Student Responsibilities

It is the responsibility of each student at Santa Barbara City College to be a responsible member of the college community by reading and complying with the published policies, procedures, rules and regulations of the college, as outlined in this Catalog, the Schedule of Credit Classes and other official materials, including online publications at www.sbcc.edu. The following are some of the most frequently referenced policies and administrative procedures.

Academic Integrity Policy

(BP 5231.6; AP 5231.6)
The purpose of this statement is to expand, clarify and set forth clearly the authority and disciplinary procedures in response to academic dishonesty, as referenced in “Adherence to Standards” section 1 of the Santa Barbara City College’s Standards of Student Conduct.

Definitions

Academic dishonesty is defined as an act of obtaining or attempting to present academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes, but is not limited to:

Cheating—failure to observe the express procedures of an academic exercise, including, but not limited to:

• Unauthorized use of commercial “research” services, such as term papers
• Providing information without instructor’s permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage during an exam or assignment
• Unauthorized communicating with fellow students during a quiz or exam
• Copying material from another student’s quiz or exam
• Permitting another student to copy from a quiz or exam
• Permitting another person to take a quiz, exam, or similar assignment in lieu of the enrolled student
• Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam
• Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam through cell phones and texting
• Unauthorized use of another person’s data in completing a computer or lab exercise
• Using computer and word processing systems to gain access to, alter and/or use unauthorized information
• Altering a graded exam or assignment and requesting that it be re-graded; submission of altered work after grading shall be considered academically dishonest, including, but not limited to, changing answers after an exam or assignment has been returned, or submitting another’s exam as one’s own to gain credit
• Attempting to hinder the academic work of another student

Fabrication—falsification or invention of any information in an academic exercise, including, but not limited to:

• Fabricating or altering data to support research
• Presenting results from research that was not performed; submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student

Fabrication, alteration or misrepresentation of official or unofficial records or documents, including, but not limited to, academic transcripts, academic documentation, letters of recommendation, and admissions applications or documents

• Crediting source material that was not directly used for the research
• Falsification, alteration or misrepresentation of official or unofficial records or documents, including, but not limited to, academic transcripts, academic documentation, letters of recommendation, and admissions applications or documents

Fraud, Misrepresentation, Lying—intentionally making an untrue statement or deceiving including, but not limited to:

• Providing an excuse for an absence, tardiness, or late assignment with the intent to defraud the instructor, staff or the college
• Checking into an SBCC lab, center or other SBCC resource with the intent to defraud instructors, staff or the college
• Checking in or checking out of an SBCC class, lab, center or other SBCC resource for another student
• Using another student’s SBCC identification card for use in a class, lab, center or other SBCC resource

Plagiarism—the presentation of another’s words, ideas or images as if they were the student’s own, including, but not limited to:

• Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one’s own
• The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source. (Is it the student’s responsibility to cite all sources?)
• The submission of material, edited in part or whole, by another person that results in the loss of the student’s original voice or ideas (i.e. while an editor or tutor may advise a student, the final work submitted must be the work of the student, not that of the editor or tutor)
• Translating or presenting material from another language and presenting it if it were the student’s own work
• Unauthorized transfer and use of another person’s computer file as the student’s own
• Unauthorized use of another person’s data in composing a research paper

Multiple Submissions—submission of a work that has already received credit with identical or similar content in another course without written consent of the present instructor, or submission of work with identical or similar content in concurrent courses without written consent of all instructors involved

Facilitating Academic Dishonesty—assisting another to commit an act of academic dishonesty, including, but not limited to:

• Taking a quiz, exam, or similar evaluation in place of another
• Allowing one student to copy from another
• Attending a course posing as another student who is officially registered for that course
• Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this policy
• Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study, this includes, but is not limited to, providing materials for distribution by online or in print services publishing class notes

(This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the internet or via any other media.)

Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version or when the student claims not to know the policy or procedures.

First Offense in a Course or Non-Course Activity

In course-related activities, when a student commits a first offense, decision-making regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor. An instructor, in consultation with the student, may issue a verbal or written notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action. If the instructor chooses further disciplinary action, the instructor shall notify the student, the appropriate department chair, and Dean, Educational Programs—Support Services, of the penalties imposed on an “Academic Integrity Violation Form”. The Dean, Educational Programs—Support Services, shall retain this documentation in his/her files.

In non-course activities, when a student commits a first offense, the Assessment, Technician or other appropriate staff member shall notify the appropriate Dean, Educational Programs, of the incident and the Dean, Educational Programs—Support Student Services, of the penalties imposed on an “Academic Integrity Violation Form.” Penalties for the first offense may include the following:

• A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term
• Temporary removal from a course or activity. An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the class period the following day
• An additional assignment: An instructor may require the student to perform additional academic work

The student may appeal the determination of academic dishonesty pursuant to the Student Grievance Policy (BP 3235), as administered by the Executive Vice-President, Educational Programs.

