

**LASSEN COMMUNITY COLLEGE DISTRICT
BOARD POLICY**

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Student Services Programs

Student Services provides a variety of programs and services to assist the student in a college career. The following programs and services are represented in Student Services.

1. Admissions and Records
2. Articulation
3. Career Counseling
4. Child Care Center
5. Counseling
6. Disabled Student Program and Services (D.S.P.&S)
7. Extended Opportunity Program and Services (E.O.P.&S)
8. Financial Aid
9. Health Services
10. Matriculation
11. Residential Life
12. Student Life
13. Transfer Services
14. Veterans

Reference: Administration-Lassen Community College

Adopted: 03/17/87
Revised: 11/10/98
Reviewed: 10/11/05
Reviewed: 06/27/2006

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Non Discrimination – Student Personnel

It is the policy of the Lassen Community College District to provide an educational environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges or the Federal Government.

It is the policy of the Lassen Community College District to provide an educational environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment.

It is also the policy of the Lassen Community College District to prohibit the unlawful retaliation against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination policy.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion or termination of contract.

Complaints of discrimination by students and staff shall be referred to the District's complaint resolution procedures which are available in the District's Human Resources Office, the Office of the District President/Superintendent and the Office of the Vice President of Student Services. (See Regulation 5---).

Copies of this policy and the complaint resolution procedures on unlawful discrimination will be displayed in a prominent location in the main administrative building or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted.

Legal Authority: Cal. Govt Code §§ 11135-11139.5
Cal. Educ Code §§ 66250 et seq.
Cal. Code Regs., Tit.5, § 59300 et seq.

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681)
Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794)
The Americans with disabilities Act of 1990 (42 U.S.C. § 12100 et seq.)
The Age Discrimination Act (42 U.S.C. § 6101)

Adopted: 01/13/04
Reviewed: 06/27/2006

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Admission Requirements

Lassen Community College District shall admit the following students:

1. California residents who are high school graduates who possess a diploma, Certificate of Proficiency, or a General Education Development Certificate.
2. Non-high school graduates, the definition for which is any person over the age of 18 who in the judgment of the governing board can profit from the instruction offered in a college.
3. Special Admit students, the definition for which is any person under the age of 18 without a high school diploma who in the judgment of the Governing Board can profit from the instruction offered in a college. Admission of these students shall be in accordance with the approved procedure that includes as a minimum:
 - Completion of the college assessment process (See Procedure)
 - Certificate of the parent and/or legal guardian (See Procedure)
 - Certificate from the student's Superintendent/Principal (See Procedure)
 - Completion of required forms from both the Admissions and Records Office and the Counseling Department.
4. Inmates of any city, county, or city and county jail, road camp, farm, or federal correctional facility who meet the admission criteria.
5. International students who qualify in accordance with the Lassen Community College District policy 5166 on international students.
6. Out-of-state students, who fulfill the qualifications of (1) or (2) stated above.
7. Non-discrimination: It is the policy of the District neither to discriminate against, nor exclude from participation in any benefits or activities related to registration, enrollment, or any other phase of the instructional program or student activities, any otherwise qualified person on the grounds of ethnic group identification, religion, gender, age, color, or physical or mental disability.

Legal Reference: Education Code 72011, CAC Title 5, Sections 5903, 76000, 76001, 76002, 48800.5, 70901, 84810.5

Adopted: 03/17/87
 Revised: 11/10/98
 Revised: 12/14/04
 Reviewed: 10/11/05

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Auditing of Courses

The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section. If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15.00) per unit per semester.

Auditing of classes is permitted. Instructor approval is required, and a fifteen dollar per unit auditing fee will be assessed for auditing classes.

Students enrolled in classes for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester.

No students auditing a course shall be permitted to change enrollment in that course from audit to credit.

Priority in class enrollment shall be given to students desiring the class for credit.

Students who audit a class are not eligible for state apportionment, and the instructor must maintain a separate roll sheet. Students who enroll on an audit basis may not be counted toward the class enrollment.

Legal Reference: Education Code 76370

Adopted: 03/17/87
Revised: 1/10/98
Reviewed: 10/11/05
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Residence Requirements

Residence determination shall be made for each student at the time applications for admission are accepted and whenever a student has not been in attendance for more than one semester. A student must by the combination of act and intent establish residency in California for at least one year and one day immediately preceding the opening day of instruction of the semester in which the student proposes to attend college.

Residence will be determined according to the regulations and requirements set forth in the Education Code and California Administrative Code.

Legal References: Education Code 68015, 68017, 68018, 68044, 68060, 68062, Title V

Adopted: 03/17/87
Revised: 11/10/98
Reviewed: 10/11/05
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Establishing California Residency

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of California for one year immediately preceding the residence determination date for the term during which the student proposes to attend a California Community College.

To establish residence, there must be a union of act and intent the act is necessary to establish legal residence is physical presence in California for one year prior to the residence determination. Indications of that intent include but are not limited to the following:

1. The possession of a California driver's license.
2. Ownership of a vehicle registered in California.
3. A voter registration in California.
4. A maintained active savings or checking account in the State of California.
5. A record of filing a California income tax return.
6. A continuous presence in the state, which requires not leaving for any purpose except vacation or temporary employment.
7. An intention to become a California resident.
8. The ownership of residential property or continuous occupancy or letting of apartment on a lease basis.
9. A W-2 form with a California address.
10. The possession of a California hunting or fishing license.
11. A financial independence from a parent or guardian. This concept involves the following:
 - a. not be claimed on parent or guardian's income tax return for the school year;
 - b. not receive more than \$750 in support from parents or guardians in any one year;
 - c. not live with parents or guardian for more than six weeks in any one year.

Students must petition for resident status through the Office of Admissions and Records. The registrar is authorized to evaluate information presented by the applicant for the purpose of determining residency.

Legal Reference: Education Code 68017, 68022, 68023, 68043, 68062, CAC Title V, Section 54024

Adopted: 09/20/76
 Revised: 03/17/87
 Revised: 11/10/98
 Reviewed: 10/11/05
 Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Military Personnel Residency

1. General Rule

- a. Active members of the military who are present in California under military orders, except those assigned to California for educational purposes, are exempt from nonresident tuition for the duration of their enrollment at a community college.
 1. There is no requirement for the military person to establish residence; however, the student must be on active duty assigned to California as of the residence determination date.
 2. If the military person becomes separated from the military service, he or she would be required to provide evidence of intent to establish California residence for a minimum of one year prior to the residence determination date.
 3. A student who was a member of the military stationed in California on active duty for more than one year immediately prior to being separated from the military is entitled to resident classification for up to one year for the time he or she resides in California. This one-year waiver after the military persons' discharge allows the time necessary to establish residence. After the one-year waiver, the student would provide evidence as to his or her California residence.
- b. Being the child, stepchild or spouse (dependents) of the military person, does not, of itself, entitle the student to resident status. In fact, only clear and unambiguous evidence of an intention to abandon the old domicile and adopt a new residence will be sufficient for a person who comes to California as a dependent of a member of the armed forces of the United States who comes to a jurisdiction in obedience to orders. A one-year waiver period is provided for dependents to establish residence.

