



Kern Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5500 Standards of Student Conduct

References:

Education Code Sections 66300 and 66301;
ACCJC Accreditation Standard 2

Students who violate BP 5500 Student Code of Conduct are subject to the procedures outlined in AP 5520 - Student Discipline Procedures.

Students shall respect constituted authority. This shall include conformance to Federal and State laws, Board regulations, District and college regulations, and applicable provisions of civil law.

The District expects students to conduct themselves in a manner consistent with the educational purposes of the colleges. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the college communities.

College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President or designee shall have the right to administer suitable and proper corrective measures for misconduct.

The Board of Trustees or the Chancellor, or designee, may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees or the College President, or designee, may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his/her/their attendance to be inimical to the welfare of other students. As used in this section, good cause includes, but is not limited to the offenses outlined in BP 5500 that may result in the impositions of sanctions.

Sanctions--In accordance with the provisions of Education Code Sections 76031 and 76037, the Board of Trustees provides the following sanctions for violations of the Student Code of Conduct. More than one of the sanctions listed below may be imposed for any single violation:

1. **WARNING:** Verbal notification to the student by a faculty member or administrator that continuation of the conduct may be cause for further disciplinary action;

2. **CENSURE:** A written reprimand or warning to the student by a faculty member or administrator; written referral of the student to a college office or community agency for counseling or rehabilitative treatment;

PROBATION: Prohibition of the student from participating in College or District-sponsored events, functions, and activities for a minimum of one semester or other stipulated requirements to conform to specified standards of conduct ;

3. **RESTITUTION:** Reimbursement to the college for repair or replacement of District property misused, misappropriated, or damaged by the student;
4. **Remediation Measures:** Corrective actions, risk assessments, trainings, or activities can be imposed to remedy offenses to ensure student is in proper conduct (for example, reflective papers, community service, workshop attendance).
5. **TEMPORARY REMOVAL:** A faculty member may remove a student from his/her/their class for the day of the removal and the next day of instruction or within one week of instruction, whichever is lesser. The faculty member shall immediately report the removal to the College President or designee for appropriate action. During the period of removal, a student shall not be returned to the class from which he/she/they was removed without the concurrence of the faculty member of the class. During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the faculty member of the class.
6. **Short-term Suspension – Exclusion of the student by the College President or designee, for good cause from one or more classes for a period of up to ten consecutive days of instruction.**
7. **SUSPENSION:** Exclusion from any or all classes and activities of the College and from the use of any District facilities. The College President or designee may suspend a student for good cause as follows:
 - From one or more classes for a period of up to ten days of instruction.
 - From one or more classes for the remainder of the academic term.
 - From all classes and activities of the College for one or more terms.

In all cases of suspension, the student shall receive official notice from the College President or designee.

No student shall be suspended unless the conduct for which he/she/they is to be disciplined is related to College activity or campus attendance.

Suspensions of any student from the College shall be accompanied by a prompt hearing unless the charges have been administratively disposed by mutual consent, or the student sends a written notification to the College President or designee indicating that he/she/they does not want to proceed with the hearing. If an immediate temporary suspension is required to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended student for a hearing within ten days of the suspension.

During the period of suspension, a student shall not be permitted to enroll in any college in the District.

The College President shall report all suspensions of students to the Chancellor of the District.

Whenever a minor is suspended from a College, the parent or guardian shall be notified by the College President or designee. The parent or guardian of the student shall be invited to a conference regarding the removal; and

8. EXPULSION: Termination of the student status by the Board of Trustees on the recommendation of the Chancellor.
 - a. A student shall not be expelled unless the conduct for which he/she/they is to be disciplined is related to College activity or campus attendance.
 - b. Expulsion of any student from the District shall be accompanied by a prompt hearing.
 - c. If an immediate expulsion is required to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the expelled person for a hearing within ten days of the expulsion.
 - d. In cases of expulsion, the Chancellor or designee shall recommend action to the Board of Trustees after receiving the College President's recommendation and supporting documentation, including the hearing panel's recommendation and the hearing record.
 - e. After Board action, the Chancellor or designee shall notify the student by registered mail, return receipt requested. The expulsion may be for a specified or unspecified time and shall be from all Colleges, programs, and activities of the District.
 - f. In expulsion for an unspecified time, the student may, after a reasonable time, request the College President to remove the expulsion. If the College President approves the request, he/she/they shall make that recommendation to the Chancellor or designee who may recommend to the Board that the expulsion be removed. The Chancellor or designee shall notify the student of the Board's action.

The College President or designee shall report any violation of Penal Code Section 245 (assault with a deadly weapon) or Civil Code Section 52.1 and Penal Code Sections 422.6 through 422.95 (hate crime) to the appropriate law enforcement authorities. (Education Code Section 76035)

At a minimum, an instructor who determines that a student has cheated or plagiarized has the right to assign an "F" grade for the assignment or examination. However, each college may impose additional penalties as appropriate to their respective college discipline procedures.

Violation or violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the suspension or expulsion of a student from a community college.

DEFINITIONS OF PLAGIARISM AND CHEATING

1) Definition of Plagiarism - Plagiarism is defined as the act of using the ideas or works as one's own without giving credit to the source, including artificially-generated content. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledgment of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include but are not limited to, the following: the submission of work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts, or conclusions that rightfully belong to another; in written work, failure to use quotations marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from the verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

2) Definition of Cheating - Cheating is defined as the act of obtaining, attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless the such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and altering or interfering with the grading procedures.