Sierra College is committed to providing you with a safe and supportive learning environment. In the event you feel you have not been afforded your rights as an individual, the information in this handbook will provide you with the steps necessary to address your concerns. We look forward to assisting you as you work toward the achievement of your goals.

William H. Duncan, IV
Superintendent/President
Sierra College

SIERRA COLLEGE MISSION STATEMENT
Sierra College provides a challenging and supportive learning environment for students having diverse goals, abilities, and needs interested in transfer, career and technical training, and life long learning. The College’s programs and services encourage students to identify and to expand their potential. Sierra College students will develop the knowledge, skills and abilities to become engaged and contributing members of the community.
# STUDENT RIGHTS AND RESPONSIBILITIES

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I. STUDENT RIGHTS AND GRIEVANCES (BP/AP 5530)

Students are encouraged to pursue their academic studies and become involved in other college-sponsored activities that promote their intellectual growth and personal development, free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to an unjust action or decision, redress may be sought as prescribed in the Administrative Procedure 5530.

ACADEMIC ACCOMMODATIONS, COURSE GRADES, DISCRIMINATION, AND HARASSMENT

- Academic Accommodations. Students with verified disabilities shall have the right to receive appropriate academic adjustments and auxiliary aids as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973 (see Administrative Procedure 5140).

- Course Grades. Course grades, to the extent permitted by Education Code Section 876224(a), which provides: “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.” (See Administrative Procedure 4231)

- Discrimination (See Administrative Procedure 3435)

- Harassment (See Administrative Procedure 3435)

GRIEVANCES

Students at Sierra College are afforded the following rights:

- The right of free expression protected by state and federal constitutions and Education Code Section 76120.

- The right to have academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students’ records will be released only with the written consent of the students or as provided by law and pursuant to Administrative Procedure 5040.

- The right to take reasonable exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion.

- The right to be free from unfair or improper action

- The right to participate in the formation of policy affecting students in accordance with established procedures for Shared Governance.

- The right to petition to form an organization around any particular interest, including the freedom to organize and to join student organizations, subject to published campus and District regulations.
Students who allege that an action or decision by the District has violated their rights as listed above may file a grievance as outlined in the Sierra College Student Grievance Policy (Administrative Procedure 5530).

Students are encouraged to follow the college’s grievance process. Issues that are not resolved may be referred to the California Community Colleges Chancellor’s Office at http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx

GRIEVANCE PROCEDURES

A grievable matter is an alleged action or decision of the District that adversely affects the status of a student or violates the rights of a student as set forth in Board Policy 5530.

The following allegations or issues shall not be heard under this procedure:

- Discipline of students (see Administrative Procedure 5520 and 5521)
- Discipline of employees
- Traffic or parking citations (through Campus Security)
- Grade Changes (see Administrative Procedure 4231)
- Discrimination or sexual harassment complaints other than academic accommodation (See Board Policies 3410 and 3430 and Administrative Procedures 3410, 3430 and 3435)

Procedures for grievances and complaints are provided below and provide exclusive means for resolving any alleged unfair or improper action. The purpose of this procedure is to secure an equitable solution to student complaints at the lowest level possible.

Some education programs may have specific processes and procedures for grievances and complaints.

Failure of the District to meet any of the deadlines specified in this Administrative Procedure shall not be construed against the District nor result in a finding in favor of the student.

A. GRIEVANCE OFFICER

The District Superintendent/President shall appoint an employee who shall serve as the Grievance Officer. The Grievance Officer shall serve to assist all parties to facilitate a full, fair and efficient resolution of the grievance, shall coordinate all scheduling of hearings, and shall avoid an adversarial role.

B. INFORMAL GRIEVANCE PROCESS

A student who believes that his/her rights have been violated must make a reasonable, good faith attempt to resolve the matter through the informal grievance process before the formal process can be requested. At any point during the informal grievance process level, a student may also informally and orally present the complaint to the Grievance Officer.

- First Step
  The student should discuss the problem directly with the person involved or see the grievance officer for assistance in problem resolution within sixty (60) instructional
days from the date the student became aware of the problem/or the alleged act. Failure of the student to act within the above-specified sixty (60) day period shall constitute a waiver of the right to pursue the matter further.

- **Second Step**
  If the problem cannot be resolved at the first step, the student shall discuss the problem with the immediate supervisor of the person against whom the complaint is directed. The immediate supervisor shall make every effort to resolve the problem with the student and the person being grieved.

- **Third Step**
  If the problem cannot be resolved at the second step, the student shall discuss the grievance with the next-level administrator within ten (10) working days from receiving a decision from the immediate supervisor.

C. **FORMAL GRIEVANCE PROCESS**

Within five (5) instructional days of the completion of the informal grievance process, the student may file a formal grievance by submitting a Grievance Form to the Grievance Officer. The Grievance Form may be obtained from the Grievance Officer. The Grievance Officer will determine whether the allegations are grievable under this Administrative Procedure as follows:

- The grievant was an enrolled student at the time the alleged incident occurred;
- The student has completed the informal process;
- The timelines have been met;
- The complaint, if true, would constitute a violation of Board Policy 5530.
- There is a remedy which is within the authority of the District to grant;
- There is not another prescribed administrative channel for due process.

If the grounds for grievance have been satisfied, a formal hearing before the Grievance Committee will be scheduled within ten (10) instructional days of the request. The student must contact the office of the Vice-President of Student Services for the hearing date.

