Department Chairs & Coordinators
Minutes for Friday, November 4, 2011

Attendance

Announcements
A. The December Chairs & Coordinators meeting has been moved from Dec 2 to Dec 9 and will occur in The Loft. The change in date is necessary to avoid conflict with the Dec 2 Full Time Faculty Ranking Committee meeting.

B. The online flex working group is looking for volunteers to test the software beginning this spring. Interested departments should email Merlic_jennifer@smc.edu to volunteer. Here are the requirements. Please consider volunteering—we need a diversity of disciplines and sizes of departments for an effective test of the system.

\(\alpha\) (alpha) test – spring semester 2012: From each pilot testing department, we need the department chair, 2 additional full time faculty, and 2 part time faculty to use the system to enter their proposed flex activities (re-entering what was submitted via hardcopy in fall 2011 in the case of FT faculty), for chairs to review and approve (or not) those activities, and for faculty to record when they have completed approved activities. We will be testing the system to detect any bugs/problems with it.

\(\beta\) (beta) test – fall and spring, 2012-2013: From each department that participated in the spring 2012 \(\alpha\) testing, we now need the entire department to participate in using the system all year long, including logging institutional, departmental, and individual flex activities. This test will check for how the system holds up to larger scale use.

Rollout of the system to the entire campus is scheduled for fall 2013. If all goes extremely well in the testing, this date could be made earlier.

Agenda Items
I. The October Minutes were approved without modification.

II. Deyna Hearn (Campus Disciplinarian) and Greg Brookins (Honor Council) discussed how their offices handle cases of academic dishonesty and of student misconduct reported by faculty. Esau Tovar is also helping in the disciplinarian’s office eight hours per week where he is handling cases of Academic Dishonesty. Greg and Deyna provided suggestions for departments on how to minimize occurrences of academic dishonesty, how to report incidents, as well as what to expect after making a report. They have attended some department meetings already and are happy to attend more if chairs wish to invite them. They will help departments identify the three or four most common violations occurring in
their department and to develop a short list of best practices for dealing with those situations. Please contact Deyna or Greg if you would like them to conduct such a workshop for your department. They also urge faculty to report all occurrences of academic dishonesty to the disciplinarian’s office so they will know if a student commits a 2nd or 3rd violation. This information can change the consequences for the student. In addition, they recommend that chairs review the three administrative regulations that provide detailed information including what faculty may and may not do in the handling of such incidents. Please see pages 73-94 of the Student Services Administrative Regulations which include AR 4410 (Rules for Student Conduct), AR 4411 (Code of Academic Conduct), and AR4412 (Honor Code/Honor Council). Deyna also went over the Student Judicial Affairs website which includes links to the appropriate referral forms. (To find this website in the future from the college homepage, use the yellow Student Services link, then scroll down the center column of to Student Judicial Affairs.)

III. Guido DelPiccolo presented the CurricUNET workflow process via a handout clearly and concisely summarizing all of the steps in the process. Anyone who had to miss the presentation and who would like a copy of the handout should contact Guido directly.

IV. Jenny summarized changes to the peer evaluation processes for full time faculty that were made by the workgroup of FA and Senate representatives. Changes include:
   • Completed evaluation forms should be made available to the evaluatee at least 24 hours prior to the conference. It is suggested that the documents be scanned and emailed to the evaluatee to provide a time/date stamp of when the document was available.
   • Chairs must provide a copy of the Course Outline of Record to the evaluator(s) for courses that the evaluatee is teaching during the evaluation semester so that evaluators can use the outline to help evaluate the evaluatee’s syllabi.
   • For probationary employees, there will no longer be a sole evaluator option for years 3 and 4 of the probationary period. Probationary faculty, if hired back after year 2, ar issued a 2-year contract for years 3 and 4. The previous system was thought to be out of compliance with ed code since it did not allow for an option NOT to award tenure at the end of year 4. It was also believed that no one individual should make a tenure decision solo. Therefore, there will be a committee required for years 3 and 4, but it is a 3-person committee consisting of tenured faculty only.
   • Self evaluations by tenured faculty will be due by the end of week 10 of the fall semester so that they may be considered in the overall evaluation.
   • Committees should disclose to the evaluatee at the initial committee meeting which visits will be announced and which will be unannounced.