Reference: ECS 68074, 68075, 68075.1; Title V 54041, 54042

Adopted: 11/10/98
Revised: 10/11/05
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Authority to Determine Residence

Admission and residency information will be evaluated by the Registrar. Applicants who do not qualify for California residency will be charged the non-resident community college fee set by the District, an enrollment fee, and other related fees. Applicants may file a written appeal with the Associate Dean for Student Services.

Non-resident Tuition

A fee shall be charged non-resident students in accordance with Board Policy 3360.
Legal Reference: Education Code 76140

Foreign Students

Foreign students will be charged the same non-resident fee as all other non-resident students. Exceptions may be made by the Associate Dean of Student Services in accordance with Board Policy 3360.

Legal Reference: Education Code 76142

Collection of Fees

Based upon the number of units certified by the Registrar, community college non-resident fees are due and payable at the time of registration to the business office, based upon the number of units certified by the Registrar.

Admission in Error

Non-resident students subject to payment of community college non-resident tuition who have been admitted to a class or classes in error without payment of the fee, shall be excluded from such class or classes upon notification pending payment of the fee. For the purpose of this rule only, notification consists of oral or written advice from the Registrar of the college to the student prior to the end of the fourth week of the semester, academic quarter, session, or period of enrollment.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 10/11/05
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Falsification of Residence Information

Non-resident students who have been admitted to a class or classes without payment of the fee because of falsification of information submitted by or for them shall be excluded pending appeal procedures from such class or classes upon notification. For the purpose of this rule only, notification consists of oral or written advice to the student and such notification may be given any time. Students excluded because of falsifications shall not be readmitted during the semester or session from which they were excluded, nor shall they be readmitted until all previously incurred tuition obligations are paid.

Collection of Fees Following Falsification

It is the policy of Lassen Community College District Governing Board to vigorously pursue collection of payment of non-resident fees, the payment of which was avoided by falsification. Following reports to the Board, the Dean of Administrative Services is authorized to initiate action or to request action in the appropriate courts of law in order to collect the fees.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 10/11/05
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

International Students

Definition of International Student

An international student at Lassen Community College is defined as one who is in this country on a student visa and who may return to his or her home country upon completion of his or her studies.

General Admission Standards for International Students

1. To show proficiency in the English language, oral and written, a minimum score of 450 on the TOEFL (Test of English as a Foreign Language) or an equivalent measure of English proficiency.
2. To have acquired a twenty-four hour health insurance and student I.D. card.
3. To have sufficient funds immediately available to pay tuition and fees in advance. An explanation of one year's financial need will be sent with the college application form.
4. To submit the completed Lassen Community College health form to the admissions office.
5. To comply with admission regulations. No registration will take place until all requirements are met.

Any international student deficient in English may expect a fifteen unit load limitation.

International students who do not score a minimum 500 TOEFL, or equivalent, may be evaluated for English proficiency and may be placed in the appropriate English language course.

Applicants on Visas Issued for Other Institutions

International students with an academic deficiency from a college or university may be admitted after a review of their particular circumstances and upon approval of the Dean of Student Services.

Insurance Coverage for International Students

Each applicant tentatively accepted for admission shall be required to purchase health and accident insurance coverage for a minimum period of one year. This insurance will be made available during registration.

Adopted: 09/20/76
 Revised: 03/17/87
 Revised: 11/10/98
 Revised: 10/11/05
 Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Definitions of Student Status

- Full-Time Student – A student enrolled for 12 or more units of credit.
- Part-Time Student – A student enrolled for fewer than 12 units of credit.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Open Enrollment

It is the District policy that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is reported for state apportionment, whenever offered and maintained by District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title V of the California Administrative Code, Sections 59300 et seq. Additionally, except as permitted by statute, the establishment or offering of classes or programs to specialized groups or populations is strictly prohibited.

Adopted: 03/17/87
Revised: 11/10/98
Revised: 03/09/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Registration

Prior to each session, Lassen Community College District shall provide a regular registration period, the dates of which shall be published and advertised. The Associate Dean of Student Services or designee is responsible for formulating procedures regarding registration.

A student is not permitted to register for more than 18 units without written permission of the Associate Dean of Student Services or designee.

Adopted: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Special Registration Assistance and Priority Enrollment

Special Enrollment Assistance

Basic fixed cost administrative services associated with the ongoing administration and operation of the DSPS program are required to provide multiple student support services. One of these is registration assistance relating to on or off-campus college registration, including priority enrollment assistance, application for financial aid and related college services (Title 5, section 56026).

Reflecting the intent of Title 5, section 56026, it is the policy of the Board of Trustees that all DSPS students shall be provided any special registration assistance and a priority in enrolling in any and all classes each semester. Priority enrollment shall be provided at least 5 working days before the first day of regular enrollment/registration.

Outreach, Orientation, and Registration Services: Priority Enrollment

Title 5, section 56232 states, each college receiving EOP&S funds shall provide access services to identify EOP&S eligible students and facilitate their enrollment in the college. Access services shall include at minimum:

- (a) outreach and recruitment to increase the number of EOP&S eligible students who enroll at the college.
- (b) orientation to familiarize EOP&S eligible students with: the location and function of college and EOP&S programs and services; the college catalog, application, and registration process, with emphasis on academic and grading standards, college terminology (e.g., grade points, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions.
- (c) registration assistance for priority enrollment pursuant to section 58108 (Title 5 56232).

Reflecting the intent of Title 5, section 56232(c), it is the policy of the Board of Trustees that all EOP&S students shall be provided a priority in enrolling in any and all classes each semester. Priority enrollment shall be provided at least 5 working days before the first day of regular enrollment/registration.

Authority: Title 5, sections 56026, 56232 & 58108

Adding Classes

Students may add classes that are not closed through the end of the first calendar week of instruction without the instructor's approval. After that period of time, the student may add only with the instructor's approval.

A student must be officially enrolled to attend classes. Each student must attend the first three class meetings or the student's name may be removed from the class roll.

A student may add a closed class with the approval of the instructor.