D. **GRIEVANCE HEARINGS**

1. **Committee Membership**
   a. The Grievance Officer shall serve as chair.
   b. The Grievance Committee shall consist of three (3) members: one (1) administrator; one (1) faculty member; and one (1) student.
2. Selection process of the Grievance Committee:
   a. The chair will request:
      • that the Management Senate appoint an administrator
      • that the Academic Senate appoint a faculty member
      • that the Student Senate appoint a student representative
   b. Committee members shall not in any way be connected to the event out of which the action arose.

3. Hearing Process
   a. The hearing shall be convened within ten (10) instructional days of the request. The hearing shall be limited to one (1) meeting unless required otherwise by due process.
   b. The student shall be given not less than 48 hours advance written notice of the time, date and place of the hearing.
   c. If the student is accompanied by an attorney, the name and address of that attorney must be submitted to the Office of the Vice-President, Student Services at the time of filing the request for a formal grievance. Failure to do so shall constitute good cause for a continuance of the hearing and good cause to exclude the attorney. If the student is represented by an attorney, the District will also be represented by an attorney. The role of the advisor or attorney shall be passive in this procedure. The advisor or attorney may be present at the appeal hearing and may counsel the student responding to questions relating to the incident. The advisor or attorney may not address the Grievance Committee and shall not be permitted to participate in any way during the hearing except to offer counsel to the student.
   d. The decision of the Grievance Officer shall be final on all matters relating to the conduct of the hearing unless there is a two-thirds majority vote of the members of the Grievance Committee to the contrary.
   e. The hearings 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. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding. Unduly repetitious evidence may be excluded.
   f. The burden of proof by a preponderance of the evidence shall be carried by the student grievant.
   g. The Grievance Officer shall assist all parties in the securing of supporting information.
   h. Each party of the grievance may provide the Grievance Committee with police reports, written and/or oral statements. Written statements of individuals not present at the hearing must be made under penalty of perjury and must be submitted to the Grievance Office prior to the start of the hearing. If the written statement is disputed by either side, the Grievance Officer may continue the hearing to allow the objecting party to secure the attendance of the witness, obtain contradictory evidence, or such other remedy determined by the Grievance Officer.
i. All proceedings of the Grievance Committee shall be closed to everyone other than the Grievance Committee members, the Grievance Officer, the student grievant, a witness while presenting evidence, the advisor or attorney for the student, and the advisor or attorney for the District, the person being grievances, and the advisor or attorney for the person being grieved. All participants shall maintain the strictest confidentiality.

j. Final deliberations will be conducted with only the Grievance Committee members present.

k. The Grievance Committee will consider all relevant evidence pertaining to the appeal and issue a written report to the District Superintendent/President.

l. All Grievance Committee hearing proceedings shall be recorded. The recordings shall be maintained by the Grievance Officer for two (2) calendar years, along with copies of all decisions made. Access to the recordings and copies of decisions made shall be limited to the parties involved, unless otherwise required by law.

m. The Grievance Committee will provide its findings to the District Superintendent/President within three (3) instructional days after the conclusion of the hearing.

E. DECISION BY THE DISTRICT SUPERINTENDENT/PRESIDENT

1. The grievant shall not have a right to a hearing by the District Superintendent/President.

2. The District Superintendent/President shall review the report of the Grievance Committee.

3. The District Superintendent/President may consult with the Grievance Officer.

4. The District Superintendent/President shall submit a written decision to all parties concerned.

5. The District Superintendent/President may accept or reject the findings and recommendations of the Grievance Committee.

6. Once the District Superintendent/President makes a decision, the grievance process has been completed.

7. There is no right of appeal to the Board of Trustees.
II. DISABLED STUDENT PROGRAM AND SERVICES (AP 5140)

The Disabled Student Program and Services (DSPS) provides programs and support services to students with verified disabilities. The program ensures that disabled students have equality of access to classes and programs.

The goal of providing reasonable academic accommodations to disabled students is to minimize the effects of the disability in the educational process. The disabled student needs to be given the opportunity both to acquire information and to be evaluated in a way which allows the student to fully demonstrate his/her knowledge of the subject.

Academic accommodations are individually determined by DSPS certificated faculty in consultation with the student and are based on a review of the functional educational limitations associated with the disability. Appropriate reasonable accommodations will be made in a timely manner.

STUDENT RESPONSIBILITIES:

1. The student must be enrolled in Sierra College classes and must provide the DSPS Office with a written verification of their disability including identification of educational limitation(s) due to the disability.

2. Each semester and/or as needed during the semester the student will schedule an appointment to meet privately with a DSPS certificated faculty member to request the academic accommodation(s). The student may, at any time, also request the accommodation directly from the classroom instructor.

3. The DSPS certificated faculty member will evaluate the requested accommodation on a course-specific basis and will consult as necessary with the student, class instructor(s), and the DSPS Coordinator to identify the appropriate reasonable academic accommodation for each class. Where it is determined that the accommodation would fundamentally alter the nature of a class or program the DSPS certificated faculty member will consult further with the instructor to determine whether an alternative accommodation can be identified. A Disabled Student Services Academic Accommodation Certification form will be completed for each class and provided to the student at the time of the appointment.

4. The student will give a copy to the classroom faculty member to certify the college’s authorization of the accommodation. A copy of the certification will be provided to the student and a copy will be maintained in the student’s DSPS file.

IF THE STUDENT DISAGREES WITH THE ACCOMMODATION DETERMINATION:

1. He/she should contact a DSPS certificated faculty at any time for further interaction. If the student continues to disagree with the accommodation he/she will be referred to the DSPS Coordinator or designee. If there is no further contact made by the student it will be assumed that the student no longer disagrees with the accommodation determination.