The next Chairs & Coordinators meeting will occur on Dec 9. If any chairs would like further discussion of this topic, please let Jenny know and she will put it on the agenda again then when Mitra can join us.

V. Georgia gave the spring galleys out to chairs. These copies are for departments to keep. The spring schedule will be posted online by November 18. Chairs must email Georgia by Thursday, Nov 10 to get changes made to the printed schedule.
Georgia also addressed the recent changes to course repetition policies made by the state. Students will be allowed to repeat a course (after receiving a W or grade less than C) only two more times, for a total of 3 enrollments maximum. The SMC enrollment system will allow students to enroll in a class for the 2nd time, but will warn them about the course repetition policy. Students attempting to enroll for the 3rd time will not be allowed to do so and must see a counselor. The counselor may or may not allow the 3rd enrollment depending upon the situation. In some cases, the student may be required to repeat a prerequisite course, take a study skills course, etc before being allowed to enroll for the 3rd time.

The meeting adjourned at 12:00.

The next meeting of the Academic Senate Department Chairs and Coordinators Committee is scheduled for **Friday, December 9, 10:00-12:00** in **The Loft**. Please send agenda items to merlic_jennifer@smc.edu.
ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS
AR 4410 Rules for Student Conduct

1. Rules for 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:

A. 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)]

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

C. 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.

D. 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 the District. [E.C. §76033(c)]

E. 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)]

F. 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)]

G. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct. [E.C. §76033 (f)]

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

I. Forgery, alteration, or misuses of college documents, records, or identification.

J. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized college activities.

K. Theft of or damage to property of the college or of a member of the college community or campus visitor.

L. 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.

M. Unauthorized entry to college facilities or unauthorized use of college supplies, equipment including computer hardware, and licensed software.

N. Violation of college policies or of 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.

O. Disorderly conduct or lewd, indecent, or obscene conduct or expression on collegeowned or controlled property or at college-sponsored or supervised functions.

P. Failure to comply with directions of college officials acting in the performance of their duties.

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Q. Possession or use of alcoholic beverages on the campus property, at any collegesponsored event, or presence on campus or at any college-sponsored event while
under the influence of alcohol.
R. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on college property or at college-sponsored activities.
S. The act or crime 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.
T. 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.
U. 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]
3. Disciplinary Sanctions to Enforce Adequate Standards of Student Conduct [E.C. §§76030, 76031, 76032]
A. Sanctions
Disciplinary sanctions include, but are not limited to, verbal or written reprimand, disciplinary probation, removal from class, ineligibility to participate in extracurricular activities, temporary disciplinary holds, suspension, and expulsion. Repeated and/or multiple infractions may lead to a greater disciplinary sanction. Subsequent to investigation of allegations made against a student, the College Disciplinarian is authorized to impose the sanctions listed above for good cause as set forth in Section 1 of this administrative regulation.
B. Right to Inspect
If a written report is placed in the student's disciplinary file, the student shall have the right to inspect and appeal the information as specified in Education Code Section 76232.
C. Definitions
When the term "College Disciplinarian" is used, it shall refer to the designee of the Superintendent/President.
The term “school day” is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.
A copy of this administrative regulation shall be made available to students upon request.
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D. Written Reprimand
(1) A written reprimand, issued by the College Disciplinarian, serves to place in a student’s disciplinary records (not the academic records) a statement that he/she has not met the standards of conduct as set forth in Section 1 of this administrative regulation.
(2) A student receiving a written reprimand shall be notified that:
a. the reprimand serves only as a warning that continued conduct of the type described in the written reprimand may result in further disciplinary action against the student;
b. such records are not part of a student's academic record at the college and that the disciplinary records will be destroyed three years after the date of the reprimand;
c. the student has an opportunity to write a response to the reprimand and that the response shall be placed on record with the reprimand; and

d. with respect to reprimands, there shall be no hearing or appeal to the Student Conduct Appeals Committee.

