

STUDENT CONDUCT

Students are encouraged to access the services they need to support their personal, and professional career goals. At the same time, students are expected to conduct themselves in a manner compatible with the College's function as an educational institution and demonstrate the following:

1. Respect among all student, faculty, classified staff and administration.
2. Responsibility for reading and following Gavilan College rules and regulations:
 - a. Read Schedule of Classes and Gavilan College Catalog for all appropriate deadlines and frequently asked questions. Schedule may be located on the Gavilan website at <http://www.gavilan.edu/schedule/index.html>. The catalog may be located on the Gavilan website at <http://www.gavilan.edu/catalog/index.html>.
 - b. It is the responsibility of the student to drop a class. A student should not assume that he/she has been automatically dropped from any class, or that the student's instructor has dropped the student from the class.
3. Professional conduct in the classroom by:
 - a. Reading and following the course syllabus.
 - b. Attending all classes and arriving to class on time.
 - c. Completing assignments, projects on time.
 - d. Doing your own work and never plagiarizing the work of others.
 - e. Meeting with your instructor during office hours as needed to clarify course requirements and/or resolve any issues not resolved in class.
 - f. Behaving in a respectful, cooperative manner with faculty, staff, and fellow students.
4. Respect for all program guidelines and requirements.



Your Responsibilities...

21 Simple Rules To Live By As A Gavilan College Student

Standards of Student Conduct

*Education Code Section 66300 and 66301
ACCJC Accreditation Standards I.C.8 and 10*

The Superintendent/President of the Gavilan Joint Community College District, Vice Presidents, or designee, shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The following conduct 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 by the Superintendent/President of the District.
3. Unlawful 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 District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
12. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
13. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
15. Academic dishonesty, such as but not limited to: cheating, plagiarism (including plagiarism in a student publication).
16. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon or use of District facilities.
18. Lewd, indecent or obscene conduct or expressions on District-owned or controlled property, or at District-sponsored or supervised functions.
19. 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.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure



POLICIES AND PROCEDURES

Academic Integrity

Academic Honor Code

Gavilan College is safe, nurturing community committed to teaching and learning. We expect faculty, staff and students to act with integrity and honesty. Therefore incidents of academic dishonesty and inappropriate conduct are taken very seriously.

Academic Honesty

Education Code Section 66300, BP 5500 (Pending Board Approval)

Academic honesty depends upon the integrity of students and faculty. The District itself is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically. Faculty may take appropriate action if student dishonesty is suspected.

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 highlight ethical standards required in their courses and the permissible procedures in class work and examinations.
- The course outline/syllabus and/or individual examinations will refer to this policy.
- 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 (Pending Board Approval)

This procedure expands, clarifies, and sets 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 due process rights extended to students 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 one's work during a test.
- b. Giving homework, term paper or other academic work to another student to plagiarize.
- c. Having another person's work submitted in one'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