2. The DSPS Coordinator or designee will discuss and confer with the DSPS certificated faculty member, the class instructor and other resources as appropriate to review the student’s disability and make a determination regarding the appropriate
accommodation within 5 (five) instructional days from the date the student contacted the coordinator.

3. If the student is still not satisfied with the disposition of this accommodation, the DSPS Coordinator will refer the request to the District ADA/504 Compliance Officer. The Compliance Officer will confer with all necessary parties and make a final determination on behalf of the District within 30 (thirty) instructional days from the date the Certification was signed by the DSPS certificated faculty member.

The ADA/504 Compliance Officer is Cameron Abbott, Director, Human Resources. He can be reached at (916) 660-7102.
III. GRADE CHANGES (AP 4231)

CHANGING GRADES

- The instructor of the course shall determine the grade to be awarded to each student.
- The determination of the student’s grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. “Mistake” may include, but is not limited to, errors made by an instructor in calculating a student’s grade, and clerical errors. “Fraud” may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.
- The removal or change of an incorrect grade from a student’s record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.
- Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor. Students who are requesting a grade change due to alleged harassment or discrimination shall refer to Administrative Procedure 3435. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Dean of Student Services or designee.
- In all cases, the instructor who first awarded the grade will be given written notice of the change.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, P, NP) must submit a change of grade request within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances—verified cases of accidents, illnesses, or other circumstances beyond the control of the student—a change of grade request may be submitted to the Academic Standards Committee; however, the period for a request may not exceed three years after the completion of the course.

CHANGE OF GRADE FROM EVALUATIVE SYMBOL TO EVALUATIVE SYMBOL:

PROCEDURES—WITHIN ONE YEAR

- A student seeking a change of grade shall file a Grade Change Petition with the Records Office within one year after completing the course. Specific reasons for the request must be stated.
- The petition must be approved and signed by the appropriate instructor and dean. The instructor must cite a reason consistent with one of the conditions in Education Code Section 76224.
- The Records Office will process approved grade change requests.

PROCEDURES—AFTER THE FIRST YEAR, BUT WITHIN THREE YEARS

- If there are extenuating circumstances, the Grade Change Petition may be submitted
to the Records Office up to but no later than three years after the completion of the course. In addition to procedures within one year listed above, the student must also attach to the petition sufficient documentation proving an accident, illness, or other circumstances beyond the control of the student that disallowed them from submitting the Grade Change Petition within one year of the course completion date.

- The Records Office shall validate the required data and forward the petition to the Academic Standards Committee for consideration.

**CHANGE OF GRADE FROM EVALUATIVE SYMBOL TO NON-EVALUATIVE SYMBOL:**

In order to change an evaluative grade (A, B, C, D, F, P, NP) to a non-evaluative symbol (W, I, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of grade to a non-evaluative symbol may not exceed three years after the completion of the course.

**PROCEDURES—WITHIN THREE YEARS**

- A student seeking a change from a grade to a non-evaluative symbol shall file an appropriate petition with the Records Office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.
- The Records Office shall validate the required data and confirm the satisfaction of the conditions specified by California Code of Regulations, Title 5 Sections 55025.
- The petition will be forwarded to the Academic Standards Committee for consideration.

**CHANGE OF GRADE FROM EVALUATIVE OR NON-EVALUATIVE SYMBOL TO A DROP:**

- The student seeking a change of grade from evaluative or non-evaluative symbol to a “drop,” must file an appropriate petition with the Records Office indicating the specific change that is requested.
- The petition must be filed within 30 days after the end of the class or by June 30th of the academic year in which the grade was received, whichever is earlier.
SECURITY OF GRADE RECORDS

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Student Services or designee. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Student Services or designee immediately. The Dean of Student Services or designee shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student’s grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.
IV. DISMISSAL (AP 4255)

Students on academic probation shall be subject to dismissal if they earn a cumulative grade point average of less than 2.0 in all units attempted in each of two consecutive semesters attended excluding summer. For the purpose of dismissal, “semester” shall be considered consecutive on the basis of the student’s enrollment after the drop date, as long as the break in enrollment does not exceed one full semester.

1. Students shall be notified of academic dismissal as soon as possible after grades from the previous semester are posted.
2. Dismissal is posted on the student’s permanent academic record.
3. For purposes of determining whether a sufficient number of enrolled semesters for dismissal have occurred, any semester in which a student has withdrawn from all courses shall count towards consecutive semesters, excluding summer.
4. At the end of the second consecutive semester in which a student is on probation they will be subject to dismissal from Sierra College (unless the student has made satisfactory semester progress by earning a semester grade point average of 2.0 or higher).
5. If a student has already registered in classes for the subsequent semester they will be administratively dropped from all classes and disallowed from attending that semester (Spring, Fall).

DISMISSAL APPEAL

Exceptions to the standards of dismissal established under the Board Policy 4250 may be requested by the student, through a written appeal to the Dismissal Committee. The deadline for the written appeal will be seven (7) calendar days after the dismissal notice is sent to the student. If a student fails to file a written appeal petition by the deadline, that student waives all future rights to appeal the dismissal action. It is the responsibility of the student to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting these reasons. The decision of the Dismissal Committee will be final and will be communicated to the student in writing by the Dean of Student Services prior to the start of the subsequent semester.

DISMISSAL READMISSION

In order to be readmitted, a dismissed student will submit a “Dismissal Readmission Petition” form to be reviewed and signed by a counselor. Readmitted students return to probation in their first semester. They may be held to a limit of units below 13 or to specific courses as approved by the counselor accepting the Dismissal Readmission Petition.