Adopted: 03/17/87
Revised: 11/10/98
Revised 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Confidentiality of Student Records

The Office of Admissions and Records maintains documents and information required to prepare records of students' academic performance. The confidentiality of student records shall be maintained in accordance with the Education Code and in compliance with federal regulations as outlined in the Family Education Rights and Privacy Act.

Legal Reference: Education Code 76200 et seq.

Adopted: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Policy Governing Release of Information Concerning Students

No instructor, official, employee, or Governing Board member of Lassen Community College shall release any information concerning any student past or present, to any person or organization except under judicial process or with the authorization of the designated records' officer.

Information concerning a student may be released under the following circumstances:

1. To a student currently enrolled or previously enrolled - access to that student's records.
2. To in-house college employees with legitimate educational interests.
3. In connection with a student's application for or receipt of financial aid.
4. To state and local officials or authorities for which such information is specifically required to be reported or disclosed pursuant to Education Code sections 76243 and 76244.
5. To parents or legal guardians of a dependent student who is currently enrolled or previously enrolled, to that student's records.
6. Where the student gives written authorization for release of information. This must be notified that transmittal of this information to others is prohibited.
7. Subject to regulations of the federal government in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
8. For directory information, which includes name, athletic honors, scholastic honors, Associated Student Body activities and extracurricular activities. Public notice if directory information must be given at least annually of the categories listed, and students must be informed that they have the right to refuse release of one or more of these categories.
9. No information pursuant to a student's records shall be released by telephone.

All such information received by an authorized recipient listed above must be kept confidential by that recipient and must not be further released by such recipient.

Policy Governing Release of Information

In compliance with California law, a student will be given the right to challenge the accuracy of his/her records.

Legal Reference: Education Code 76200, 76210, 76240, 76243, 76244, CAC Title V, Sections 54600 et seq.

Adopted: 02/29/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Transcripts

Transcript requests shall be made in writing to the Office of Admissions and Records. The first two transcripts are free.

The Governing Board authorizes the Office of Admissions and Records to assess a charge of \$3.00 for additional transcripts and to charge an additional fee of \$5.00 for “express transcript service”.

Legal Reference: Education Code 76223

Transcripts will be withheld for any indebtedness due the District until satisfactory repayment arrangements are made with the District’s Business Office.

Reference: Lassen Community College District Board Policy-Financial Holds, #3390

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Withholding of Student Academic Transcripts

Students in default from receipt of a Stafford or Supplemental Loan for Students while attending Lassen Community College will have academic transcripts withheld until satisfactory repayment arrangements are made with their lender and notification is received from the lender. (Satisfactory arrangements generally means 12 continuous payments or Paid in Full).

Adopted: 08/04/92
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Attendance

An enrolled student is a student who has been admitted to college and is officially enrolled in one or more courses. Students must recognize their responsibility to attend the classes in which they are enrolled. Although the responsibility for withdrawing from a course rests with the student, students must realize that instructors may drop a student for non-attendance. Should the student find it necessary to be absent from class, prior arrangements should be made with the instructor to complete all assignments.

No Shows

An enrolled student who has not attended one or more courses at any time.

Reference: T5 58004 (c) (1)

Drops

An enrolled student who has canceled enrollment in a course or for whom such disenrollment has been initiated by the instructor or other college authority in accordance with Title V Section 55202 and college policy for failure to meet adequate preparation or pre/co-requisite requirements.

Reference: Administration, Title V 58004, 58202, 58508

Student Withdrawal (from a course)

A withdrawal in this context has the same meaning as a drop (as indicated above) initiated by the student.

Withdrawal from College

Withdrawal is defined as an enrolled student who has initiated action to cancel enrollment in all courses or who has had such action initiated by college personnel in accordance with college procedures.

Adopted: 09/20/76

Revised: 03/17/87

Revised: 11/10/98

Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Review of Academic Progress

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Situations creating concern should first be discussed directly with the instructor. If this action does not produce adequate clarification of the issue and a satisfactory resolution, a student may process an appeal. The appeal process is administered by the Assistant Superintendent/Vice President of Instruction.

Reference: Administrative-Lassen Community College

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Academic Grade Point and Probation

Academic Grade Point Probation

A student who has accumulated a total of 12 or more semester grade units shall be placed on academic probation if the student's cumulative grade point average is below 2.00. A student placed on academic probation who earns at least a 1.75 grade point average during the semester on probation, but whose cumulative grade point average is still below 2.00, will be permitted to continue for three more consecutive semester without being academically disqualified (dismissed).

Academic Progress Probation

A student who has enrolled in a total of at least 12 cumulative semester units and who has been assigned final grades of "W", "I" and "NC" in fifty percent (50%) or more of those units shall be placed on progress probation. A student may be on progress probation not more than three consecutive semesters without being disqualified (dismissed). Course work completed prior to July 1, 1989 will not be used in calculating the progress probation status for any student.

Notification of probationary status will appear on the student's semester grade report and on the transcript of academic work.

Removal from Probation

Students on probation are advised to consult their counselor regarding the appropriate course of action to follow to be removed from probation.

Students who believe that their placement on academic probation is the result of an error may appeal in writing to the Dean of Student Services or designee.

- a. Academic: A student 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.
- b. Progress: A student on progress probation because of an excess of units for which entries of "W", "I", and "NC" are recorded shall be removed from probation when the percentage of units in this category drops below fifty percent (50%). "W", "I", and "NC" are only conditions for removal from probation.

Academic Grade Point and Probation

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Reference: Administration-Lassen Community College

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Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Academic Dismissal

A student whose academic performance falls under one or more of the criteria listed below shall be subject to academic disqualification and dismissal from the College:

1. A cumulative grade point average of less than 1.00
In 12 or more units
2. A semester grade point average of less than 1.75 during any semester the student is on probation
3. A student whose total percentage of “W”, “I”, and “NC” grades reaches or exceeds fifty percent (50%) of the total units attempted for three consecutive semesters.
4. A student whose cumulative grade point average is less than 2.00 for each of three consecutive semesters.

Academically disqualified students who are dismissed from the College shall not be reinstated until one semester has elapsed after dismissal unless a petition stating extenuating circumstances existed preventing satisfactory academic progress.

An academically dismissed student must apply for readmission when returning to the College. If readmitted, the student will enter on probationary status and will continue to be subject to the standards for probation and dismissal cited above.

Notification of academic disqualification status will appear on the student’s end-of-semester grade report and transcript.

Reference: Administration-Lassen Community College

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Suspension of Students

Education Code Section 76030 authorizes the Governing Board, the College President or designee, or an instructor to suspend a student for good cause. If President or designee, or an instructor to suspend a student for good cause. If such suspension is imposed by an instructor, it shall be for no more than two class periods and shall be reported immediately in writing to the Associate Dean of Student Services for appropriate action. (See Board Policies 5365, 5380, 5381).