Multiple Offenses at the College

When the Dean of Educational Programs—Student Support Services (SS-260), has determined that an
academic dishonesty is a second such offense or multiple offenses, he/she shall initiate insti-
tutional action. Penalties may include, in addition to those listed above:
• Censure: A verbal reprimand or recorded written statement which details how a student’s conduct violates District or College regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action
• Disciplinary Probation: For a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:
  a. Removal from any or all College organizations or offices; or
  b. Denial of privileges of participation in any or all College- or student-sponsored events.
• Disciplinary Suspension: The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges, including class attendance, making work up and all other student body or College-granted privileges
• Expulsion: A permanent termination of student status and all attending rights and privileges. An expelled student shall not be allowed to register in any subsequently offered courses until written approval of the chief executive officer of the College

The Dean of Educational Programs—Student Support Services, shall inform the student in writing of the proposed penalty(ies) for multiple infractions of the Academic Integrity Policy. A student may request a hearing on the proposed action of the Dean of Educational Programs—Student Support Services, using the following Appeal Procedure, outlined in AP 5231.1.

Alcohol and Drug Use Policy
The Drug-Free Schools and Communities Act Amendments of 1986 (the Act) require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy statement:

Santa Barbara City College is committed to the success of each student and, as a college, it realizes that the use of alcohol and drugs can be a major impediment to success. There are physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his/her life and difficulty with academic success.

The Student Health Services Program offers educational programming, peer health education programs, resources and counseling, as well as referrals to community service agency counseling and rehabilitation programs.

According to the Standards of Student Conduct, possession, use or distribution of alcohol and alcohol on college property or during campus-related activities are subject to disciplinary action. This can be up to, and including, expulsion from SBCC, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in state prison.

Animals on Campus
Except for service animals for people with disabilities, animals are not allowed on campus. At no time should dogs be left in vehicles. Animals will be controlled by the local Animal Control Department. Questions on college and municipal regulations in this area should be directed to the Campus Security Office.

Attendance
All students enrolled at Santa Barbara City College are expected to be punctual and to attend class regularly. Students who are not in attendance at the first class meeting are considered “no-shows” and the instructor may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, an instructor who has withdrawn a student for non-attendance will not be required to make up the class liability of the student’s absence.

Standards of Student Conduct
We, at Santa Barbara City College, as members of an institution of higher education, believe that our special contribution to the achievement of the ideal of social justice is to provide a setting in which ideas may be freely explored and objectively examined. We believe that “justice for all” can be achieved only when each person recognizes the rights of all others to study, to learn, to grow and develop, in the democratic educational process of free exploration of ideas must be kept free from interference. Neither coercion, intimidation, nor disruption may be allowed to interfere with the educational process.

The Student Health Services Program assumes an obligation to act in a manner compatible with the college’s function as an educational institution. The Student Health Services Program and at all college- sponsored activities, or at activities sponsored by college clubs or organizations on or off campus, except where specifically limited.

Education Code Section 66300 states that the Board of Trustees shall adopt specific rules and regulations governing student behavior, along with applicable penalties, and that each student shall be provided with a copy of such policies. In compliance with this Education Code section, the Board approved Standards of Student Conduct policies. A copy of these policies is available at Admissions & Records, SS-110 and are also available from the Dean, Educational Programs—Student Support Services, SS-260.

Responsibilities
It is the responsibility of an applicant for, and recipient of, financial aid to:
  1. Provide complete and accurate information regarding financial aid enrollment status, and any changes which may occur, knowing that he/she is responsible for any consequences which may result from misrepresentation of information.
  2. Understand the college’s refund policy.
  3. Understand the college’s academic standards policy.
  4. Repay all student loans and notify the lender of any changes in name, address, or enrollment status.
  5. Perform the work that is agreed upon and accept a grade of a Federal Work Study (FWS) award.

Financial Aid Satisfactory Progress Standards
Federal regulations mandate that all institutions of higher education establish minimum standards of “satisfactory academic progress” for students receiving financial assistance. All students who apply for and receive financial assistance are expected to meet the academic standards described in Santa Barbara City College’s Financial Aid Satisfactory Academic Progress Policy. Copies of the Financial Aid Satisfactory Academic Progress Policy are available in the Financial Aid Office, Room SS-210, or read online at www.sbcc. edu/financialaid under Downloadable Forms.