E. Disciplinary Probation
(1) A student who fails to meet the standards of conduct as set forth in Section 1 of this administrative regulation may be placed on disciplinary probation by the College Disciplinarian. The student shall be notified in writing that continued conduct of the type described in a "notice of probation" will result in a greater sanction. The notice of disciplinary probation must include:

a. the sanction that will be imposed if the conduct described in the notice of probation continues. The sanction must be authorized by this administrative regulation.

b. the period of time the student is to be on probation. This period may not exceed one year.

(2) A student placed on disciplinary probation shall be notified that:

a. the imposition of disciplinary probation serves as notice that continued conduct of the type described in the notice of probation will result in the imposition of sanction;

b. the disciplinary probation is not part of a student's academic record at the college and that the disciplinary records will be destroyed three years after the probation ends;

F. Removal from Campus Activities
(1) Removal from Class [E.C. §76032]

a. An instructor is authorized to remove a student from class for cause for the day of the incident and the next class meeting. The instructor shall immediately report the removal to the College Disciplinarian. During the period of removal, a student shall not be returned to the class without the concurrence of the instructor.

b. If the student requests, the College Disciplinarian shall hold a conference with the student and other appropriate personnel regarding the removal from class.

c. If the student removed is a dependent minor for federal income tax purposes, the parent or guardian shall be notified in writing by the College Disciplinarian.

d. With respect to removal from class, there shall be no hearing or appeal to the Student Conduct Appeals Committee.

(2) Removal from Extra-Curricular Activities [E.C. §76030]

a. The College Disciplinarian may remove a student from
extracurricular activities for a period not to exceed one (1) year. One or more of the following may be imposed for good cause as set forth in Section 1 of this administrative regulation:

1. Removal from all college organization offices;
2. Ineligibility to participate in or attend all college-sponsored activities, including public performances;

Nothing in this administrative regulation shall restrict the College Disciplinarian from imposing lesser sanctions than those described.

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b. Before removal from the above-mentioned activities is imposed, the student shall have a right to pursue the Hearing and Appeal Process as set forth in Section 2, F of this administrative regulation. Removal from activities imposed pursuant to interim/immediate suspension as described in Section H(4) of this administrative regulation shall be governed by the appeal rights afforded in cases of interim/immediate suspension.

G. Temporary Disciplinary Holds
A disciplinary hold prevents a student from conducting any transactions with the college, such as enrollment and fee payment, use of library privileges or any other college business.

The College Disciplinarian may place a temporary disciplinary hold on a student’s college record to:

(1) enforce a suspension or expulsion after the appeal process has been exhausted and the suspension or expulsion becomes final. The College Disciplinarian may remove a temporary disciplinary hold after a student has served a suspension provided that the Student Conduct Appeals Committee reviews and approves the student’s petition to be readmitted.
(2) enable the College Disciplinarian to conduct a thorough investigation of an alleged violation of the Student Conduct Code. In such cases, the College Disciplinarian shall remove the temporary disciplinary hold
   a. as soon as the investigation is complete and the student in question is exonerated, or
   b. when the student enters the appeal process. In such cases the College Disciplinarian may opt to lift temporarily the disciplinary hold to enable the student to conduct a specific transaction with the college, while the appeal process is underway.

H. Suspension [E.C. §§76031, 66017]
(1) The College Disciplinarian is authorized to suspend a student for good cause as set forth in Section 1 of this administrative regulation.
(2) The period of suspension may be:
   a. For a period of up to ten (10) days of instruction from one or more classes.
   b. For the remainder of the school term from one or more classes.
   c. For one (1) or more terms from all classes and activities of the college.

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(3) Whenever the student suspended is a dependent minor for federal income tax purposes, the parent or guardian shall be notified in writing by the College Disciplinarian.

(4) Before a suspension becomes effective, the student shall have the right to pursue the Hearing and Appeal Process as set forth in Section 3 of this administrative regulation, except that an interim suspension may be imposed by the College Disciplinarian where an immediate suspension is required in order to protect lives or property and to insure the maintenance of order pending a hearing. As soon as practical, the College Disciplinarian shall hold a formal conference with the student to give the student an opportunity to respond to the charges against him or her.

(5) The College Disciplinarian shall, upon the suspension of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Penal Code Section 245 (assault with a deadly weapon or instrument). [E.C. §76035]

I. Expulsion [E.C. §76030]

A student may be expelled by the Board of Trustees for good cause as set forth in Section 1 of these rules. Expulsion is authorized when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the safety of the student or others.

4. Hearing and Appeal Process

A. Notice

(1) The student shall be given written notice of the disciplinary action to be taken, if any. Such notice shall include:
   a. a statement of the specific facts and charges upon which the disciplinary action is based;
   b. a copy of the disciplinary rules of the District which relate to the alleged violation; and
   c. a statement that the student has the right to file with the office of the College Disciplinarian a Notice of Intention to Appeal the decision to the Student Conduct Appeals Committee and that such notice must be filed within two (2) school days following receipt of the notice of disciplinary action.

(2) Prior to giving notice, the College Disciplinarian may schedule a formal conference regarding the basis for possible disciplinary action.

B. Student Conduct Appeals Committee and Procedures

(1) Statement of Purpose

   a. The committee is established to hear appeals of students regarding
decisions made by the College Disciplinarian.
b. Specifically, the committee will hear appeals concerning
disciplinary action involving removal from extra-curricular
activities, suspensions, and expulsions.
(2) Selection
At the beginning of each academic year or as needed, the
Superintendent/President or designee shall establish a standing panel from
which members of individual Student Conduct Appeals Committee panels
may be constituted.
(3) Standing Panel
The standing panel of the Student Conduct Appeals Committee shall
consist of:
  a. At least five (5) students appointed by the Associated Students
     President;
  b. At least five (5) faculty members appointed by the Academic
     Senate President;
  c. At least five (5) classified employees appointed by the CSEA
     President; and
  d. At least five (5) academic managers appointed by the
     Superintendent/President one of whom will chair the committee
and will only vote in the case of a tie.
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(4) Individual Hearing Panel
Each individual panel will be drawn from the standing panel by the
Superintendent/President or designee.
To hear each appeal, the Superintendent/President or designee will appoint
a hearing committee consisting of two (2) students, two (2) faculty
members, two (2) classified employees, and one (1) manager.
To conduct business, the panel must have a quorum of at least one member
from each of the four constituent groups.
Decisions of the committee shall be made by simple majority vote.
(5) Time Frame
  a. The committee shall convene for an appeal hearing prior to the
     sanction taking effect and not more than thirty (30) school days
     after receipt of the notice of intent to appeal.
  b. In cases where suspension is immediately effective, the committee
     shall convene for an appeal hearing not more than ten (10) school
     days after receiving the notice of intent to appeal.
  c. The student shall be given written notice of the time and place of
     the hearing. If the student fails to appear for the hearing, the
decision of the College Disciplinarian shall stand.
(6) Hearing Order
  a. At the beginning of the hearing, the designated college
     management member, or attorney or college representative, shall
     present the college case, first with an initial summary that includes
     the evidence to be presented, followed by a detailed presentation of
     the findings, including presentation of evidence and witnesses. The
     student and/or attorney or representative may cross-examine the
     college's witnesses, and examine the evidence.
b. Next, the student or his/her attorney or representative shall present his/her case, including any evidence or witnesses. The college's representative may cross-examine the student's witnesses, and examine the evidence.
c. Examination and cross-examination must be limited to issues and matters relevant to the case.
d. The designated college management member, attorney or representative may present a closing argument summarizing the college's findings.

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e. The student or his/her attorney or representative may present closing argument, summarizing his/her case.
f. The committee may question witnesses but should limit its inquiries to eliminating confusion, uncertainty or lack of clarity in the witness' statements.
g. All hearings shall be recorded, except for closed deliberations.
h. All hearings shall be closed to the public.

(7) Evidence
The committee may review any relevant evidence presented during the hearing. The committee is not required to give validity to any written testimony/evidence if the witness or writer of the evidence does not personally appear at the hearing. Hearsay evidence is admissible but no decision may be made based solely on hearsay.

(8) Rights of the Committee
The basic rights of the committee shall include, but not be limited to the following:

a. The committee has the right to decide:
   1. Relevance
   2. Materiality
   3. Competency
   4. Number of witnesses
   5. Time allocation
b. The committee has the right to:
   1. Instruct the witness
   2. Question the witness
   3. Examine the evidence
On failure of the witness to follow directions, the committee may dismiss the witness.

(9) Rights of the Student
a. The student may, with the permission of the hearing committee, have a translator or qualified interpreter if the student's command of the English language prevents him/her from being able to fully participate in the proceedings.

b. The student may have legal counsel or representation, but must notify the College Disciplinarian at least two (2) school days prior
to the hearing.
(10) Standard of Proof
The District will instruct the Committee that the District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means “more likely to be true than not true.”

(11) Decisions
a. The Student Conduct Appeals Committee shall have the power to accept, reject or modify the decision of the College Disciplinarian, but in no case shall impose a more stringent sanction.
b. Decisions should include:
   1. Findings of facts (what the student did);
   2. Conclusions (with relation to the rules of conduct); and
   3. A decision (disciplinary action affirmed, rejected, or modified)

(12) In the hearing, the committee should decide the following issues:
   a. Does the alleged act constitute a violation of the Student Conduct Code?
   b. Did the student involved commit the act with which he/she is charged?
   c. If the acts are found to have been committed by the student, and are also found to constitute a violation of the Student Conduct Code, were there any “attendant circumstances” shown in mitigation and/or in aggregation?
   d. The facts in each individual case shall be considered when making a determination on the appropriateness of the sanction imposed.

(13) The decision of the Student Conduct Appeals Committee shall be sent to the student and the Superintendent/President in writing within six (6) school days of the hearing. This decision shall include the findings and conclusions of the Student Conduct Appeals Committee.

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C. Readmission of Suspended Students
(1) Any student who has served a suspension for a period of at least one (1) full term, shall submit a petition for readmission to the Office of the College Disciplinarian. The petition for readmission shall document the steps that the student has taken since the suspension to eliminate the behavior that caused the suspension. Said petition shall be completely separate, apart and in addition to any procedures required by the Admissions and Records Office.

(2) Within ten (10) school days of the petition for readmission submittal, the Student Conduct Appeals Committee panel shall review the petition for readmission to determine whether the student has made reasonable adjustment in the behavior or that the student has received the appropriate guidance, counseling and/or attention necessary to avoid the behavior that brought about the suspension. The Student Conduct Appeals Committee panel may delegate the decision to the College Disciplinarian or may conduct its review by email or teleconference.

(3) The Student Conduct Appeals Committee panel may request a hearing with the student to ascertain whether the student’s claim regarding the behavioral adjustment is accurate. The student shall be notified of the date,
time and place of the hearing within ten (10) school days of the petition for readmission submittal. The student may present further evidence or documentation in support of his/her claim. The College Disciplinarian shall notify the student within five (5) school days of the committee’s decision. The Student Conduct Appeals Committee panel may:
a. approve the student’s request to be readmitted with a statement to include conditions of re-admission, if any.
b. deny the student’s request to be readmitted due to lack of supporting evidence and/or documentation indicating that a behavioral adjustment has occurred.

D. Appeal of Committee Decision
Within two (2) school days after receiving the written decision of the Student Conduct Appeals Committee, the student may request a review of the decision by the Superintendent/President. A copy of said request shall be sent to the College Disciplinarian. The student shall state in writing the grounds for review, basing the request upon one or more of the following provisions:
(1) The required procedures have not been followed and that the student has been demonstrably damaged; and/or
(2) There is insufficient evidence to support the committee decision; and/or
(3) The penalty imposed is inappropriate.