The Superintendent/President or the Associate Dean of Student Services shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is situated of any acts of the student which may be in violation of Section 245 of the Penal Code.

At the student’s request, a hearing may be conducted by the Associate Dean of Student Services; a final appeal to the Governing Board is available to the student.

No student shall be removed, suspended or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance or pursuant to Penal Code Section 502 or other laws specifically authorizing such.

Legal Reference: Education Code 76030, 76031, 76032, 76033, 76034, 76035

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Long-Term Suspensions and Expulsions

A. Right to Impose Long-Term Suspensions or Recommended Expulsions

Following the procedure set out below, the college Superintendent/President or designee:

1. May suspend any student from the college for a period of time not to exceed two (2) calendar years and may impose such lesser sanction as may be authorized by this policy, or
2. May recommend that the Lassen Community College Governing Board expel a student from the college.

B. Procedures Before Imposing Long-Term Suspensions or Recommending Expulsion

1. Notice Letter

The college Superintendent/President or designee shall initiate disciplinary procedures that may lead to long term suspension or expulsion by registered or certified mail or personally delivering a letter addressed to the student. The notice shall do the following:

- a. Set out a statement of the charges against the student which shall identify the cause for which discipline may be imposed.
- b. Notify the student of the student's right to a hearing and the time and place of the hearing.
- c. Give the student the following information:
 - i. The student may be accompanied at the Hearing by an advisor of the student's choice.
 - ii. The advisor may act on behalf of the student at the hearing.
 - iii. Consistent with the terms of this policy, the advisor may be an attorney.
 - iv. If the advisor is an attorney, the student must inform the Superintendent/President or designee of the name and address of the student's advisor.

- v. If the advisor is an attorney, the student has 5 days to provide the information listed in c.iv above.

The notice letter may be amended at any time with respect to the information described above. Such amendment may include deletions, additions, or other changes in the prior notice letter. In the event the amendments would require the student to prepare a defense which is substantially different from that required by the prior notice letter, the Superintendent/President or designee may postpone the hearing for a reasonable time which should not exceed ten (10) school days. In the event the notice letter is amended after the hearing has commenced, the committee or hearing officer hearing the matter may continue the hearing for a reasonable time, not to exceed ten (10) school days.

3. Hearing Procedures

a. Informal Resolution

Reasonable efforts should be made to resolve the matter informally. After an informal discussion the student may decide to waive a right to the hearing and accept a sanction, with respect to discipline as recommended by the Superintendent/President or designee. The student may accept the sanction without admitting the student engaged in the conduct charged. Should the student not accept the sanction, the matter shall proceed to hearing.

b. Hearing Conducted by Campus Disciplinary Committee

The student may waive the student right to be represented by an attorney. In such event, the Superintendent/President or designee shall establish a three-person Campus Disciplinary Committee which shall consist of a college administrator, who shall serve as the committee chairperson and hearing officer, two (2) other Lassen Community College employees selected by the college Superintendent/President.

c. Time Limits Applicable to Hearings

The hearing shall ordinarily be convened within ten (10) school days after the date the written notice of disciplinary action was mailed or given to the student. The committee will conclude the hearing within two (2) school days and will then present a recommendation of the action to the college President.

d. Authority of Committee

The committee shall:

- i. Make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence.
- ii. Maintain an orderly hearing and permit no person to be subjected to abusive treatment. The committee may eject or exclude anyone who refuses to be orderly.

e. Evidence

The hearing need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions.

Only evidence received at the hearing shall be considered by the hearing officer or disciplinary action committee.

f. Conduct of Hearing

Both the student and the student's advisor and the college representative shall be entitled to present relevant evidence and to question witnesses presented by the other.

The student shall not be required to give self-incriminating evidence and no inference of guilt shall be drawn by reason of not giving evidence on this ground. In the event the student chooses to offer any testimony at the hearing, however, the student shall no longer have this privilege.

g. Decision

Following presentation of evidence the committee shall privately consider the evidence with all other persons excluded and shall prepare a written report to the Superintendent/President or designee. The report, which shall ordinarily be submitted to the

Superintendent/President or designee within two (2) working days of the termination of the hearing, shall contain the following:

- i. A summary of the facts as found by the committee, and a determination that the student did or did not commit the acts charged.
 - ii. A finding that the act did or did not constitute one of the causes for discipline.
 - iii. A recommendation of discipline, if any.
 - iv. Such further reports that the committee may consider appropriate and relevant to the issue.
- h. Recording of the Hearing

The college will record the hearing. A Certified recorder may be used.

The policy of confidentiality shall not preclude the college from taking any action following appropriate procedures against any person of entity on the basis of evidence developed at the hearing.

3. Decision of the Superintendent/President or Designee

The Superintendent/President or designee shall review the report of the hearing officer or Committee, and its recommendations, if any. The Superintendent/President or designee may accept the sanction recommended by the committee; may adopt a lesser sanction; or may, if necessary, refer the matter back to the hearing officer or committee for further findings on specified issues; or, after a review of the record, may adopt a more severe sanction. The Superintendent/President or designee shall normally render the decision within three (3) working days of the receipt of the recommendation of the committee.

The student shall be provided a written copy of the Superintendent/President decision. The report of the hearing officer or committee shall be made available to the student upon request.

4. Discipline Which May be Imposed

a. Suspensions or Lesser Sanctions

The Superintendent/President or designee may suspend up to two (2) calendar years, place on probation, or give a lesser sanction to any student following procedures set forth above.

b. Expulsion

If the college Superintendent/President determines that a student should be expelled, the student may accept the sanction or may appeal that decision through the Superintendent/President to the Governing Board.

If the student accepts the sanction, the Superintendent/President shall refer the matter to the Board for final decision.

Unless the Board determines otherwise, the Board's review of the matter shall be limited to the record on file and no other evidence may be submitted for consideration.

5. Removal of Consent to Remain on Campus

Students who are expelled or suspended on the basis of conduct which disrupted the orderly operation of the college may be denied access to all or any part of the college or any other facility owned by the college:

- a. In case of expulsion, for up to five (5) years.
- b. In case of suspension, for the duration of the suspension period.

6. Procedures After Disciplinary Action

At the conclusion of any disciplinary matter pursuant to this Article, a report in summary of the matter shall be filed with the Superintendent/President.

Legal Reference: Education Code 66017, 66300, 76030, and 76033

Adopted: 05/16/89
Revised: 11/10/98
Reviewed: 06/27/2006

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Expulsion/Readmission

The Governing Board shall take action to expel a student from a community college in accordance with the provisions of the Education Code.