Students who have been dismissed two times will have their petitions reviewed by the Dismissal Committee described above and may have their readmissions postponed or denied if, in the judgment of the committee, the student has not presented sufficient evidence that the problems leading to the past dismissals have been rectified.
V. STUDENT DISCIPLINE (BP/AP 5500)

By enrolling in Sierra College, a student agrees to be a responsible member of the District community; obey the law; comply with the published rules and regulations of the District; respect the rights, privileges and property of the other members of the District community; and not interfere with legitimate District affairs.

Each student is responsible to adhere to the policies and procedures of Sierra College, as well as all federal, state and local laws. All rules and regulations applying to conduct also apply to student employees, whether all or a portion of the salary is paid by the District.

The District Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

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

The President shall notify the Board of all long term suspensions of one or more school terms. The Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

PROHIBITED CONDUCT

The following conduct shall constitute good cause for discipline, including but not limited to:

- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, defiance of the authority of, threats towards, or persistent abuse of, District personnel on District-controlled property or at District sponsored or supervised functions or through electronic means.
- Continued serious misconduct where other means of correction have failed to bring about proper conduct.
- Acts that would be considered sexual harassment as defined by law or by District policies and procedures.
- Falsification, alteration or misuse of District documents and records; or knowingly furnishing false information to the District.
- Act or threat of damage to or theft of property belonging to or located on District-controlled property or facilities.
- Failure to comply with program-specific policies, procedures, and standards and District Board Policies and Administrative Procedures.
• The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.

• Unauthorized entry into, or use of, District-controlled facilities.

• Failure to comply with directions of District officials, faculty, staff, or campus security officers who are acting in performance of their duties.

• Engaging in conduct which is obscene, lewd or indecent; libelous or slanderous or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises.

• Cheating or plagiarizing in relation to a District course or academic program.
See also Board Policy 5515.

• Causing, attempting to cause, or threatening to cause physical injury to another person.

• Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permissions to possess the item from a District employee, which is concurred by the Superintendent/President.

• Gambling on District property.

• Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia on campus or during District-sponsored activities such as field trips, athletic events, study abroad programs, conferences, and workshops.

• Smoking in an area where smoking has been prohibited by law or District regulation.

• Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to class notes, except as permitted by any District policy or administrative procedure.

• Violation of any statute, regulation, or ordinance or law punishable by incarceration or a fine, other than a vehicular parking violation. Whether a student has committed such a violation shall be determined solely by the District for purposes of any student disciplinary action. Any District disciplinary action is separate and distinct from any other governmental action. The decision of any non-District person or entity, including, but not limited to, a jury, as to whether the violation occurred is not binding on the student disciplinary action, although it may be considered in the student disciplinary action.

• Discrimination against or harassment of another student, District employee or individual based on ethnic group identification, national origin, religion, age, sex, gender identity and expression, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy (Board Policies 3410 and 3430)
STUDENT RIGHTS

- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying (Board Policy 5500)

DEFINITIONS

A. Day(s): Those days, Monday through Friday, when the District is in session and regular classes are held.

B. District: Sierra Joint Community College District, including its officers, agents, employees or members of the Board of Trustees.

C. Expulsion: Permanent exclusion of the student by the Board of Trustees.

D. Informal Agreement: A written agreement between the Disciplinary Officer and the student resolving the disciplinary problem. If the student does not comply with the informal agreement, disciplinary proceedings shall be re-instituted against the student at the discretion of the Disciplinary Officer, unless the informal agreement provides otherwise. Failure by the student to comply with the informal agreement is itself a separate cause for discipline.

E. Instructor: Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.

F. Mail: Whenever this policy calls for or permits a written notice or other communication to be given, mailing by certified mail, regular mail and/or by electronic communication, and addressed to the last known address of the student shall be deemed to be sufficient compliance with the provision. The District will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student’s responsibility to ensure that the District has updated and current contact information at all times. A student’s failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Personal delivery shall also be deemed compliance with any mailing requirement. Any mail sent to the student’s last known mailing address shall be presumed to be received by the student.

G. Removal from class: Exclusion of the student by an instructor for the day of the removal and the next class meeting. Decisions on such removals shall be final and cannot be appealed.

H. Student: Any person currently enrolled as a student in any course or program offered by the District.

I. Suspension: Exclusion of a student for good cause. A student who has been suspended shall be prohibited from being enrolled at any campus or site in the District for the entire period of the suspension.

1. Immediate Suspension—The Discipline Officer may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In such cases where immediate suspension is ordered, a reasonable opportunity will be afforded the student for a hearing thereafter.

The Disciplinary Officer may also order suspension of a student as follows:

2. Suspension from one or more classes, privileges or activities for a period of up to ten (10) instructional days. If a minor student is suspended, the parent or guardian shall be notified in writing of the suspension (Education Code Section 76031).
3. Suspension from one or more classes, privileges or activities for the remainder of the school term, or for one or more terms. If a minor student is suspended, the parent or guardian shall be notified in writing of the suspension (Education Code Section 76031).

J. Warning: A verbal or written notice to the student that continuation or additional violations of code of conduct may be cause for subsequent disciplinary action. A written record of the fact that a verbal warning has been issued may become part of a student’s record at the District for a period of up to one year. Failure of the District to expunge the written record of a verbal warning after one year shall not be the basis for any legal action against the District. Written warnings shall become part of a student’s permanent record at the District.

K. Withdrawal of Consent to Remain on Campus or District-controlled property: Withdraw of consent to remain on any campus or District-controlled property may be imposed by the Disciplinary Officer or designee on any person to remain on campus in accordance with California Penal Code Section 626.4 where there is reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility.

The Disciplinary Officer or designee may notify any person that consent to remain on the campus or other District-controlled facility has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility. If the person is on campus at the time, he/she must promptly leave or will be escorted off campus. If consent is withdrawn by the Disciplinary Officer or designee a written report will be promptly made to the Vice President, Student Services.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The written request shall state the address to which notice of hearing is to be sent. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn is guilty of a misdemeanor and is subject to arrest. This section does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal. (Penal Code 626.2 and 626.4)
DISCIPLINARY ACTIONS AND PROCEDURES

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct outlined in Board Policy 5500. Each case is handled individually; while due process is always employed, some of the procedures outlined below may not be necessary in every case.

A. DISCIPLINARY OFFICER

1. The Disciplinary Officer is the Vice President, Student Services or designee.

B. PROCEDURES FOR IMMEDIATE SUSPENSION:

1. Immediate Suspension: A student placed on immediate suspension will be afforded a reasonable opportunity for a hearing day in accordance with Education Code 66017. The decision to place a student on Immediate Suspension is final and cannot be appealed.

C. PROCEDURES FOR ALL OTHER DISCIPLINARY ACTIONS:

1. Students accused of alleged misconduct shall be referred to the Disciplinary Officer. The Disciplinary Officer may require a written statement relevant to the alleged misconduct. The Disciplinary Officer has the right to impose disciplinary action based on good cause as set out in Board Policy 5500 following the disciplinary action procedures below.

2. In cases of alleged student misconduct, the Disciplinary Officer or designee shall use all reasonable means to contact the student to notify him or her of the allegations and to provide an opportunity for the student to respond. The Disciplinary Officer shall offer the student the opportunity to respond to the accusations and/or instances of alleged misconduct verbally or in writing. Students must respond within 2 Days of receiving notice. Failure to respond shall be deemed a waiver of the right to contest any discipline imposed or other action taken.

3. After considering the student’s response and considering all information relative to the issue, the Disciplinary Officer may choose to take any of the following actions:
   a. Drop the charges for lack of evidence.
   b. Issue a Warning.
   c. Prohibit the student from intentionally contacting (e.g. by telephone or e-mail), or otherwise disturbing the peace of others specifically named for a specified period of time.
   d. Place the student on suspension status including one or more of the following:
      1) Suspension from one or more classes or activities (sports, student government, field trips, drama events, etc.) for a period of up to ten (10) Days. Any decision to suspend a student for up to ten (10) Days shall be final and may not be appealed.
      2) Suspension from one or more classes or activities for the remainder of the term.
3) Suspension from all classes and activities for one or more terms.
   e. Recommend Expulsion to the Board of Trustees.
   f. Any other action the Disciplinary Officer deems appropriate.

D. INFORMAL AGREEMENT OF RESOLUTION

In cases where the Disciplinary Officer determines that an Informal Agreement is appropriate,
the accused student will be informed that the Informal Agreement, while not a part of the
student’s permanent record, is binding. If the student fails to abide by the Informal Agreement,
such failure will be regarded as actionable misconduct and may subject the student to
disciplinary action.

E. REMOVAL FROM CLASS BY INSTRUCTOR

An instructor may remove a student from class for the day of the removal and the next
class meeting (no matter the length or type of class) for any good cause. The instructor
shall immediately report the removal to the Disciplinary Officer. If the student removed is a
minor, the Disciplinary Officer shall invite the student’s parent or guardian to attend a parent
conference regarding the removal as soon as possible. If the instructor or parent or guardian
so requests, a District administrator shall attend the conference. During the period of removal,
the student shall not be returned to the class from which he or she was removed without the
concurrence of the instructor (Education Code, Section 76032). Decisions on such removals
shall be final and cannot be appealed.

F. FAILURE TO COMPLY WITH PROGRAM-SPECIFIC POLICIES AND
   PROCEDURES

Sierra College offers educational programs and services that require compliance with specific
policies, procedures and standards including but not limited to: Nursing, Public Safety,
Study Abroad, Health Center, and Residence Life. Students who fail to comply with these
policies will be disciplined according to the specific mandates of the program. This does not
preclude discipline against students enrolled in those programs and services for other alleged
misconduct under these procedures.

G. FINANCIAL AID

Any student suspended or expelled from the District shall be ineligible for scholarships, loans,
grants, or any other financial aid during the period of suspension or expulsion.

H. EMPLOYMENT

Any student suspended or expelled from the District shall be ineligible for student employee
status with the District for the period of suspension or expulsion.
I. FEES
No student suspended or expelled shall be refunded or credited any fees paid by and/or for the student.

J. DEADLINES
Failure of the District to meet any of the deadlines specified in this Procedure shall not be construed against the District or result in a finding in favor of the student.

K. RIGHT TO INCLUDE STATEMENT OR RESPONSE TO DISCIPLINARY ACTION
Pursuant to Education Code 76233, whenever there is included in any student record information concerning any disciplinary action taken by the Sierra College Disciplinary Officer in connection with the student, the student shall be allowed to include in such a record a written statement or response concerning the disciplinary action.

