



10. A student cannot take Credit by Examination to improve a substandard grade.

Drug Free Environment and Drug Prevention Program

The district shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the district. Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

The RSCCD Chancellor shall assure that the district distributes information annually to students and employees as required by the Drug-Free Schools and Communities Act Amendments of 1989 and in compliance with other requirements of the Act. Please refer to Board Policy (BP 3550) for specific information or contact the Student Health and Wellness Services at 714-628-4773.

Experimental Courses

The college may offer Experimental courses, either under 098 (non-transfer) or 198 (transfer) under any discipline listed in the announcement of courses. Experimental courses are specialized courses on topics related to the immediate and changing needs of students. A student who received a satisfactory grade in an Experimental course may not re-enroll in a course with the same discipline name and number, even though the topics may be different.

Family Education Rights and Privacy Act (FERPA)

As required under the provisions of the Family Education Rights and Privacy Act of 1974, Santiago Canyon College will make public without student consent only certain directory information. This consists of the following: a student's name; city of residence; major field; participation in officially recognized activities and sports; weight, height and age if a member of an athletic team; dates of attendance; degree and awards received; and the most recent previous educational institution or agency attended by the student.

A student initially agrees or denies a FERPA release at the point of application. However, a student may come to Admissions at any time to opt out of the

FERPA disclosure or agree to the release of directory information. Admissions Forms: "FERPA Consent to Release" or "FERPA Consent NOT to Release" directory information.

All student expulsions will be noted on the official college transcript.

FERPA Family Education Rights and Privacy Notification

The Family Education Rights and Privacy Act of 1974 provides colleges the right to consent to disclose personally identifiable information contained in the student's education records to third party vendors who are identified as School Officials and who have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including district safety personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a member of an official college committee.

Santiago Canyon College contracts with the following School Officials:

Auditors (Vicenti-Lloyd-Stutzman)
Barbering/Cosmetology
Unilateral Training Committee
California/Nevada Training Trust
CCCApply (Unicom)
Credentials (Online transcript request)
Ellucian Colleague
ECS Imaging (optical imaging)
Electrical Training Trust
Image Now (optical imaging)
Medpro and Quest (Health Center)
Metropolitan Water District of Southern California
Operating Engineers Training Trust
SARS (Counseling center)
Southern California Surveyors
Southwest Carpenters Training Fund
Xerox

Free Expression

Santiago Canyon College supports liberal policies regarding free speech for individual students, college staff, nonofficial college groups, and visiting speakers. Please refer to Board Policy (BP 3900) for specific information.

Grades and Grade Point Average

Grades are based upon the quality of work done, that is, upon actual accomplishment in courses offered for credit. Credit by examination, Pass/No Pass, "W's" and "I's" are not figured into grade point averages. The grade point average is computed by dividing all other units attempted into all grade points received. The meaning of each grade and its value in grade points is as follows:

Grade	Grade Points
A - Excellent	4 per unit earned
B - Good	3 per unit earned
C - Satisfactory	2 per unit earned
*D - Less than satisfactory	1 per unit earned
F - Failing	0 per unit attempted
P - Pass	0 per unit earned
NP - No Pass	0 per unit attempted
W - Withdrawal	0 (no units earned)
I - Incomplete	0 (no units earned)
CIP - Class In progress	0 (no units earned)
RD - Report delayed	0 (no units earned)
MW - Military Withdrawal	0 (no units earned)

*Does not satisfy prerequisite requirements.

Grade Grievances

Procedures for Student Grievances Regarding Grades

Education Code 76224 states:

(a) When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

Procedure

1. Students may request a grade change no later than one year following the awarding of the original grade.
2. Student shall meet with the instructor to discuss the grade.
3. If the issue is not resolved and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency (EC 76224), he/she may appeal in writing to the Division Dean.

Forms for the written appeal may be found in Division offices or by searching the Santiago Canyon College website.

4. The student may be requested to set up an appointment with the Division Dean to discuss the written grievance.



5. The Division Dean will review the allegations and consult with the instructor.
6. The Division Dean will review the issue and will notify the student and instructor in writing of his/her decision.
7. The decision of the Division Dean is final.

Grade Notification

Grades are available on WebAdvisor upon grade submission by the instructor. Log into WebAdvisor and select grades under Academic Profile.

Grievance Procedures

Rancho Santiago Community College District does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, age or handicap in its employment or in its educational programs and activities. Students may file a grievance when they believe they have been discriminated against in any of these areas.

Students may file a grievance when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District. The purpose of these grievance procedures is to resolve differences as fairly and expeditiously as possible while preserving the right of students and staff members.

Procedure

1. Students shall first confer with the person who took the action or made the ruling to which they object no later than ten (10) days following the event which prompted the grievance.
 - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and staff member.
2. If the difference is not satisfactorily resolved, the student shall confer with the person's supervisor.
 - a. The Associate Dean of Student Development will assist the student in arranging an appointment between the student and the staff member's supervisor.
3. If the grievance is still unresolved, the student may file a written statement setting forth the nature of the grievance on the prescribed form with

the Vice President of Student Services, no later than ten (10) days after conferring with the person's supervisor.

4. The grievance form shall be completed in full and shall include a full description of the grievance, times, dates and pertinent facts and the remedy sought by the student.
 - a. A Student Grievance Staff Response form will be sent to both the staff member and a supervisor for completion.
5. The Vice President of Student Services shall select a Student Grievance Panel. The administrator involved then shall forward the completed forms to the panel chair for review and recommendation. The panel shall have the power to make an appropriate investigation of the grievance and shall state the findings and make a recommendation.
6. If the grievance is sustained by the panel, it will recommend appropriate action for relief of the grievance and communicate this in writing to the person(s) to whom the grievance was directed. If the findings of the panel do not sustain the grievance, the panel shall communicate this finding in writing to the student who filed the grievance. The ruling of the Student Grievance Panel is final.

Student Grievance Panel Structure

- one non-voting chair (except in situations of a tie vote)
- one student representative
- one classified representative
- one faculty representative
- one administrative representative

Information on student grievance procedures is available at Santiago Canyon College. Grievances should be filed with the Associate Dean of Student Development, in room A-201.

Harassment (Title IX)

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of

the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution