

RULES FOR STUDENT CONDUCT

The following are rules for minimum student conduct. Students enrolling in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Misconduct or "good cause" for which students are subject to discipline falls into the following categories:

Continued Disruptive Behavior continued willful disobedience, habitual profanity or vulgarity, **persistent abuse of other students** or the open and persistent defiance of the authority of, or persistent abuse of, college personnel. [E.C. 76033(a)]

Assault, Battery or any threat of force or violence, upon a student or college personnel. [E.C. 76033 (b)]

Sexual Harassment, Sexual Assault, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Willful Misconduct which results in injury or death to a student, college personnel or college visitor or which results in cutting, defacing, or other injury to any real or personal property owned by District. [E.C. 76033 ©]

The Use, Sale, or Possession on campus of, or presence on campus or at any college sponsored event, under the influence of, any controlled substances without prescribed direction of a licensed medical authority or any poison classified as such by Schedule D in Section 4160 of the State of California Business and Professions Code. [E.C. 76033 (d)]

Willful or Persistent Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees. [E.C. 76033 (e)]

Persistent, Serious Misconduct; where other means of correction have failed to bring about proper conduct. [E.C. 76033 (f)]

Dishonesty, including but not limited to cheating, plagiarism, or knowingly furnishing false information to the college.

Forgery, Alteration, or Misuse of college documents, records, or identification.

Obstruction or Disruption of Teaching, Research, Administration, Disciplinary Procedures, or **any** other **authorized** college activities.

Theft of or Damage to Property of the college or of a member of the college community or campus visitor.

Willful or Blatant Misuse of Email or other inappropriate forms of communication towards faculty, staff or students including but not limited to phone, voicemail, written notes and any form of electronic communication.

Unauthorized Entry to or Use of College Supplies, Equipment including computer hardware, and licensed software.

Violation of College Policies or Campus Regulations, including, but not limited to, campus regulations concerning student organizations, the use of college facilities, responsible computer use policy, or the time, place, and manner of public expression, library procedures, college bills and debts, or residence.

Disorderly Conduct or Lewd, Indecent, or Obscene Conduct or Expression on college-owned or controlled property or at college sponsored or supervised functions.

Failure to Comply with Directions of College Officials; acting in the performance of their duties.

Possession or Use of Alcoholic Beverages on the campus property, at any college-sponsored event, or presence on campus or at any college-sponsored event while under the influence of alcohol.

Illegal Possession or Use of Firearms, Explosives, Dangerous Chemicals or other weapons on college property or at college-sponsored activities.

Stalking: The act of willfully and repeatedly following or harassing another person in circumstances that would cause a reasonable person to fear injury or death especially because of expressed or implied threats.

Hate Crimes or Hate Incidents: A hate crime or hate incident is any act or attempted act directed against a person(s) based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability or gender. The difference between a hate incident and a hate crime is that a hate incident is a non-criminal act.

Any other offense set forth in the State of California Education Code, which constitutes "good cause." No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or attendance. [E.C. 76034] [CONDCODE/08.11](#)

ACADEMIC DISHONESTY CONDUCT

Santa Monica College defines academic dishonesty as the act of fraud or deception, in any academic exercise. This includes, but is not limited to, the following actions or attempted actions:

- Using testing aids such as calculators, tape recorders, electronic devices or notes on any examination or assessment, or the failure to observe the expressed procedures or instructions of an academic exercise.
- Allowing another individual to assume one's identity for the purpose of satisfying course requirements or enhancing one's grade in any of the following: testing, assessment, online classes, field trips, or attendance.
- Falsifying attendance records and/or grade rosters.
- Representing the words, ideas or work of another as one's own (plagiarism) in any academic exercise, including the use of commercial term papers, solutions manuals, or any other work of another regardless of how it is created or published.
- Changing answers on a previously scored test, assignment, or experiment.
- Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment.
- Inventing information for the purpose of completing a laboratory experiment, a case study analysis, or field trip.
- Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission.
- Accessing or reproducing exams in any form without the prior authorization of the instructor with the purpose of sharing, selling, or publishing them.
- Intentionally or knowingly helping another to violate any provision of this Code.
- Forging or altering academic documentation (including transcripts, assessment scores/results, letters of recommendation, enrollment certifications, registration forms, and medical certification) concerning oneself or others.

