are not pursuing one of these programs, you are not eligible for financial aid.

UNIT COMPLETION REQUIREMENT CHART FOR FINANCIAL AID:

<table>
<thead>
<tr>
<th>Units Attempted (Spring/Fall)</th>
<th>Enrollment Status</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>12+</td>
<td>Full time</td>
<td>9</td>
</tr>
<tr>
<td>9-11.5</td>
<td>Three quarter time</td>
<td>8</td>
</tr>
<tr>
<td>6-8.5</td>
<td>Half time</td>
<td>6</td>
</tr>
<tr>
<td>1-5.5</td>
<td>Less than half time</td>
<td>All attempted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Units Attempted (Summer)</th>
<th>Enrollment Status</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5+</td>
<td>Full time</td>
<td>3.5</td>
</tr>
<tr>
<td>3.5-4</td>
<td>Three quarter time</td>
<td>3</td>
</tr>
<tr>
<td>2.5-3</td>
<td>Half time</td>
<td>2.5</td>
</tr>
<tr>
<td>.05-2</td>
<td>Less than half time</td>
<td>All attempted</td>
</tr>
</tbody>
</table>

Course successfully completed: A, B, C, D, Pass
Course not successfully completed: F, W, I, RD, IP, No Pass

Students’ Rights, Responsibilities and Academic Standards
A maximum allowable time frame of 150% of your program length is permitted. This is equivalent to 3 years or 6 semesters of full time enrollment for an A.A., A.S. or transfer degree program. This is equivalent to 1.5 years or 3 semesters of full time enrollment for a certificate program.

**MAXIMUM ALLOWABLE TIME FRAME:**

<table>
<thead>
<tr>
<th>Academic Goal</th>
<th>Average number of units required to achieve the degree or certificate</th>
<th>The maximum number of units you may attempt is: (150% of program length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>60 units</td>
<td>90 units</td>
</tr>
<tr>
<td>General Ed for Transfer</td>
<td>60 units</td>
<td>90 units</td>
</tr>
<tr>
<td>Certificate Program</td>
<td>30 units</td>
<td>45 units</td>
</tr>
</tbody>
</table>

Students who are approved for excess units and who later fail to meet requirements are subject to ineligibility. Students who fail to maintain a 2.0 GPA or complete required units are subject to financial aid probation or disqualification. Students can appeal by submitting a request directly to the Financial Aid Office. If an appeal is denied, students must follow a reinstatement process defined by the Financial Aid Office. It is essential for a student to obtain complete financial aid information directly from the Financial Aid Office.

View the complete SAP Policy in the Financial Aid section of the 2011-13 Gavilan College Catalog or online at http://www.gavilan.edu/finaid/sap.

**PROHIBITION OF HARASSMENT AND HATE CRIMES**  
*Reference: Education Code sections 212.5; 66252; 66281.5*

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

**LIBRARY  Education Code Section 78100, AP 4040**

When a complaint is received concerning the merits of materials in the Library, it shall be addressed first to the Librarian. The Library may refer the matter to the Vice President of Instructional Services for consideration and action. If necessary, he shall advise the Superintendent/President and the Board of Trustees of any complaints so received and disposition of the complaint.

**OPEN ENROLLMENT  Reference: Title V, sections 58106, 58108**

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid shall be fully
open to enrollment and participation by any person who has been admitted to the college and who meets all prerequisites. Class enrollment is limited by size of facility and program content. Gavilan College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

**PARKING**  There are two types of campus parking permits - daily and semester. Day permits are available from coin-operated machines located in parking lots A, E, H and at the south entrance to campus. No parking fees are charged at the Morgan Hill or Hollister sites. Semester permits are purchased from Admissions and Records during registration and throughout the year.

Student parking is permitted on campus in designated areas only. Traffic rules and regulations are available from the Gavilan College Security Department. Parking regulations are strictly enforced and tickets are issued for violations. The California Vehicle Code applies to all vehicles on campus and is enforced by local law enforcement and campus security.