Injury/Accident Reporting
All accidental class-related student injuries must be reported to the Student Health Services Office Room SS-170 within 72 hours of the incident to be eligible for student accident policy insurance coverage. This coverage is limited, as defined by the insurance policy, while participating in college classes or activities and is secondary to any other medical insurance the student may have. Coverage and limitations are outlined in a brochure available in the Student Health Services Office.

Student Success and Support Responsibilities
It is the responsibility of the matriculated student to:
  1. Identify a specific educational goal upon admission and a specific educational goal...
subject to immobilization. The penalty fee schedule ranges from $20 to $350. If left unpaid for more than 21 days, a citation's cost doubles in price. Failure to pay the citation or make appearance, as required, will result in further legal action.

Bikes, Skating and Skateboarding
Students are requested by the Campus Security Office to observe the following rules and advisories regarding bicycles, roller skating and skateboarding: (1) On campus, ride your bike on designated bike routes only; (2) have your bike registered with the City of Santa Barbara; (3) park and lock your bike in the bike racks provided; (4) bikes parked illegally will be impounded; (5) if you use your bike for transportation to and from campus, be sure to have sufficient lights and reflectors for night riding and good visibility; and (6) no roller-skating or skateboarding is permitted on campus at any time.

Smoke-Free Workplace Policy
It is the internal policy of the Board of Trustees to maintain a workplace that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College District to maintain a smoke-free campus. In addition, the use of smokeless tobacco is prohibited in any campus facility.

Corequisite:
Means a condition of enrollment that consists of a course that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Definition:
Course means an organized pattern of instruction on a specified subject offered by a community college pursuant to subdivisions (a), (b) or (c), section 55002. Educational program means an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, or transfer to another institution of higher education.

Non-degree applicable basic skills courses are those in reading, writing, computation and English as a Second Language which are designated by the community college district as non-degree applicable credit courses pursuant to subdivision (c) of section 55002.

Non-degree applicable courses are those courses which do not apply towards the unit requirement of the Associate Degree. Non-degree applicable courses at SBCC are numbered below 100 in this Catalog.

The course also requires a minimum of two hours of lecture and two hours of laboratory per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.

Academic Standards/Policies

Policy
The Board of Governors of the California Community Colleges has adopted the following community college criteria and standards, as stated in the California Code of Regulations, Title 5, Chapter 6, Sub-chapter 1, Article 1.

Definitions
Corequisite: means a condition of enrollment that consists of a course that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Non-degree applicable basic skills courses: are those in reading, writing, computation and English as a Second Language which are designated by the community college district as non-degree applicable credit courses pursuant to subdivision (a), (b) or (c), section 55002.

Non-degree applicable: are those courses which do not apply towards the unit requirement of the Associate Degree.

Non-degree applicable courses at SBCC are numbered below 100 in this Catalog.

Degree-applicable credit courses: are those courses which have been designated as appropriate to the Associate Degree as described in a course of study, and have met the requirements of section 55062, and which have been recommended by the college and/or district curriculum committee and approved by the district governing board as collegiate courses meeting the needs of students. Degree-applicable courses at SBCC are numbered 100 and above in this Catalog.

Degree-applicable credit courses: are those courses which have been designated as appropriate to the Associate Degree as described in a course of study, and have met the requirements of section 55062, and which have been recommended by the college and/or district curriculum committee and approved by the district governing board as collegiate courses meeting the needs of students. Degree-applicable courses at SBCC are numbered 100 and above in this Catalog.

Course advisory: means a condition of enrollment that is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Academic Standards/Policies

Satisfactory grade means that, for the course in question, the student's academic record has been annotated with the symbol A+, A-, B+, B, B- or C or P as those symbols are defined in section 55023.

Criteria and Standards
A credit course is one which, at minimum,
1. Is recommended by the responsible college officials and the curriculum committee as being of appropriate rigor and has been approved by the local district governing board and the Chancellor of the California Community Colleges as a collegiate course meeting the needs of students eligible for admission.
2. Is taught by a credentialed instructor.
3. Is offered as described in a course of study, outline or other official college files. That outline shall specify the unit value, number of contact hours for the course as a whole, the prerequisites, corequisites or advisories for the course, the catalog description, scope, objectives and content in terms of a specific body of knowledge, required reading and writing assignments, and other outside-of-class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.
4. Is taught in accordance with a set of instructional objectives common to all students as outlined in the course of study outline.
5. Provides for student performance in terms of the stated objectives and competencies in a formal, permanently recorded grade, based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem-solving exercises or skills demonstrations by students.
6. Grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of instructional and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours per week of instructional activity, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.

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