DISCIPLINARY APPEAL PROCEDURES
If a decision is made to suspend the student for more than ten (10) days or to recommend expulsion, the student will be provided a written notice of the disciplinary action. If the student is a minor, the parent or guardian shall also be provided written notice. The notice shall include:

A. A statement of the charges, which shall identify the cause for which long-term suspension or recommended expulsion, is being imposed. The statement shall briefly describe the facts alleged as a basis for violation of the student code of conduct.

B. Notification of the student’s right to file an appeal leading to the due process outlined below.

C. Notification that the Disciplinary Appeals Committee may consider the student’s previous disciplinary and academic record.

D. Notification of the student’s right to be accompanied by an advisor. If the student is accompanied by an attorney, the name and address of that attorney must be submitted to the Office of the Vice-President, Student Services at the time the filing of an appeal is made. Failure to do so shall constitute good cause for a continuance of the hearing and good cause to exclude the attorney. If the student is represented by an attorney, the District will also be represented by an attorney. The role of the advisor or attorney shall be passive in this procedure. The advisor or attorney may be present at the appeal hearing and may counsel the student responding to questions relating to the incident. The advisor or attorney may not address the Disciplinary Appeal Committee and shall not be permitted to participate in any way during the hearing except to offer counsel to the student.

E. If the suspended student is a minor, the parent of guardian shall also be notified in writing of the suspension.

F. A copy of these procedures.
G. **A Disciplinary Appeal form.**

The notice letter may be amended at any time. If an amendment would require the student to prepare a substantially different defense, the Disciplinary Officer may postpone the hearing for a reasonable time not to exceed ten (10) days.

The student must submit the Disciplinary Appeal form to the Disciplinary Officer no later than three (3) instructional days after receipt of the notice. Failure to submit an appeal form will be presumed to be the student’s acceptance of the disciplinary action. If the student requests an appeal, the Disciplinary Officer will convene a meeting of the Disciplinary Appeals Committee within ten (10) instructional days from the date the Disciplinary Appeal form is filed. The student must contact the office of the Vice-President, Student Services for a hearing date.

During the appeals process students will be allowed to continue with their scheduled classes and activities through the due process procedures unless the Disciplinary Officer has removed the student's privileges to participate in classes or activities or to remain on District-controlled property through the due process procedures in circumstances where the student is considered a threat to the health, safety, or well-being of other members of the campus community.

**DISCIPLINARY APPEAL HEARINGS**

**A. COMMITTEE MEMBERSHIP**

1. The Disciplinary Appeals Committee shall consist of three (3) members: one (1) administrator; one (1) faculty member; and one (1) student. The selection process of the Disciplinary Appeals Committee shall be as follows:

2. The District Superintendent/President or designee shall appoint a chair to the Disciplinary Appeals Committee. The chair shall be non-voting.

3. The chair will request:
   a. That the Management Senate President or designee appoint an administrator
   b. That the Academic Senate President or designee appoint a faculty member
   c. That the Student Senate President or designee appoint a student representative

4. Committee members shall not in any way be connected to the event out of which the action arose.

**B. HEARING PROCESS**

1. The hearing shall be convened within ten (10) instructional days from the date an appeal is filed. The hearing shall be limited to one (1) meeting, unless required otherwise by due process.

2. The student shall be given not less than forty-eight (48) hours advance notice of the time, date and place of the hearing.
3. The hearings 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. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in itself to support a finding. Unduly repetitious evidence may be excluded.

4. The Disciplinary Officer shall carry the burden of proof by a preponderance of the evidence in support of the disciplinary action. The decision shall be by a majority vote.

5. The student and the Disciplinary Officer have the right to present police reports, written and/or oral statements. Written statements of individuals not present at the hearing must be made under penalty of perjury and must be submitted to the Chair prior to the start of the hearing. If the written statement is disputed by either side, the Chair may continue the hearing to allow the objecting party to secure the attendance of the witness, obtain contradictory evidence, or such other remedy determined by the Chair.

6. All proceedings of the Committee shall be closed to everyone other than the Committee members, the Disciplinary Officer, the student(s) charged, a witness while presenting evidence, the advisor or attorney for the student, and the advisor or attorney for the District. All participants shall maintain the strictest confidentiality. If the student is a minor, the student’s parents may also be present.

7. Final deliberations will be conducted with only the Committee members present.

8. The Committee will consider all available evidence relevant to the appeal.

9. The Disciplinary Appeals Committee will provide a written report of its findings to the District Superintendent/President within three (3) instructional days after the conclusion of the hearing. The Committee may choose any of the following options:
   a. Uphold the action;
   b. Revoke the action;
   c. Impose a lesser action; or
   d. Impose a more severe action.

10. All Disciplinary Appeals Committee hearing proceedings shall be recorded and all participants will be advised as such. The recordings shall be maintained by the Office of the Vice-President, Student Services for two (2) calendar years, along with copies of all decisions made. Access to the recordings and copies of decisions made, shall be limited to the parties involved or as otherwise required by law.
C. DECISION BY THE DISTRICT SUPERINTENDENT/PRESIDENT

The District Superintendent/President or designee shall review the report of the Disciplinary Appeals Committee. The District Superintendent/President or designee may consult with the chairperson and, if necessary, refer the matter back to that committee for additional clarification. Neither the student nor the parent/guardian shall have a right to a hearing by the District Superintendent/President. The District Superintendent/President or designee shall render a decision as soon as reasonably practicable, which in most cases shall occur within three (3) Days of receipt of the report. The District Superintendent/President’s decision is final except for such matters as are required to be determined by the Board of Trustees.

Upon suspension or expulsion of a student, the District Superintendent/President or designee shall notify appropriate law enforcement authorities of any acts of the student that may be in violation of Section 245 of the Penal Code (Education Code Section 76035).