The Governing Board will consider readmission of any former student expelled pursuant to the Board Policy upon the presentation of evidence to the Associate Dean of Student Services to substantiate the student's ability to profit from instruction.

Legal Reference: Education Code 76030, 76033

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Rules of Conduct

Lassen Community College students are expected to conduct themselves, both on campus and at off-campus functions, in an exemplary manner. Breaking of state and federal laws will be reported to the police. Police and court action will not eliminate college sanctions for breaking college regulations. Misconduct, for which students are subject to disciplinary action, includes but is not limited to the following:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alterations, or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, community service activities, extra and co-curricular activities, or other authorized events.
4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.
5. Theft of or damage to college property, its officers, employees, students or visitors.
6. Unauthorized use of college facilities.
7. Violations of college policies and regulations, including those concerning the registration of a student organization, the use of college facilities, or the time, place, and manner of public expression.
8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling or possessing same on college property or at events sponsored by the college.
9. Failure to comply with directions of college officials acting in performance of their duties.
10. Gambling on college property.
11. Hazing or any act that injures, degrades, or disgraces any person in attendance at the college.

Computer-related crimes: A student may be subject to disciplinary sanctions up to and including dismissal for commission of any computer-related crimes as specified in Section 502 of the Penal Code or as specified in District policies and regulations. Such crimes include, but are not limited to, the following:

- a. Knowingly access without permission, or alter, damage, delete, destroy or otherwise use any data, computer, computer system or computer network in order to devise or execute any scheme or artifice to defraud, deceive or extort, or wrongfully control or obtain money, property or data.
- b. Knowingly access and without permission take, copy or make use of any data from a computer, computer system or computer network, or take or copy any supporting documentation, whether existing or resident internal or external to a computer, computer system or computer network.
- c. Knowingly and without permission use or cause to be used computer services.
- d. Knowingly access and without permission add, alter, damage, delete or destroy any data, computer software or computer programs which reside or exist internal or external to a computer, computer system or computer network.
- e. Knowingly and without permission disrupt or cause the disruption of computer services or deny or cause the denial of computer services to an authorized user or a computer, computer system or computer network.
- f. Knowingly and without permission provide or assist in providing a means of accessing a computer, computer system or computer network in violation of this section.
- g. Knowingly induce any computer contaminant into any computer, computer system or computer network.

Reference: Administration- Lassen Community College

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Discipline

The Dean of Student Services Shall exercise general supervision over the conduct of students, as outlined in Board Policy 5380. Any college administrator may warn or suspend a student when circumstances warrant such action. In all cases involving suspension or a request to expel, a copy of the report shall be forwarded to the Superintendent/President.

Although an instructor may instruct a student to leave the classroom for disruptive behavior on any occasion, the instructor may not expel a student permanently from a class without following the disciplinary procedures outlined in this section.

Although the seriousness of the case will dictate the action to be taken, the types of disciplinary actions which may be taken are as follows:

- a. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- b. Censure: Written reprimand for violation of specified regulations.
- c. Conduct Probation: Exclusion from participation in designated privileges or extracurricular college activities or use of specified campus facilities for a designated period of time.
- d. Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- e. Interim Suspension: Exclusion from classes and other designated privileges or activities, pending final determination of all alleged violations.
- f. Suspension: Exclusion from classes by teachers and other designated privileges or activities for a definite period of time.
- g. Expulsion: Permanent termination of a student's Status without possibility of readmission to the college.

Legal Reference: Education Code 66300

Adopted: 09/20/76
 Revised: 03/17/87
 Revised: 11/10/98
 Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Dormitory Rules of Conduct and Discipline

A. Rules of Dormitory Conduct

Students who reside in the college-operated residence hall are expected to exhibit good behavior and conform to the residence hall rules and regulations. Breaking of state and federal laws will be reported to the police. Police and court action will not replace college sanctions for breaking college regulations.

Misconduct for which students are subject to disciplinary action include the following:

1. Physical abuse, fighting, threat of bodily harm, or abusive language or behavior which threatens the health or safety of any person.
2. Possession of alcohol, or intoxication from the use of alcohol or the unlawful distribution or sale of alcohol on college property.
3. Possession of unlawful drugs or being under the influence of unlawful drugs or unlawful distribution or sale of drugs on college property.
4. Theft of property from the college, its offices, employees, students, employees, or visitors.
5. Vandalism to college property or the property of students, employees, or visitors to the college.
6. Unauthorized entry or use of college facilities, including the dormitory, by a student or a student's guest.
7. Failure to maintain health and safety standards in the dormitory room or common area.
8. Possession of firearms, weapons, or explosives, except as provided for in Board Policy 6900 – Firearms Policy.
9. Failure to pay residence hall billings.
10. Other behavior, which in the view of the Director of Student Life and the Associate Dean of Student Services, poses danger or threat to other students, the college, its property, and staff.

B. Types of Disciplinary Action

The Associate Dean of Student Services shall exercise direct supervision over the conduct of students living in college-operated residence hall. In addition to the disciplinary action described below, students responsible for the theft, damage, or vandalism acts will be required to make restitution.

The types of disciplinary action will depend on the severity of the misconduct, and may include any or all of the following:

1. Warning – Written notice to the student that continuation or repetition of specified conduct may be the cause for further disciplinary action. The notice may be given by the Associate Dean of Student Services, or designee.
2. Letter of Reprimand – from the Associate Dean of Student Services. Written notice to the student stating that the behavior is unsatisfactory.
3. Suspension of Campus Privileges - Written notice from the Associate Dean of Student Services which: restricts a student’s participation in campus-sponsored activities and use of recreational facilities; and excludes the student from visiting the residence hall.
4. Exclusion from the Dormitory – Written notice from the Associate Dean of Student Services permanently excluding a student from the residence hall. The student must vacate the premises within 48 hours of the receipt of this notice. After that time any possessions remaining in the dormitory will be stored. Students excluded from the dormitory may not visit the dormitory.

Adopted: 02/07/89
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Organizations

In accordance with the provisions of Education Code Section 76060, the Governing Board of Lassen Community College District approves the organization of the Associated Student Body to be governed under the provisions of the constitution adopted by this organization.

If a student body association has been established at a community college as authorized by Section 76060, the governing body of the association may order that an election be held for the purpose of establishing a student representation fee of one dollar (\$1) per semester. The election shall be held in compliance with regulations of the Board of Governors of the California Community Colleges and shall be open to all regularly enrolled students of the community college. The affirmative vote of two-thirds of the students voting in the election shall be sufficient to establish the fee. However, the election shall not be sufficient to establish the fee unless the number of students who vote in the election equals or exceeds the average of the number of students who voted in the previous three student body association elections.