**PHOTOGRAPHY, VIDEO AND AUDIO RECORDINGS**  Audio, video, and photographic recording of classes or meetings may only be done with the consent of faculty or staff responsible for the classes or meetings.

**CAMPUS POSTING POLICY  Education Code AP 5550**

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of the Vice President of Student Services, ASB advisor or designee. Materials displayed shall be removed after the passage of ten (10) days.

**REFUND POLICY AND PROCEDURE**  Gavilan College shall not issue refunds for courses dropped past the second week of instruction in the regular terms, not beyond the first week of instruction during the summer session and, for short term courses, not beyond 10% of the course meetings.

<table>
<thead>
<tr>
<th></th>
<th>Fall/Spring Semester Refund</th>
<th>Summer Session Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first week</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>During second week</td>
<td>100%</td>
<td>None</td>
</tr>
<tr>
<td>During third week</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Refund Date for short-term courses: Short-term courses must be dropped before 10% of the course meeting times have passed. For one- or two-day courses, this date will occur before the start of the course.

Refunds of the enrollment fee, Student Center use fee and/or tuition are automatically processed when a student withdraws or when classes are cancelled. Refunds of $10.00 or less are left on the student's account. There is a minimum four-week processing time for all refunds to be received by mail.
Note: Students wishing to receive a refund of the parking fee must bring the parking permit to the Admissions and Records Office. The same refund deadlines also apply to parking fees.

REFUNDS OF STUDENT BODY CARDS Anyone requesting an ASB card fee refund must obtain the written approval of both the ASB advisor and the Vice President of Student Services.

WITHHOLDING RECORDS FOR NON-PAYMENT OF FINANCIAL OBLIGATIONS Gavilan College may withhold grades, transcripts, diplomas, registration privileges, or any combination thereof, from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the college (e.g., returned checks, book loan payments, outstanding library books, etc.). Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

SEXUAL ASSAULT Sexual assault can happen to anyone, anywhere and at anytime. Gavilan College is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know, have been the victim of sexual assault, notify Campus Security at (408) 710-7490. Confidential counseling is available on campus through Counseling at (408) 848-4723 or Student Health Services at (408) 848-4791. Off-campus confidential counseling is available through the Community Solutions crisis line: 1-877-363-7238.

SMOKE-FREE BUILDINGS Education Code BP 6500 Smoking is permitted only in designated areas. Smoking is prohibited inside all buildings. Smoking is also prohibited in all college-owned vehicles. Tobacco products shall not be sold on campus either through vending machines or campus establishments. Implementation of the campus smoke-free environment policy will be the responsibility of every student, faculty member, staff person and visitor on campus.

TRANSCRIPTS Transcripts of a student’s permanent academic record are released only with written authorization of the student. Telephone and email requests are not accepted. The first two copies are free. Additional copies may be ordered for a fee.

VOCATIONAL ENGLISH SKILLS Limited English language skills will not be a barrier to admission to and participation in vocational education programs.
ACADEMIC INFORMATION

ACADEMIC STANDARDS

Dean's List: Special recognition is accorded students who maintain a 3.0 (B) grade point average during any semester in which they accumulate at least 12 graded (A, B, C, D, F) units at Gavilan College. Dean's List achievement shall be noted on the student's transcript.

President's Honor Roll: Special recognition is accorded to students who earn a 3.5 or higher grade point average during any semester in which they accumulate at least 15 graded units (A, B, C, D, F) at Gavilan College. President's Honor Roll achievement shall be noted on the student's transcript, and additional special recognition shall be given.

Standards for Probation: Academic Probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if the student has earned an accumulated grade point average below 2.0.

Progress Probation: A student who has enrolled in a total of at least 12 semester units as shown by the official academic records shall be placed on progress probation when “W,” “I,” “NC” and “NP” recorded entries reach or exceed fifty percent (50%) of all units in which a student has enrolled.