E. Superintendent/President Review
(1) In cases of suspension and/or lesser sanction:
Within thirty (30) school days of receipt of the request for review, the Superintendent/President shall review the decision of the Student Conduct Appeals Committee, the basis upon which it was made, and the student’s appeal based on D.(1), (2) and/or (3). The Superintendent/President has the sole authority to:
a. Adopt the recommended discipline of the Student Conduct Appeals Committee;
b. Modify or reduce the discipline recommended by the Student Conduct Appeals Committee; or
c. Reverse the discipline recommended by the Student Conduct Appeals Committee.
The decision of the Superintendent/President shall be communicated to the student in writing, and a copy sent to the College Disciplinarian. In cases of suspension and/or lesser sanction, the decision of the Superintendent/President is final.
(2) In cases where expulsion has been recommended:
a. The recommendation of the Student Conduct Appeals Committee shall be forwarded to the Superintendent/President or designee for review and decision.
b. The Superintendent/President’s decision shall be based upon evidence presented at the expulsion hearing or the facts of the case as presented by the College Disciplinarian.
c. The Superintendent/President or designee may accept the recommendation of the Student Conduct Appeals Committee and recommend to the Board of Trustees that the student be expelled, or impose a lesser sanction. The Superintendent/President or
designee shall render a decision within ten (10) business days of receipt of the recommendation of the Student Conduct Appeals Committee. Notice of the Superintendent/President or designee’s recommendation shall be mailed to the student, and, in cases where expulsion is recommended, forwarded to the Board of Trustees for final action.

d. The Board of Trustees' decision to expel a student shall be based upon evidence presented at the expulsion hearing or the facts of the case as presented by the College Disciplinarian.

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ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS
AR 4411 Code of Academic Conduct
To maintain the academic integrity of Santa Monica College, faculty and students must take responsibility for maintaining an educational environment characterized by academic honesty. Therefore, under no circumstances will academic dishonesty be tolerated.

1. Faculty Responsibilities
In order to maintain an environment of academic integrity, faculty will:
A. Make every attempt to conduct classes in a manner that encourages honorable behavior, ensures equal opportunity for student success, and discourages academic dishonesty.
B. Inform students in writing and, whenever possible, verbally, of the course requirements, grading procedures, and expectations for acceptable academic conduct and behavior.
C. Inform students of the SMC Code of Academic Conduct and the consequences of behavior in violation of the Code.
D. In instances where alleged academic integrity violations are filed, inform students of their right to due process.
E. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed (see Reporting a Violation).

2. Student Responsibilities
In order to maintain an environment of academic integrity, students will:
A. Familiarize themselves with the Code of Academic Conduct, Honor Code, and Student Conduct Code.
B. Behave in a manner that encourages learning and upholds the Code of Academic Conduct and Honor Code.
C. Act with fairness (i.e., not seek undue advantage) towards other students in classroom
interactions, completion of assignments, examinations, or any other academic activity.
D. Make every attempt to prevent the unauthorized use of their work.

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

3.1 A. Using unauthorized testing aids such as calculators, recorders, electronic devices or
notes on any examination or assessment, or the failure to observe the expressed
procedures or instructions of an academic exercise (e.g., examination instructions
regarding alternate seating or conversation during an examination).
3.2 B. Allowing another individual to assume one’s identity for the purpose of satisfying
course requirements or enhancing one’s grade or score in any of the following: testing,
assessment, on-line classes, field trips, or attendance.
3.3 C. Falsifying attendance records or grade rosters.
3.4 D. Representing the words, ideas or work of another as one’s own (plagiarism) in any
academic exercise, including the use of commercial term papers, solution manuals, or
any other work of another regardless of how it is created or published.
3.5 E. Changing answers on a previously scored test, assignment, or experiment.
3.6 F. Copying or allowing another student to copy from one’s paper or answer sheet during
an examination or for a graded assignment.
3.7 G. Inventing information for the purpose of completing a laboratory experiment, a case
study analysis, or field trip.
3.8 H. Giving or receiving information during an examination by any means including sign
language, hand signals, secret codes, or electronic transmission.
3.9 I. Accessing or reproducing exams in any form without the prior authorization of the
instructor with the purpose of sharing, selling, or publishing them.
3.10 J. Intentionally or knowingly helping another to violate any provision of this Code.
3.11 K. Forging or altering academic documentation (including transcripts, assessment
scores/results, letters of recommendation, enrollment certifications, registration forms,
and medical certification) concerning oneself or others.

4. Reporting a Violation
Given an incident of academic dishonesty, faculty should adhere to the following procedures:
A. Inform the student of the nature of the alleged violation and the impending course of
action.
B. Complete and submit the Academic Dishonesty Report Form, along with any related
evidence, to the College Disciplinarian within ten (10) school days of the allegation.
The term “school day” is used in this Administrative Regulation for the purpose of
calculating deadlines and shall mean any day that classes are in session except
Saturdays and Sundays.

5. Consequences for Violating Academic Conduct
A. Given an alleged violation of academic honesty, the instructor may impose one or both
of the following sanctions, subject to appeal to the Santa Monica College Honor
Council:
(1) dismiss the student from the class or activity for up to two class sessions;
(2) assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred.

B. Upon receiving a report of alleged academic dishonesty, the College Disciplinarian will notify the student, the campus Ombudsperson, and the department chair of the content of the alleged violation. The Campus Disciplinarian will then conduct such investigation as he/she deems necessary. Subsequent to investigation, the College Disciplinarian may:

(1) Confirm the sanction imposed by the instructor and notify the student of his/her right to appeal the sanction to the SMC Honor Council.
(2) Provide the student with the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally. As part of the informal resolution process, the Ombudsperson or designee may confer with the faculty member and department chair or designee.
(3) Impose sanction under AR 4410. 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 in accordance with the procedures set forth in AR 4410.

C. In any case where the College Disciplinarian confirms the alleged incident of academic dishonesty, he/she shall place in the student's disciplinary records: a copy of the Academic Dishonesty Report Form; a summary of the College Disciplinarian’s Investigative Findings; and a description of the sanction imposed by the Instructor or College Disciplinarian.

A student whose disciplinary records contain a report of academic dishonesty shall be informed that:

(1) the information placed in the student’s disciplinary record is not part of his/her academic record at the college and that the disciplinary records will be destroyed within three years, providing there are no further acts of misconduct;
(2) the student has an opportunity to write a response to each document included in his/her disciplinary record, and that the response shall be placed on record with Santa Monica Community College District ADMINISTRATIVE REGULATION

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(3) the inclusion of these documents in the student’s disciplinary records may be challenged if a student appeals the alleged incident upon which they are based to the SMC Honor Council.

D. The College Disciplinarian and the SMC Honor Council may recommend to the Superintendent/President and Board of Trustees the revocation of any degrees, certificates, course credits awarded to a student when findings indicate that a severe incident of academic dishonesty with direct bearing on the award of the degree, certificate or course credit has occurred.

6. Appeal Procedure

A student has the right to appeal sanctions imposed by the instructor or College Disciplinarian under AR 4411 through the procedure set forth in AR 4412.

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ARTICLE 4400 STUDENT CONDUCT, ACTIVITIES AND PROGRAMS
AR 4412 Honor Code/Honor Council

1. Mission Statement
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.

2. Honor Code
The Honor Code consists of the following principles:
A. Honesty: means fairness and straightforwardness of conduct; implies a refusal to lie, steal, or deceive in any way.
B. Integrity: implies that one is true to a trust; one adheres to a code of moral values.
C. Social Responsibility: is demonstrated by adherence to policies of the institution, departments, labs, libraries and individual classes.
D. 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.

3. 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. At the time of enrollment students will certify the following statement:

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.

At the direction of a faculty member or testing officer, students may be requested to affirm or re-affirm their commitment to the Honor Code as they participate in any given examination, paper submission, or any other academic exercise.

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4. Honor Council Responsibilities and Membership
A. Membership
(1) Honor Council membership is extended to up to 17 members of the college community who are committed to upholding the Mission and Principles of the Honor Code. The Honor Council shall consist of the following:
   a. A minimum of one (1) and up to five (5) students appointed by the Associated Students President.
   b. A minimum of two (2) and up to five (5) faculty members appointed by the Academic Senate President.
   c. A minimum of one (1) and up to five (5) classified employees appointed by the Honor Council Membership.
   d. The College Disciplinarian and one (1) academic manager appointed by the Superintendent/President.
(2) The Honor Council may remove any member on grounds of malfeasance, misfeasance or nonfeasance by two-thirds vote of the membership appointed.
(3) The Honor Council Chair shall be appointed annually by the Academic Senate President. The Co-Chair shall be the College Disciplinarian or other academic administrator appointed by the Superintendent/President. The Chair will work closely with the Office of Student Judicial Affairs.
B. Responsibilities
The Honor Council shall be guided by the Honor Code and has the following responsibilities and authority:

1. To advise and confer with faculty members, administrators, staff, and students on matters pertaining to academic integrity;
2. To create and conduct educational presentations designed to promote academic integrity;
3. To establish operational procedures with the approval of the Joint Academic Senate Student Affairs Committee and the College Disciplinarian;
4. To collect and disseminate statistics pertaining to Honor Code violations;
5. To issue an annual report to the Joint Academic Senate Student Affairs Committee and campus community on academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
6. Other responsibilities as agreed upon with the Joint Academic Senate Student Affairs Committee.