D. SCOPE OF EXPULSION

Expulsion of a student is the permanent denial of student status and all attending rights and privileges. The District Superintendent/President may recommend expulsion of a student for “good cause” as defined in Board Policy 5500.

1. After receipt of a recommendation for expulsion from the Disciplinary Officer and/or the Disciplinary Appeals Committee, the District Superintendent/President shall decide whether to recommend expulsion to the Board of Trustees. It is recommended that this occur within five (5) Days.

2. Written notice of the decision shall be provided to the student.

3. The Board of Trustees shall consider any recommendation from the District Superintendent/President for expulsion, preferably at the next regularly-scheduled meeting of the Board after receipt of the recommendation.

4. All deliberations must occur in closed session to protect the student’s right to privacy unless the student requests that the hearing be held publicly.

5. The student must be informed of the right to request that a public hearing be held pursuant to Education Code, Section 72122.

6. The final action taken by the Board must be made in public session so as to make a part of the public record and forwarded to the student.

7. The decision of the Board of Trustees shall be final pursuant to Education Code, Section 76030.
VI. ACADEMIC DISHONESTY (BP/AP 5515)

Success in college, as in other aspects of life, demands absolute honesty at all times. Sierra College expects that students, as well as faculty, will observe the principles of ethical conduct in their treatment of fellow members of the academic community and in their accomplishment of academic work. Students are responsible for familiarizing themselves with these principles as they pertain to each course in which they enroll. When completing assignments, students should be careful to follow the principles of ethical conduct. Students who are uncertain about the ethics involved in particular courses or assignments should make it a point to talk with instructors. Proven misconduct or violation of these principles, will be disciplined as set forth in this policy.

The instructor has absolute authority over issuing the final course grade (Education Code, Section 76224).

It is important to remember that the principles of academic honesty in no way restrict free inquiry and the open exchange of diverse, and sometimes unpopular, ideas. These the college encourages, for they are vital to learning and the pursuit of reason and truth.

Students who fail to comply with this policy will be subject to disciplinary action as described below.

A. EXAMPLES OF BEHAVIOR DEEMED TO BE DISHONEST

1. Representing as your own, work that was borrowed, purchased, written, or obtained in any other manner from another student or any other sources.

   All work accomplished to meet course requirements must be the student’s own original work in oral and written examinations, class projects, lab data, oral presentations, visual media and other assignments.

   Group projects must represent the original work of the group; each instructor is free to establish the guidelines for collaborative assignments.

2. Plagiarism, which is to knowingly present borrowed wording, ideas, opinions, visual media (photos, videos, etc.) or data as if it were one’s own original creation, must under all circumstances be avoided.

   In papers based on research, plagiarism can be avoided by clearly acknowledging the sources of all information that is not original. The source of quotations and paraphrases must be acknowledged in footnotes, endnotes, or internal citations and/or in a bibliography/list of works cited in a form or style appropriate to the discipline.

B. EXAMPLES OF CHEATING

1. Any type of assistance, oral, visual or written, given by one student to another during a project or examination without the approval of the instructor.

2. Fabricating information or sources.

3. Using forbidden notes or other sources of information on examinations.

4. Altering a grade or interfering with the grading procedures in any course.

5. Allowing someone other than the officially enrolled student to represent the same.

6. Forging attendance documents or other records.
7. Stealing copyrighted computer software.
8. Submitting purchased, commercially prepared papers.
9. Use of any electronic device (calculator, tape recorder, or computer) during an examination unless permitted by the instructor.

C. CONSEQUENCES OF ACADEMIC DISHONESTY

An instructor may choose any one or more of the following steps when a student has engaged in behavior that is deemed to be dishonest:

1. Confront the student or students and give counsel regarding the unacceptable nature of the offense.
2. Reassign the research paper, project, exam, or assignment for reevaluation including the possibility of a lower grade on that assignment as a consequence for the dishonesty.
3. Designate a failing grade or a zero for the assignment, project, exam, or paper.
4. Refer the student or students to the Disciplinary Officer for the consideration of additional and more severe consequences, including the possibility of suspension or expulsion from the College. (See Board Policy 5500 and Administrative Procedure 5520)
VII. SMOKING, USE OF TOBACCO, NON-REGULATED NICOTINE AND OTHER VAPOR PRODUCING PRODUCTS (BP 3570)

Sierra Joint Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District has established a smoke, vapor and tobacco-free environment.

The use of such products is prohibited upon all District owned or controlled properties. The use of such products is also prohibited in all vehicles owned, leased, or operated by the District. This includes the smoking of cigarettes, pipes, cigars, or other tobacco products or the smoking of any substance. The use of smokeless tobacco products (e.g. chewing tobacco) and the use of non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) is also prohibited.

Students, classified employees, faculty, and educational administrators who violate this policy shall be subject to discipline according to collective bargaining agreements, Education Codes, Board Policy and California Penal Code. Others who violate this policy shall be deemed to have disrupted the orderly operation of the College and may be required to leave the premises.

Additionally, those who violate this policy shall be subject to citation and fines per California Government Code section 7597.1.
VIII. NON-DISCRIMINATION AND SEXUAL HARASSMENT

NON-DISCRIMINATION

Sierra College is committed to maintaining an environment that is free from unlawful discrimination on the basis of students' race, color, religious creed, national origin, ancestry, ethnicity, disability, gender, sexual orientation, or lack of English language skills. Complaints of discrimination should be referred to the EEO Compliance Officer, Cameron Abbott, Director, Human Resources. He can be reached at (916) 660-7102.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting.

Examples of sexual harassment include:

1. Unwelcome sexual flirtations or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual’s body;
4. Sexually degrading words used to describe an individual;
5. Unwelcome touching;
6. Continuing to express sexual interest after being informed that the interest isn’t welcome;
7. Offering favors, or educational, or employment benefits such as grades, assignments or recommendations in exchange for sexual favors.

Students who wish to review Sierra College’s complete Sexual Harassment Policy, or believe they may have been the victim of sexual harassment should contact the EEO Compliance Officer.

The EEO Compliance Officer is Cameron Abbott, Director, Human Resources. He can be reached at (916) 660-7102.
IX. JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

In compliance with the Clery Act, Sierra College publishes and distributes an annual security report. The report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Sierra College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may obtain a copy of the report by contacting the Police Services Office or by accessing the website at www.sierracollege.edu/about-us/admin-services/security/incidents.php. Public information regarding sex offenders may be obtained by accessing the Megan’s Law website at www.meganslaw.ca.gov.

X. COMPLIANCE OFFICERS

Students who believe they have suffered discrimination based on any of the reasons contained in this handbook may file a complaint with the appropriate office:

Disciplinary Officer: Beth Ervin
Interim Dean, Student Services ................. (916) 660-7304

Student Grievance Officer: Tim Haenny
Faculty Coordinator, Campus Life Programs .... (916) 660-7380

EEO Compliance Officer: Cameron Abbott
Director, Human Resources.................... (916) 660-7102

ADA/504 Compliance Officer: Cameron Abbott ....
Director, Human Resources.................... (916) 660-7102

College Equity Officer: Cameron Abbott
Director, Human Resources.................... (916) 660-7102

Sexual Harassment Officer: Cameron Abbott
Director, Human Resources.................... (916) 660-7102

Title IX Officer: Cameron Abbott
Director, Human Resources.................... (916) 660-7102
Grievance Form

Student Information

Name: ________________________________ Student ID #: ________________________________
   Last       First       MI

Address: ________________________________ Phone Number: ________________________________

City, State: ________________________________ ZIP: ________________________________

Grievance Information

The following process must have been completed within the required timelines prior to submitting this written grievance.

Date the act/problem occurred: ______________________________________________________

Was an informal meeting held with the college representative against whom this complaint is being filed?
   ☐ Yes   ☐ No   Date meeting held ________________________________

Was an informal meeting held with the supervisor of the college representative against whom the complaint is being filed?
   ☐ Yes   ☐ No   Date meeting held ________________________________

Was an informal meeting held with the next-level administrator?
   ☐ Yes   ☐ No   Date meeting held ________________________________

What specific rule, regulation, law or student right do you allege has been violated?

________________________________________________________________________________

________________________________________________________________________________

What facts do you believe establish the violation? (attach additional pages as needed).

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Specify remedy/resolution desired:

______________________________________________________________

______________________________________________________________

______________________________________________________________

List all documents that should be reviewed (attach legible copies):

______________________________________________________________

______________________________________________________________

______________________________________________________________

Check One:  ❑ Waive attorney at hearing    ❑ Choose to bring attorney

Attorney Name _______________________
Address ____________________________
Phone Number _______________________

Student Signature

I believe I have pursued all necessary steps within the designated timeframes to resolve my complaint through the informal grievance process. I consider the issue of sufficient concern to file a written grievance with College officials.

Student Signature                  Date
Sierra College Emergency Procedures

Emergency Telephone Numbers (Fire, Medical, Police Emergencies)

In an emergency in which life, limb, and/or property are threatened call 911 immediately.

For non-emergencies, call the following numbers:

**Rocklin Campus**
Sierra College Security Services – ext. 7120 or (916) 660-7120

**Nevada County Campus**
Sierra College NCC Security Services – ext. 7120 or (916) 660-7120
Grass Valley Police Department (530) 477-4600

**Roseville Gateway Campus**
Roseville Police Department (916) 774-5000

**Tahoe Truckee Campus**
Sierra College Security Services – ext. 7120 or (916) 660-7120
Truckee Police Department (530) 550-2328

In the event of a fire:
1) If a fire and/or smoke are present, pull the nearest fire alarm
2) Anytime you hear a fire alarm in the building – immediately start evacuation procedures
3) Instruct students to gather personal belongings
4) Gather attendance records
5) Using the evacuation routes available, proceed with class to the established assembly point in the opposite direction of smoke or fire
6) Wait with class/others at the assembly point until given further instructions by appropriate emergency personnel
7) DO NO RE-ENTER THE BUILDING until instructed to do so

In the event of a command to evacuate:
1) Gather personal belongings
2) Gather attendance records
3) Proceed to established assembly point
4) Report to the emergency staff assigned at the assembly point before leaving
5) Wait at assembly point until receiving further instructions from emergency personnel

In event of a command to “Lock Down”:
1) Close all doors and lock, if possible
2) Close all blinds and drapes
3) Turn off any unnecessary equipment
4) Turn off cell phones
5) Stay away from all windows
6) Remain as quiet as possible
7) Do not allow anyone to leave until notified by emergency personnel

In event of a command to create “Shelter in Place”:
1) Follow all steps identified for lockdown
2) Ensure that all ventilation is either closed or shut down

PLEASE REPORT ANY SPECIAL CIRCUMSTANCES OR LIMITATIONS THAT MAY INTERFERE WITH YOUR ABILITY TO EVACUATE IN AN EMERGENCY.