

5012.     ADMINISTRATIVE REGULATIONS ON STUDENT CONDUCT

5012.1     The Dean of Student Affairs will administer these administrative regulations.

5012.2     Student conduct at Long Beach City College must conform to District policy and regulations and college procedures. Violations of such regulations and procedures, for which students are subject to disciplinary action, include, but are not limited to, the following:

- A. Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
- B. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
- C. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
- D. Forgery, alteration, or misuses of college documents, records, or identification.
- E. Unauthorized entry to or use of the college facilities.
- F. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- G. Theft of or damage to property belonging to the college, a member of the college community on campus or at a campus activity, or a visitor to the campus.
- H. Disorderly, lewd, indecent, or obscene conduct.
- I. Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation, or any other legally protected status.
- J. Use, possession, distribution, or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus, or in connection with college activities.
- K. Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

- L. Possession, while on the college campus or at a college sponsored function of any weapons (except by persons given permission by the Superintendent-President or members of law enforcement agencies, such as police officers acting in their capacities as officers).
- M. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
- N. Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule, or guideline developed by any segment of the college which relates to computer technology.

5012.3      Campus Rules

- A. Smoking is prohibited in all buildings.
- B. Eating and drinking is prohibited in all buildings except where food is sold, or is part of an approved and scheduled activity.
- C. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Activities Room.
- D. Animals, except for certified companion animals, are not allowed on campus.
- E. Literature to be distributed must be approved in the Office of the Dean of Student Affairs.
- F. Children are not allowed on campus during school hours.
- G. Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.
- H. Students are required to be fully attired including shirts or blouses, and footwear.
- I. Skate boarding, skating, and bike riding are prohibited on campus grounds.
- J. The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.
- K. Electronic recording devices may not be used in classrooms without the permission of the instructor.

5012.4      Immediate Actions

When serious violations of college regulations or procedures occur as a result of inappropriate student conduct, the college shall take immediate action to resolve the problem. This action may occur as follows:

- A. Removal from Class by Instructor - Any instructor is authorized to remove a student from his/her class for the class meeting where the infraction occurs as well as the next scheduled class meeting. The instructor shall immediately report the removal of the student to the Dean of Student Affairs or designee, including the reason for removal, for appropriate action.
- B. Summary Suspension by Administration - A summary suspension is an administrative action for the purpose of removing any immediate tension or threat to the well being of students and staff in order to assure that an appropriate academic environment exists. It is also for the purposes of further investigation of reported inappropriate conduct and to determine what disciplinary action, if any, is appropriate. The Dean of Student Affairs or designee may summarily suspend a student for good cause for a period of up to ten (10) instructional days to ensure that the intended purpose is served.

#### 5012.5      Disciplinary Actions

Violations of these regulations and procedures are subject to the following types of disciplinary action which are to be administered by the appropriate college authorities. The Superintendent-President is responsible for establishing due process of law for administration of penalties enumerated hereunder. These disciplinary actions are listed in degree of severity but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination. A student has the right to appeal any of the actions through established procedures of due process.

- A. Warning - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
- B. Reprimand - Notice to the student in writing that officially recognizes a violation of the standards of student conduct or campus rules. The reprimand admonishes the student to avoid future infractions in order to avoid additional formal action.
- C. Probation - An official disciplinary action which returns the offender to the college community on a promise of appropriate future behavior. Any violation of this promise mandates formal action.
- D. Social Suspension - Social suspension limits a student's attendance on campus to scheduled classroom hours. Other privileges can be set forth in the Notice of Social Suspension for a specified period of time. The imposition of social suspension involves notification in writing of the reason for social suspension to the student(s) or president of the student organization involved.
- E. Disciplinary Suspension - Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the college president, appropriate administrator, or other staff members designated by the president, upon students for misconduct when other corrective

measures have failed or when the seriousness of the situation warrants such action.

- F. Expulsion - An expulsion is a long term or permanent denial of all campus privileges including class attendance. The Board of Trustees may expel a student after a hearing by a campus body, or upon recommendation of the Superintendent-President. Permanent expulsion and active prosecution shall automatically result for any student found to be in possession of a gun. Board action is not necessary in this instance.
- G. Restitution - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5012.6      Due Process

- A. When infractions are reported, the Dean of Student Affairs shall initiate a meeting informing the student of the charges. At this time the student is notified of his/her rights and provided with a copy of the Long Beach City College Due Process Procedures.
- B. If the student feels he/she has been unfairly accused or treated, he/she has the right to initiate the process.
- C. If, after adequate notification, the student fails to appear at a conference called by the dean, the dean may proceed as if the conference had been held.
- D. Student Procedures
  - 1. Procedure I - An immediate hearing to discuss the accusations with the dean.
    - (a) The dean will discuss the accusations with the student, take disciplinary action, if indicated, and inform the student that if he/she disagrees with the disciplinary action, an appeal may be made to the Long Beach City College Review Board.
    - (b) If the proposed discipline involves expulsion, the dean shall forward that recommendation to the Superintendent-President.
    - (c) If, after adequate notification, the student fails to appear at a conference called by the dean, the dean may proceed as if the conference had been held.
    - (d) If the student wishes to appeal, the dean must schedule a Review Board meeting at the earliest possible time and provide the student with a written statement of the charges and the proposed disciplinary action.
    - (e) The decision of the dean will remain in effect until the Review Board decision is made.

2. Procedure II - A hearing of the accusations with the Review Board.
  - (a) The dean shall arrange a meeting of the Review Board at the earliest possible time.
  - (b) The dean shall provide the student and the Review Board with a written statement of the charges.
  - (c) The dean shall arrange to have the Review Board conference recorded, either written or taped. This record shall be maintained until the matter is resolved.
  - (d) Hearings shall be conducted in a manner consistent with the orderly conduct of the affairs of the college and which seems to the Review Board most conducive to the determination of the truth. It is not contemplated that the hearing will be conducted with the procedural formality of a trial in the civil courts.
  - (e) Students may select another student, staff member or family member to assist them before the Review Board. They have the right to speak and testify in their own behalf, to present written statements of witnesses and to hear the testimony and question those who testify against them.
  - (f) After complete submission of evidence, the Review Board shall immediately meet in private and, based on the evidence presented, determine the truth or falsity of the charges and what discipline, if any, should be imposed.
  - (g) When the Review Board has completed its deliberations, it shall give the student written notice of its decision and its recommended disposition.
  - (h) If the proposed discipline involves expulsion, the Review Board shall forward its recommendation to the president.
  - (i) If the discipline does not involve expulsion, the Review Board will forward its recommendation to the dean for implementation.

E. College Review Board

1. Responsibility

As an agency of this college, this board shall be responsible to the president for reviewing and making recommendations to the president relative to matters brought before it under the terms of these procedures.

2. Membership

- (a) Faculty: Two academic staff members appointed by the Academic Senate and Community College Association.

- (b) Students: Two students appointed by the Associated Student Body Cabinet of Long Beach City College.
- (c) Administration: Two members of the administrative staff of the college appointed by the president of the Administrators' Association.
- (d) The Associated Student Body President shall serve as the chairperson. If the Associated Student Body President is the subject of the due process action, the Dean of Student Affairs shall appoint an impartial member of the Associated Student Body Cabinet to serve as chairperson.