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7. To provide students accused of violating the Honor Code due process protections via the implementation of an Honor Council Hearing Board;
8. To appoint from its members two faculty, two students, and two classified staff to an Honor Council Hearing Board ("Hearing Board") to adjudicate cases of alleged violations of the Honor Code. The Hearing Board will be chaired by an academic administrator appointed by the Superintendent/President (or designee).

5. Honor Council Hearing Board
A. Appeal Procedure
(1) Given an alleged violation of the SMC Honor Code, a student has the right to appeal any sanction imposed by a faculty member or the College Disciplinarian through the appeal procedures established by the College.

Upon formal notification of imposed consequences for alleged academic dishonesty violation, the accused student has ten (10) school days to appeal such decision to the Honor Council. The term “school day” is used in this Administrative Regulation for the purpose of calculating deadlines and shall mean any day that classes are in session except Saturdays and Sundays.

(2) Once the student initiates the appeal process, he or she will be provided the opportunity for a conference with the campus Ombudsperson or designee in an effort to resolve the accusation informally.

(3) If no resolution is reached after an informal conference, the student may proceed with a formal appeal to the Honor Council. An appeal petition, along with any supporting documentation, must be filed with the Office of Student Judicial Affairs within ten (10) school days of the informal conference or refusal to participate in such conference.

(4) In all cases where the alleged violations are subject to sanctions less than immediate suspension, alleged violations of the SMC Honor Code are subject to review by the SMC Honor Council as stipulated in AR 4412. In cases where a violation is subject to interim/immediate suspension, appeal shall be governed by the appeal rights afforded in cases of interim/immediate suspension as described in AR 4410.

(5) Final grade disputes for alleged instructor mistake, bad faith, fraud, or incompetence are subject to AR 4313 (Grade Appeals Committee). The Grade Appeals Committee will not adjudicate issues pertaining to academic
dishonesty.
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B. Hearing Boards
(1) A quorum for a Hearing Board will be established by a minimum of three hearing board members which must include at least two (2) faculty and one (1) student. The Chair may vote in the case of a tie. Members appointed to a hearing panel must notify the Honor Council Chair of potential conflicts of interest and are strongly encouraged to recuse themselves from any such proceedings and deliberations.
(2) Hearing Board hearings are closed to the public. The student may bring legal counsel or other representatives, however, these individuals may not participate in the proceedings. Counsel participation will terminate the hearing. Students are required to notify the College of counsel/guest(s) presence to these proceedings within 48 hours of the scheduled hearing. Each party will have the right to present written statements, witnesses, if appropriate, and any other forms of evidence. Each party will have the right to question evidence and supportive documents.
(3) Standard of Proof
The District will instruct the Hearing Board that the District bears the burden of proof by a preponderance of the evidence and that preponderance of the evidence means “more likely to be true than not true.”
(4) Any materials related to the hearing, including electronic recordings of the proceedings, may not be released to the student requesting the appeal or to any other individual or group. In accordance with the Family Education Rights and Privacy Act (FERPA) the student may submit a written request to the College Disciplinarian or designee to inspect and review these materials. The request must be made no less than one week in advance.
(5) The Hearing Board is empowered with the authority to:
a. Affirm or deny the alleged violation.
b. Where appropriate, educate the student and/or faculty on issues related to academic integrity.
c. Recommend sanctions commensurate with the violations, including, but not limited to: failure in assignment, test, course; reprimand, suspension, or expulsion.
d. Reverse instructor-imposed sanctions in the absence of substantive evidence of alleged academic violation. Substantive evidence may include or consist of instructor’s account of academic violation.