Removal from Probation: A student who is on academic probation for a grade point deficiency shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation because of an excess of units for which entries of “W,” “I,” “NC” and “NP” are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%).
Standards for Dismissal: A student who is on academic probation shall be subject to dismissal from the college if the student earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC” and “NP” are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

A student who has been dismissed may petition for reinstatement with a written petition. The petition will be reviewed by a counselor. A decision can include continued enrollment, continued enrollment with a reduced unit load for a predetermined period or dismissal from the college for a predetermined period of time. Petitions are available from the counselors and the Admissions and Records Office.

A student deficient in grade points who transfers to Gavilan College from another college will be admitted on probationary status and allowed to remain as long as a 2.0 or higher grade point average is maintained.

Academic Renewal: In accordance with state guidelines, academic renewal may be accomplished in one of two ways:

1. Repeat a course graded “D”, “F”, “NC” or “NP”. The grade and units of the first attempt will remain on the student’s permanent record but will be annotated to show that they are no longer computed in the grade point average.

2. Petition for renewal of a maximum of three terms of substandard course work which is not reflective of the student’s demonstrated ability. To be eligible for renewal, the following criteria must be met:
   a. A period of two years has elapsed between the time of the petition and the date of the course work to be renewed.
   b. Subsequent to the semester being renewed, the student must complete either:
      - 30 or more units with a grade point average of 2.0 or
      - 24 units with a grade point average of 2.5 or
      - 18 units with a grade point average of 3.0

No grade or course will be removed from the student’s permanent record. However, the record will be annotated to show that the coursework for that term is not computed in the grade point average. Subject completion, but not unit value, will be allowed for any course completed satisfactorily in the term(s) to be renewed for the purpose of satisfying requirements for a certificate or degree. (All work, including the semester(s) for which academic renewal has been granted, will be computed in determining honors (3.50) at graduation.

For updates to Gavilan College Policies and Procedures, please visit the college website at www.gavilan.edu/catalog.


**ADDING AND DROPPING CLASSES AP 5075**

**Adding Classes:** After the specified registration period concludes, courses may be added only with written permission from the Vice President of Student Services or designee. The student must have a written note from the instructor stating that the student has either been attending class the entire time and/or has the instructor’s permission to add the class at this late period for some other reason. An instructor’s signature and/or initials is not sufficient. Add cards for 16-week classes will not be signed after the 3rd week of instruction.

If a student is in doubt about whether they are registered, they should ask the instructor to check the roster or visit the Admissions and Records Office.

**Withdrawal Policy:** Students may withdraw from a course by submitting a drop card to the Admissions & Records or by completing the drop process via self-service Banner on the Gavilan College website at www.gavilan.edu.

The following grading practices apply when withdrawing from a course:

- A student who withdraws from a course prior to 30% of the class meetings being held will receive no grade of record.
- A student may withdraw from a course and receive a grade of “W” prior to completion of 75% of the class meetings for the course; thereafter, the student will receive whatever grade they would have earned, based upon the entire semester’s work.
- A student may withdraw from a course up to four times and receive a grade of “W”; after a fourth “W”, the student will receive the grade they would have earned, based upon the entire semester’s work.
- A withdrawal may be excluded from the four-time maximum limit in the case of extenuating circumstances such as natural disasters or other circumstances beyond the control of the student including verified cases of accident or illness.

**COURSE CONFLICTS** Students with class conflicts must have a note from 1) either both instructors stating they are aware of the conflict or 2) the instructor of the class the student will leave early/arrive late. The note must state what steps will be taken to make up time/work or if there are no conflicting problems.

**CATALOG RIGHTS** Students who maintain continuous attendance status may, for purposes of meeting graduation requirements, elect to meet the requirements in effect at:

1. The time of entrance to Gavilan College, or
2. The most recent catalog

Developing new course curricula is an ongoing process. After the catalog has been printed, new and revised courses and majors may be available. These changes will
be available on the web version of the catalog, as it is a “living document.” Consult with a counselor if your area of study has changed.

Continuous attendance is defined as enrollment in at least one credit course per academic year. An academic year begins during the summer term (Summer-Fall-Spring).

Attendance at another accredited institution of higher learning is not considered an interruption, providing the absence from Gavilan College does not exceed four (4) years.

A student who is absent for at least three (3) consecutive terms, including the summer term, is considered to be a returning student for purposes of “catalog rights” and must follow the graduation requirements in effect at the time he or she returns.

**ATTENDANCE STANDARDS** Students at Gavilan College are expected to attend all classes for which they are enrolled.

Students missing one more class hour than the unit value for a particular course without making prior arrangements may, at the instructor’s option, be dropped without possibility of credit.

Students who do not attend the first class session may be dropped from class in order to admit other students desiring to enroll. If it is necessary for a student to miss more than three consecutive class periods, a Leave of Absence Petition Form should be obtained from the Admissions and Records Office.

The petition must be approved by all the student’s instructors and returned to the Admissions and Records Office. Ordinarily, a petition for leave of absence will not be granted for more than two weeks. Prolonged absence, even when excused, may result in grade penalties, since the student is still responsible for course requirements.

**COURSE SYLLABUS** A course syllabus is an outline of expectations, major projects, test and assignment due dates, attendance policies, and other pertinent information established for an individual course by the instructor. Students should read and review their course syllabus for each course and keep it handy throughout the semester for quick reference.

**COURSE AVAILABILITY** Every course, course section or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the district, shall be fully open to enrollment by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title V of the California Administrative Code, unless specifically exempted by statute.

Gavilan College provides special registration assistance to disabled and disadvantaged students in compliance with Title V of the California Administrative Code, Section 504 of the Federal Rehabilitation Act and the Americans with Disabilities Act.
Students' Rights, Responsibilities and Academic Standards

COURSE REPLICATION BP 4225, Title 5, Sections 55040-55045, 58161

For updates to Gavilan College Policies and Procedures, please visit the college website at www.gavilan.edu/catalog.

Students may repeat courses in which substandard grades (less than “C”) were earned in accordance with Title 5, sections 55040-55045. The limitations on course repetition and the processes for repeating courses are enumerated in administrative procedures.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under certain circumstances, students may repeat courses in which a “C” or better grade was earned. The special circumstances are defined in administrative procedures.

- Students may repeat courses in which substandard grades (D, F, NC or NP) were awarded.
- Students may repeat twice any course for which a substandard grade (D, F, NC or NP) has been received with the following limitations:

First Repeat: For the first repeat, student may self-select to repeat a course with a substandard grade without counselor approval.

Second Repeat Request: The student must meet with a counselor to review the reasons for the previous failures to complete the course with a satisfactory grade (A, B, C, CR or P). The counselor may require that the student receive special services (such as tutoring or assistance in one of the specialized skill labs) as a requirement of repeating the course again. Alternatively, the counselor may recommend enrollment in an earlier course in the course sequence as a condition of repeating the course again. When appropriate, the counselor may recommend that the student attempt an alternate course to satisfy the same educational objective (such as a different course that will satisfy the same general education requirement).

If, in the opinion of the counselor continued attempts to improve the substandard grade seem warranted, the student will be allowed to repeat the course. The counselor will sign a “Request to Repeat a Course Under Special Circumstances” form. The student must then file the signed form with the Admissions and Records Office.

- Upon completion of a repeated course, the most recent grade earned will be computed in the cumulative grade point average and the student’s academic record so annotated.
- Third Repeat Request: Students may petition to repeat a course a third time for which a substandard grade (D, F, NC, NP) has been received if extenuating circumstances exist. Extenuating circumstances include verified cases of...
accidents, illness or other events beyond the student’s control. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student’s grade point average although course content of the most recent attempt will be applied to graduation requirements if applicable.

The process is the same as for the second repeat request. The student must meet with a counselor and obtain his/her signature on a “Request to Repeat a Course Under Special Circumstances” form. Then the student must file the signed form with the Admissions and Records Office.

- Students may repeat courses for which a passing grade (A, B, C, CR or P) has been received under the following special circumstances:

  1. Repetition is necessary in order to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade and grade points received each time shall be included for purposes of calculating the student’s grade point average.

  2. The course is a repeatable course, as described in Administrative Procedure, AP 4227.

  3. The previous grade is the result of extenuating circumstances such as verified cases of accidents, illness or other events beyond the control of the student. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. The grade and grade points received shall be included for purposes of calculating the student’s grade point average.

  4. A significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student’s grade point average.

  5. The college has established a recency prerequisite. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student’s grade point average.

- When a course has been repeated under any of the above circumstances, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

- Procedures for petitioning to repeat a course will be published in the Gavilan College Catalog.

- The specific courses or categories of courses, if any which are exempt from course repetition shall be made available to students upon request.

- Students may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.
• Gavilan will accept for course repetition the passing grade and units of a course subsequently repeated at another accredited college or university. A Petition for Academic Renewal, signed by a Gavilan College counselor, and an official transcript from the other college is required.

• Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Recency Policy A student may repeat a course if a significant lapse of time has occurred since the course was taken. A Request to Repeat a Course Under Special Circumstances, signed by a Gavilan counselor, is required. Grades and grade points for courses repeated under this provision shall not be counted in calculating a student’s grade point average. See the college catalog for more information.

COURSE PREREQUISITE A prerequisite is a measure of readiness for a course or program that a student is required to meet as a condition of enrolling in a course or program. Successful completion (a grade of “C” or better) of the prerequisite is required.

Course Prerequisites are developed by faculty members and accepted by the Gavilan College Curriculum Committee with the intent of promoting student success. Courses are individually reviewed to assure that prerequisites are a valid measure of readiness for student success.

Challenge of Prerequisite: Students who have reason to believe that they have already fulfilled a prerequisite, or that a prerequisite has been improperly established or implemented, may challenge the prerequisite. The student is responsible to provide compelling evidence to substantiate the challenge claim. Challenge forms are available at the Admissions and Records Office and must be completed and returned to the Vice President of Instruction prior to the first day of classes.

The challenge will be reviewed and a decision made within five working days or the student shall be allowed to enroll in the course, provided there were seats available at the time the form was filed. However, the student may enroll in the challenged class (if there are seats available) immediately after filing the form with the Vice President of Instruction by presenting a copy of the Prerequisite Challenge Form at registration. If the challenge is not upheld, the student must drop the course and may apply for a refund of fees. For further information regarding the prerequisite challenge, contact a counselor.

COURSE ADVISORY An advisory is a measure of readiness for a course or program that is recommended a student meet in order to enroll in a course or program. Successful completion with a “C” or better is strongly recommended.

Course advisories are developed by faculty members and accepted by the Gavilan College Curriculum Committee. Courses are individually reviewed to assure that the advisories assist a student to efficiently and successfully complete the course. The departments and the Curriculum Committee have concluded, after review of content, that the advisory or its equivalent is strongly recommended.
UNITS

Definition of a Unit: Units of credit are based upon the Carnegie Unit, which requires a minimum of 3 hours of course-related work per unit of credit each week throughout a 16-week semester.

During a 16-week semester at Gavilan College, a typical 3 unit lecture class will meet an average of 3.3 hours per week for classroom instruction and require an additional 6.7 hours per week of outside work (reading, library research, problem-solving, projects, term papers, etc.) for a total of approximately 10 hours of course-related work per week (or 160 total hours for the course). This time requirement increases to 27 hours per week during a 6-week summer session.

Units of credit earned in laboratory/activity classes are also based upon the 3 hours per week per unit ratio.

A typical full-time load is approximately 15 units per semester, requiring a minimum of 720 hours of course-related work when class lectures, labs and outside homework are combined. This will vary somewhat, based upon assignments, individual goals and academic ability, but each student is encouraged to budget adequate time for required study.

Degree Versus Non-Degree Units: Gavilan College has designated certain courses “non-degree appropriate.” This means that units earned in selected courses will not count toward an associate’s degree. This information is contained in the course descriptions in the Catalog.