Consequences for Violating Academic Conduct

Given an alleged violation of academic honesty, any or all of the following actions may be imposed:

- The instructor may assign a failing grade to the examination, assignment, or course in which the alleged cheating or plagiarism occurred.
- The instructor may dismiss the student from the class or activity for up to two class sessions.
- In severe incidents of academic dishonesty, including but not limited to impersonation, presentation of falsified documents, stealing exams or research papers, or repeated violations, the College Disciplinarian may suspend or recommend expulsion of a student from the College.

Appeal Procedure

Given an alleged violation of academic honesty, a Santa Monica College student has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. The student shall be provided the opportunity for a conference with the campus Ombudsperson or designee (310-434-3986).

Santa Monica College Honor Code

Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at-large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community. In recognition of this effort we hereby establish this Honor Code and Honor Council.

Principles

General principles guiding the Honor Code and Honor Council include the following:

- **Honesty:** means fairness and straightforwardness of conduct; implies a refusal to lie, steal, or deceive in any way.
- **Integrity:** implies that one is true to a trust; one adheres to a code of moral values.
- **Social Responsibility:** is demonstrated by adherence to policies of the institution, departments, labs, libraries and individual classes.
- **Respect and Civility:** implies that one will conduct oneself in a courteous and respectful manner in our communications and actions toward members of the campus community.

Student Honor Statement

As testament to their commitment and readiness to join the Santa Monica College academic community, all students are expected to uphold the Honor Code.

In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.

www.smc.edu/StudentServices/honorcouncil

Plagiarism: A Violation of the Academic Code

Plagiarism includes, but is not limited to: using the ideas of others without properly citing the source(s); purchasing papers from the internet; having a friend or tutor write a paper for you; and unacceptable paraphrasing or “borrowing” of terms from another source (even with citation). It is essential in your scholarly work to appropriately acknowledge the sources you have used in your research.

To avoid unintentional plagiarism:

Ensure that your sources are fully cited using the appropriate writing method for the discipline; e.g. MLA for English, APA for nursing, etc. For more information on these methods, refer to an academic writing reference guide. You can also find information about citation here via the Online Writing Lab at Purdue University:

<http://owl.english.purdue.edu/owl/>



Santa Monica College Ombudsperson

The Ombudsperson acts as a listening ear, conciliator, mediator, and resource for students with problems involving other students, faculty, and/or administrators. Responsibilities also include investigating grade disputes and other various complex issues.

Ombudsperson:

- Listens to your concern.
- Investigates your complaint if you so desire.
- Gathers information on your behalf.
- Explains campus policies.
- Explains the grade appeal process.
- Acts as a neutral resource between student and faculty member.
- Facilitates communication between and among individuals.
- Counsels faculty to minimize potential conflict.
- Offers information on grade appeal prevention to students and faculty.
- Refers individuals to others as appropriate.
- Acts as an informal resource to students, faculty, and staff.

Ombudsperson does not:

- Change grades.
- Change policies.
- Take sides, but rather tries to bring harmony between differing points of view.
- Identify individuals without permission, except as required by law.
- Take part in formal grievance processes.

In the Ombuds Office, conversations are confidential to the extent permitted by law. If a student asks Ombuds personnel to talk to someone on his/her behalf, Ombuds personnel will do so. The Ombuds Office is an informal office where a student may explore options in confidence and follow the code of ethics of The Ombuds Association.

Contact information

Location: Letters and Sciences 124

Phone :(310) 434-3986

E-mail: Ombuds@smc.edu.

By appointment or drop in