The association shall encourage students to participate in the governance of the college and may conduct any activities, including fundraising activities, as may be approved by the appropriate college officials. The student body association may be granted the use of community college premises and properties without charge, subject to any regulations that may be established by the governing board of the community college district.

Legal Reference: Education Code 76060, 76060.5, 76062

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Associated Student Body Organization

The organization known as “The Associated Student Body” is recognized as the official body representing all students and has the following purposes:

1. To promote the general welfare of the students.
2. To guarantee equality of opportunity among the students.
3. To offer an experience in the practice of democratic government.
4. To encourage student participation in planning and direction of the student activities as permitted under the Education Code of the State of California and the policies of the Governing Board of Lassen Community College.
5. To encourage students participation in shared governance.

Duly registered students attending classes in this college and holding Associated Student Body activity cards will be members of the association.

The Associate Dean of Student Services shall be responsible for the organization and supervision of the Associated Student Body.

Financial Responsibility of the Associated Student Body

In order to assure efficient operation and prudent expenditures of funds under student control, the following regulation will govern:

The food, lodging, and transportation expenses of faculty members assigned to supervise extracurricular activities of students shall be paid by the Associated Student Body.

Legal Reference: Education Code 76060, 76061, 76063

Adopted: 09/20/76
 Revised: 03/17/87
 Revised: 11/10/98
 Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
 Susanville, California

Associated Student Body Budget

All money collected by the Associated Student Body will be deposited in the appropriate student account in the Lassen Community College Business Office where standard accounting procedures will be followed.

1. Responsibilities

The Associate Dean of Student Services is responsible for the student body budget and oversees expenditure of the funds.

2. Collection of Funds

- a. Only authorized members of the Associated Student Body shall collect funds.
- b. The sale or distribution of products or services is permitted only for recognized student organizations and may be conducted on or off campus only when approved by the Associate Dean of Student Services. Individuals are not permitted to sell products or services on campus or in the name of the college.
- c. Funds may be collected for off-campus organizations only when approved by the Governing Board and Superintendent/President.
- d. The Dean of Administrative Services will be responsible for the proper care of funds.

3. Deposit of Funds

- a. All funds received by the Associated Student Body will be deposited immediately with the Lassen Community College Business Office.
- b. A receipt will be issued to the Associated Student Body for each deposit made.

4. Expenditure of Funds

- a. All expenditures of funds will be covered by requisitions for purchase orders and/or check requests.
- b. Requisitions for purchase orders and/or check requests drawn against student funds will be made on the approved form and will be signed by the Associate Dean of Student Services.

- c. All purchases must be made by requisitions available in the business office. The Associated Student Body will not be responsible for payment of orders made in any other way.

5. Account of Funds

The Associate Dean of Administrative Services of Lassen Community College will be responsible for the proper accounting of all student body funds and will submit a financial report to the Associated Student Body.

6. Preparation of the Student Budget

- a. During the spring semester the Associated Student Body will appoint a financial committee with the director of finance of the Associated Student Body as its chairperson. The committee will prepare a proposed budget for the upcoming academic year. The Director of Student Life will be the advisor for this committee.
- b. The budget is subject to revision throughout the school year.

7. Budgetary Control

All organizations and activities having authorized budgets from the Associated Student Body funds will operate within their respective appropriations, which will be listed in the budget.

8. Signature for Purchase Orders and/or Check Requests

All requisitions for purchase orders and/or check requests for payment of monies from student and/or trust funds will be authorized by the signature of the Associate Dean of Student Services.

9. Issuance of Checks

Checks drawn on students funds will be processed through the Business Office.

Legal Reference: Education Code 76063

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Clubs and Organizations

The Governing Board authorizes the formation of clubs in order to provide for enrichment of college classes and to conduct fund raising activities. All clubs must meet the following requirements:

1. Submit a statement of intention to organize along with a list of proposed members to the Associate Dean of Student Services.
2. Secure a faculty advisor.
3. Maintain an up-to-date membership list of officers with the Associate Dean of Student Services
4. Obtain advance approval of all club programs from the Associate Dean of Student Services.
5. Use the business office to handle the accounting for all club receipts and expenditures.
6. Schedule all programs and meetings through the office of the Associate Dean of Student Services.
7. Requisitions by student clubs will be signed by the club advisor and the Associate Dean of Student Services or designee.
8. Only authorized clubs may solicit funds. College officials shall regulate the time and location on campus where such activities may be conducted.
9. All funds received by student clubs will be deposited immediately with the Lassen Community College Business Office. A receipt will be issued for each deposit made.

Legal Reference: Education Code 76062, 76063, 76064, 76065

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Regulations Governing College Sponsored Events

Requests for activities shall be in writing and written approval must be obtained from the Associate Dean of Student Services. All events must be sponsored by a group belonging to and recognized by Lassen Community College and must be properly supervised.

General Policies

1. Adequate security shall be in effect at each dance or function. All costs for such personnel shall be an obligation of the sponsoring group.
2. There shall be no violation of fire regulations or other safety regulations pertaining to the function.
3. The Instruction Office shall be notified and furnished with a schedule of events in order to properly schedule the physical facility.
4. The sponsoring organization shall be responsible for the care of the building and clean up. A charge for cleaning may be levied by the District whenever the room or building has not been properly cleaned.
5. The sponsoring organization is responsible for damages and will be charged for damage, repair and clean up.
6. Clubs sponsoring dances or other activities within the college shall request responsible persons as supervisors to insure that suitable conduct is maintained. The duty of the supervisor shall be to maintain proper conduct among all the attendees.
7. Sponsoring groups or clubs will assist in the enforcement of these policies and rules.

Guest Policy

1. Guests will be admitted to dances when accompanied by a Lassen Community College student. The guest shall be sixteen (16) years of age or over.
2. Lassen Community College staff shall be allowed guests or guest couples.
3. Sponsors of guests shall be responsible for the conduct and behavior of their guests.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

College Supervision of Activities

Clubs and organizations sponsoring activities at Lassen Community College must insure that such activities are conducted under college auspices and are properly supervised by a minimum of two members of the Lassen Community College staff.

The duties of the supervisors shall be as follows:

1. Encourage proper conduct among attendees.
2. Assume responsibility for ensuring that the rules and regulations governing student conduct are obeyed (Board Policy 5380).
3. Report violations of district policy to the Associate Dean of Student Services and violation of law to the Superintendent/President.

Penalties for acts of misconduct include the following:

1. Removal from activities.
2. Suspension of offending students from classes or club activities for a period to be decided by the Dean of Student Services.
3. Suspension of sponsoring club for a period to be decided by the Dean of Student Services.
4. Expulsion from Lassen Community College for students to be decided by the Governing Board.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Field Trips and Excursions

The Board of Trustees authorizes field trips as a valuable part of curriculum. It is intended that such field trips be directly related to an associated course and designed to enhance student learning of its content. Such field trips will provide learning not possible in the classroom setting. No District funds shall be used to support student expenses for out-of-state field trips or excursions. The actual traveling expenses of advisors traveling with students may be paid from district funds.

No student shall be prevented from making a field trip or excursion because of lack of sufficient funds.

The college president or designee shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

Field Trips and Excursions Associated with a recognized Student Club

The Board of Trustees authorizes field trips associated with recognized student clubs. The District recognizes the importance of extracurricular, social, and cultural activities and awareness. The administration is prohibited from expending District funds on transportation or student expenses associated with club trips and excursions. All student expenses associated with such trips or excursions must be covered by students or the particular club through club funds. The expenses of club sponsors or advisors traveling with students may be paid from District funds.

Waiver of Liability

All adults making a voluntary field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking field trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Adopted: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Assembly

Lassen Community College recognizes the right of peaceful assembly and will make facilities available for recognized staff and student groups when such assembly does not obstruct free movement of persons about the campus, the normal use of classroom buildings and facilities, and normal operations of the college or the instructional program, and when it does not jeopardize the safety of persons, lead to the destruction of property or violate the laws of the District, state or nation. Persons who engage in activities which violate this policy shall be subject to disciplinary action. Persons who are not students or employees of the college and who violate this policy shall be subject to the control of public authorities.

Reference: Education Code 76120

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Distribution and Display of Literature on Campus

Education Code Section 76120 states that the Governing Board of a community college district shall adopt rules and regulations pertaining to the exercise of free expression by students. This includes as the use of bulletin boards, the distribution of printed materials and petitions, and the wearing of buttons, badges, or other insignia.

Students shall be allowed to distribute and display literature and to exhibit symbolic insignia subject to the specific limitations:

It is contrary to law to distribute or display literature or exhibit a symbolic insignia which:

1. is obscene according to legal definitions.
2. is libelous or slanderous according to current legal definition.
3. incites students so as to create a clear and present danger of the imminent commission of unlawful acts or of the substantial disruption of the orderly operations of the school.
4. expresses or advocates racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school.
5. is distributed in violation of the time, place and manner requirements.

Time, Place and Manner of Distribution of Literature

Distribution of literature on campus will be from tables in the cafeteria unless special permission is obtained from the Dean of Student Services for other types of distribution. The following kinds of literature may not be distributed or displayed without the consent of the Dean of Student Services:

1. Literature advertising off-campus activities sponsored by an individual or group not connected with the District.
2. Literature for which there is a charge or donation required or requested, either explicitly or implicitly.
3. Literature whose legality is in question.
4. Literature which solicits funds.

Literature on Campus

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Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in designated areas. All material shall be dated and may be removed after one month. Students or student groups wishing to post in other areas of the campus should confer with the Dean of Student Services for the policies and procedures governing the desired areas. No literature may be taped or otherwise affixed to a painted surface.

Literature which does not conform to the above stipulations and/or is improperly posted will be taken down. Repeated violations of District Policy may result in disciplinary action.

Legal Reference: Education Code 76120

Adopted: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Grievance and Appeals

The Governing Board of Lassen Community College District authorizes the establishment of procedures through which students can resolve issues concerning violations of their rights relating to alleged misinterpretation, misapplication, or violation of specific District policies. These procedures are available and administered by the Associate Dean of Student Services.

1. Within ten (10) school days of the occurrence, the student meets with the Associate Dean of Student Services to discuss the issue which constitutes the basis of the alleged violation. Every attempt should be made to resolve the grievance at this meeting. The Associate Dean of Student Services shall render a decision at this time.
2. If the student is not satisfied with the decision, the Associate Dean of Student Services will require that the student put the complaint in writing, citing the specific rights violated, the persons involved, and a recommendation regarding solution of the complaint: The written grievance must be delivered to the Associate Dean of Student Services no later than ten (10) school days after the meeting in Step 1. The Associate Dean will render a decision no later than ten (10) school days after receiving the written complaint.
3. If the student is not satisfied with the decision rendered in Step 2, he/she may request in writing that the Associate Dean convene the Grievance/Appeals Committee to review the case. This must be done within ten (10) school days of the decision rendered in Step 2. The student has the right to appear before the Grievance/Appeals Committee at some point during its deliberations, and to bring witnesses to appear before the Committee, in order to present information relevant to the grievance.

The Associate Dean of Student Services will serve as an ex-officio member of the committee. The committee shall render a decision within ten (10) School days of its meeting. The decision of the committee shall be final.

Adopted: 03/17/87
Revised: 02/07/89
Revised: 11/10/98
Revised: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Controlled Substance, Tobacco, Alcohol

Smoking

To provide a safe and healthy environment to learn and work, smoking and the use of other tobacco products in District facilities and vehicles are prohibited with the exception of the student Residence Hall rooms. It is the intent of this policy to promote the comfort, health, and well-being of all district students, staff, and visitors, and to maintain the safety of District facilities.

Controlled Substance and Alcohol

Absolutely no alcohol or illegal use of controlled substances shall be allowed on campus or at events sponsored by the College.

Adopted: 09/20/76
Revised: 03/17/87
Revised: 04/06/93
Revised: 11/10/98
Revised: 11/09/04
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Parking

Students may park anywhere in designated campus parking lots except for the posted restricted areas. No permit is required. Restricted areas include school vehicle parking and special student parking for physically limited students. A parking fee may be charged to students, as approved by the Governing Board.

Legal Reference: Educational Code 76360

Adopted: 09/20/76
Revised: 03/17/87
Revised: 11/10/98
Reviewed: 06/27/06

LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Student Publications

Student publications are valuable in establishing and maintaining an atmosphere of free and responsible discussion. They serve as a means of bringing student concerns to the attention of the college community and the public and of formulating student opinion on various issues.

As the publisher, Lassen Community College bears the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the college must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as truth and accuracy, impartiality, fair play, and responsible activity. As safeguards for the editorial freedom of student publications, the following provisions will apply:

1. Editors and managers of student publications will be protected from arbitrary suspension and removed only for proper cause through orderly procedures.
2. All college published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.
3. Editorial comments and opinion will be printed only when faculty advisor knows the identity of the author.

When deemed necessary, an Ad-Hoc Publication committee may be convened. This committee will consist of the following members: Assistant Superintendent/Vice President of Instruction, Dean of Student Services, student publication faculty advisor, a student representative, and the editor of the college newspaper.