Full-term Semester Unit Loads:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>Less than half-time student</td>
</tr>
<tr>
<td>6-8</td>
<td>Half-time student</td>
</tr>
<tr>
<td>9-11</td>
<td>Three-quarter time student</td>
</tr>
<tr>
<td>12+</td>
<td>Full-time student (12 units is the minimum number of units to be eligible for full veteran’s benefits, Dean’s List and intercollegiate athletic competition)</td>
</tr>
<tr>
<td>15</td>
<td>Full-time student (President’s Honor Roll eligibility).</td>
</tr>
<tr>
<td>18</td>
<td>Must have minimum GPA of 2.5 and counselor’s approval.</td>
</tr>
<tr>
<td>19</td>
<td>Counselor’s approval required. Appeals by students will be directed to the Vice President of Student Services or designee.</td>
</tr>
</tbody>
</table>

Summer and Intersession Unit Loads:

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5.99</td>
<td>Full-time student</td>
</tr>
<tr>
<td>6</td>
<td>Must have a 2.5 GPA and counselor’s approval</td>
</tr>
<tr>
<td>more than 6</td>
<td>Counselor’s approval required. Appeals by students will be directed to the Vice President of Student Services or designee.</td>
</tr>
</tbody>
</table>
What is a grade point average (GPA) and how is it calculated?

**GRADES** Reference: AP 4230

The GPA is the college’s method of assigning numerical value to the grades you receive for your coursework so that all students’ work is evaluated in the same manner. The GPA is computed by dividing the total grade points by the total number of units attempted.

Your GPA will be calculated at the end of each semester and cumulatively (all semesters to date). Your transcripts and grade record will show whether you have attempted a class, completed or withdrawn from a class, repeated a class (to replace previous grades of D, F, NC or NP), the total number of units you have attempted and completed, and grade points associated with each grade. Grades from other colleges are not included.

Sample Grade Point Information:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>MW</td>
<td>Military Withdrawal</td>
</tr>
</tbody>
</table>

The previously used CR and NC grades have been replaced by the P and NP grades of record.
**Challenging a Grade:** The removal or change of an incorrect grade from a student’s record shall only be done upon authorization by the instructor. No grade may be challenged by a student more than one year from the end of the term in which the course was taken. Exceptions may be considered on an individual basis with evidence of extenuating circumstance provided to the Vice President of Instructional Services or the Superintendent/President of the college. See the college catalog for more information.

**GRADING OPTIONS**
Courses offered under the pass/no pass (P/NP) grade option are determined by the Gavilan College Board of Trustees and cited in the catalog.

Students receiving the pass (P) grade must have achieved the course objectives equivalent to at least a “C” grade in order to receive the units of credit assigned to the course. The grade point average of a student receiving a pass (P) or no pass (NP) grade will not be influenced.

A Pass/No Pass course is not included in consideration for honors such as Dean’s List or President’s Honor Roll. See page 31 for additional information.

For some courses, students have the option of selecting a final grade of pass/no pass or a traditional letter grade of “A”, “B”, “C”, etc. Review the course description in the Catalog to determine which courses are designated as having this option.

Before selecting a grading option, students should consider the following:

- Once the option has been selected, the student’s decision is final and irreversible.

- To select one option over another, a student must complete the Grading Option form and file it with the Admissions & Records Office prior to the NRS (No Record Shown) date for the course. This date is 30% of the course length. Short-term classes are calculated differently (See Admissions and Records).

- If the student opts for a P/NP final grade, the units are not included in the semester GPA but are considered for the purposes of probation and dismissal.

- A P/NP grade is not used in consideration of honors.

- A total of 20 units of P/NP graded units (not including those courses required by the major which are designated P/NP only) may be applied to an associate’s degree or certificate.

- The student should carefully consider the transferability of P/NP units to other institutions. Some universities may not accept any P/NP courses and others limit the amount of P/NP units that will be accepted. Please consult a counselor before selecting the Pass/No Pass option.