Reference: Administration-Lassen Community College

Adopted: 09/20/76
Revised: 03/17/87
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LASSEN COMMUNITY COLLEGE DISTRICT
Susanville, California

Statement on Student Rights and Freedoms

Preamble

Community Colleges exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of an academic community, students should be encouraged to develop capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedure for achieving these purposes may vary from campus to campus, but the minimal standard of academic freedom of students outlined below are essential to the purposes for which community colleges exist.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community. Each community college has a duty to develop policies and procedures which provide and safeguard this freedom.

1. Freedom of Access to Higher Education

Within the limits of its facilities, Lassen Community College will be open to all students who are qualified according to its admission standards. The facilities and services of the college will be open to all of its enrolled students, and it will use its influence to secure equal access for all students to public facilities in the local community.

2. The instructor in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated in a broad academic basis, not on opinions or conduct in matters unrelated to academic standards.

a. Protection of Freedom of Expression

Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

b. Protection Against Improper Academic Evaluation

Students will have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they

are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

c. Protection Against Improper Disclosure

Information about students' views, beliefs and political associations which instructors acquire in the course of their professional work will be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the students. To minimize the risk of improper disclosure, academic and disciplinary records will be separate, and the conditions of access to each will be set forth in an explicit policy statement. Transcripts of academic records will contain only information about academic status and will not include any action such as suspension and expulsion for disciplinary reason which affects a student's ability to re-register at the college.

Information from disciplinary or counseling files shall not be available to unauthorized persons on campus or off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records will be kept which reflect the political activities or beliefs of students. Provision will also be made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members will respect confidential information which they acquire about students in the course of their work.

3. Freedom in Student Affairs

In student affairs, certain standards must be maintained if the freedom of students is to be preserved, such as:

a. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the Lassen Community College community. They will be free to organize and join associations to promote their common interests.

- 1) The involvement of a student organization in controversial activities will not be considered as adequate justification for the removal of recognition from the organization or for disciplinary proceedings against members or officers of that organization unless it can be proven that such controversial activities are in direct violation of the college's regulations.

- 2) Each organization will be free to recommend its own faculty adviser. The degree to which faculty advisers will exercise authority with respect to the activities and policies of the student organization will be determined by the Associated Student Body and appropriate administrators.
- 3) Student organizations will be required to submit a statement of purpose, criteria for membership rules of procedures and current list of officers.
- 4) All campus organizations will be open to all Lassen Community College students without respect to race, creed, sex or national origin.

b. Freedom of Inquiry and Expression

- 1) Students and student organizations will be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- 2) Students will be allowed to invite and to hear any person of their choosing. Those routine procedures required by the college before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of activities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

c. Student Participation in Institutional Government

As constituents of the college community, students shall be free individually and collectively to express their views on issues of college policy and on matters of general interest to the student body. The Associated Student Body will participate in the formulation and application of college policy affecting academic and student affairs.

4. Off Campus Freedom of Lassen College Students

Exercise of Rights of Citizenship

Community college students are both citizens and members of the college community. As citizens, students will enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy.

As members of the college community, they are subject to the obligations which accrue to them by virtue of this membership. College authority will not be extended to inhibit the exercise by Lassen Community College students of their rights as citizens beyond the jurisdiction of the college.

Legal Reference: Education Code 66300, 66301, 76067, 76120

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Matriculation

Lassen Community College recognizes the importance of providing adequate student services to ensure student success. To be in compliance with Title V regulations:

- A. The District will ensure that no matriculation practice subjects any person to unlawful discrimination. Title V, Section 55521 (f) (a) (b).
- B. The District will take steps to ensure that the matriculation process is efficient so that students are not discouraged from participating in college programs. Title V Section 55530.
- C. The District will develop a matriculation plan through consultation with representatives of Academic Senate, students and staff. Title V, Section 55510 (b).
- D. Each course pre – or co-requisite will be established for at least one of the following reasons: 1) required or authorized by statute or regulation; 2) the prerequisite assures that the student has the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; 3) the co-requisite assures that the student will acquire the skills or knowledge without which success in the subsequent course (or specific course within a program) is highly unlikely; or 4) necessary to protect the health and safety of the student or others. Title V, Section 55201 (c) (1-4).
- E. The District will adopt clear written policies that define student responsibilities and the consequences of failing to fulfill such responsibilities. Title V, Section 55530 (d).
- F. All computational and communication pre- and co-requisites will be established on a course-by-course basis. Title V, Section 55202 (c).
- H. The District will ensure that no exit test outside of a course is required to satisfy a pre-requisite or co-requisite. Title V, 55202 (f)
- I. Each course outline of record will contain specific content and other required information and will be made available to the instructor. Title V, Sections 55002 (a) (3), 55002 (b) (3).
- J. Records of all student complaints of alleged violation of matriculation regulatory provisions will be retained for at least three years after the complaint has been resolved. Title V, Section 55534 (a).

- K. The Board will adopt policy on limitations on number of units or selected courses in which students on probationary or dismissal status may enroll, or require that they follow a prescribed educational plan. Title V, 58106 (b) (5).
- L. Board-adopted policies will identify limitations on enrollment. Title V, Section 58106 (a), (b).
- M. The District will ensure that there are sufficient numbers of co-requisite sections to accommodate students or that the requirement is waived for individual students for whom space is not available. Title V, Section 55201 (e).
- N. Board-adopted policy will specify the basis and process for a student to challenge the application of a pre- or co-requisite. Title V, Section 55201 (b) (4) and (f).
- O. Board-adopted policies and procedures related to pre- and co-requisites and advisories will be included in the college's matriculation plan. Title V, Section 55510 (a) (6).
- P. The District policy will ensure open enrollment (subject to meeting pre- and/or co-requisites); policy is in catalog, schedule of classes, and on file with the state Chancellor. Title V, Sections 51006 (b) and 58106 (a).
- Q. The District will permit students, whenever possible, to avoid additional testing by submitting scores on recently taken tests which correlate with those used by the district. Title V, Section 55530 (c).
- R. No portion of the District's assessment will be used to exclude students from admission to the college. AB 3, 78213 (b) (3); Title V, Section 55521 (d).

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Health Fees

The governing board of a district maintaining a community college may require community college students to pay a fee in the total amount of not more than ten dollars (\$10) for each semester, seven dollars (\$7) for summer school, seven dollars (\$7) for each quarter for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both.

Certain part-time students may be exempted as well as apprenticeship, dependent children and serving spouses of members of the California National Guard who are killed or permanently disabled while in the active service of the state and those who depend on prayer for healing. Inmates of correctional centers will have their health fee waived.

Legal Reference: Educational Code 76355

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