

BP 4100 Graduation Requirements for Degrees and Certificates (10+1)

04/04/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Chapter Lead suggestions

Review Level Level 3	Chapter Lead N Ornelas	Recommendation Received: 3/18/2024
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Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 04/08/2024 PPAC Approves Review Level
- 04/17/2024 Level 3 First Anticipated AS Review
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- 05/15/2024 Level 3 Second Anticipated AS Review
- 08/12/2024 PPAC Reviews Second AS Feedback
- 09/12/2024 BOT First Reading
- 10/10/2024 BOT Final Approval

Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. **Staff recommended changes are shown in red.**
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~~(Replaces current SBCCD BP 4100)~~

The District grants the degrees of Associate in Arts, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer to those students who have completed the subject requirements for graduation. The District also grants Certificates of Achievement and Certificates of Completion. ~~and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.~~

~~Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.~~

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local Curriculum Committee. The procedures shall ensure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 66746 (a) and (b), 70902(b)(3);
Title 5, Sections 55002(b), 55070, 55800, et seq. 55060 et seq.

End of Recommendation for BP 4100 Graduation Requirements for Degrees and Certificates

AP 4100 Graduation Requirements for Degrees and Certificates (10+1)

04/04/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

- > Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
- > Legal Update 40: The Service updated this procedure to reflect new Title 5 Regulations regarding direct assessment competency-based education. (2022-23 carryover)

Review Level	Chapter Lead	Recommendation Received:
Level 3	N Ornelas	3/18/2024

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~~(Replaces current SBCCD AP 4100)~~

~~Requirements for graduating with a dDegree or eCertificate [graduate requirements](#) are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.~~

For ~~the~~ Associate [Degrees \(AA/AS\)](#) the requirements for students include:

~~in Arts or Associate in Science degree, a student must dDemonstrate competence in reading, in written expression, [and and](#) in mathematics, [and in satisfactory completion of a course in ethnic studies.](#)~~

- ~~• [The student must sSatisfactorily](#) complete at least 60 semester units of college work [and- have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.-](#)~~
- ~~• [Complete at least 18 semester units in general educations and at least 18 semester units in a major listed in the State Chancellor's Taxonomy of Programs.](#)~~
- ~~• [Complete at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Governing Board when an injustice or under hardship would result.](#)~~
- ~~• [Complete a minimum of general education course work in the natural sciences, the social and behavioral sciences, humanities and language and rationally.](#)~~

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

~~The work must include at least 18 semester units in general education, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".~~

~~The work must include at least 12 semester units of study in residence; [the Board may excuse exceptions to the residence requirement can be made by the Scholastic Standards Committee when anto alleviate injustice or undue hardship would result.](#)~~

Recommended Changes (shown in red); if there are no changes showing, this item is being presented for information purposes only. Legally required changes (shown in blue) should not be considered optional unless so indicated. For more on SBCCD's process, visit <https://sbccd.edu/ap2410>.

~~The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality, (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. In addition, the general education transfer requirements may apply.~~

Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.

The District must offer ethnic studies as part of the general education curriculum.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

For Certificates:

~~Successful completion of a course of student or curriculum that consists of 16 or more semester units of degree-applicable credit coursework for a certificate of achievement shall be designed to demonstrate that the students has completed coursework and developed capabilities relating to a career or general pathway.~~

~~a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~

Requirements for the District include:

- Shorter credit programs that lead to a certificate of completion may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs at either college are consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's office.

~~Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

References:

Education Code Section 70902(b)(3);

Title 5, Sections 55070, 55800, et seq. 55060 et seq. and 55270 et seq.

End of Recommendation for AP 4100 Graduation Requirements for Degrees and Certificates

BP 5075 Course Adds, Drops, and Withdrawals

04/04/24

(10+1)



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Minor Clerical Edit

Review Level	Chapter Lead	Recommendation Received:
Level 3	N Ornelas	3/18/2024

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BP 5075 Course Adds, Drops, and Withdrawals (10+1)



04/04/24

P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Minor Clerical Edit

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

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~~(Replaces current SBCCD BP 5080)~~

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:

Title 5 Sections 55024, [and 58004](#) [and 58509](#)

End of Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

AP 5075 Course Adds, Drops and Withdrawals

04/04/24

(10+1)



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

<p>Review Level</p> <p>Level 3</p>	<p>Chapter Lead</p> <p>N Ornelas</p>	<p>Recommendation Received:</p> <p>3/18/2024</p>
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AP 5075 Course Adds, Drops and Withdrawals (10+1)



04/04/24

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San Bernardino Community College District

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(Replaces current SBCCD AP 5080)

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a ~~short term~~ short-term course, only with the instructor's permission, contingent upon:
 1. the course still having available space
 2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 1. ~~students~~ Students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 2. ~~students~~ Students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 60% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 60% of Instruction

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. Military Withdrawal

An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

Intervention Program

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

- A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.
- B. An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade.

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
 1. Been identified as a no show
 2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses ~~and~~ are therefore dropped by the instructor.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:

Title 5 Sections 55024, [and](#) 58004, [and](#) 58509

End of Recommendation for AP 5075 Course Adds, Drops and Withdrawals

BP 5500 Standards of Student Conduct (10+1)

04/04/24



P&P Chapter Lead Recommendation
San Bernardino Community College District

Reason(s) for Review/Changes

> Legal Update 42: The Service updated this policy to add legal citations.

<p>Review Level</p> <p>Level 3</p>	<p>Chapter Lead</p> <p>N Ornelas</p>	<p>Recommendation Received:</p> <p>3/18/2024</p>
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BP 5500 Standards of Student Conduct (10+1)



04/04/24

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~~(Replaces current SBCCD BP 5500)~~

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state laws and regulations.

The Chancellor shall establish procedures that 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 Board shall consider any recommendation from the Chancellor 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.

References:

Education Code Sections 66300, [and 66301](#), [and 76120](#);
ACCJC Accreditation Standards I.C.8 and 10 [\(formerly II.A.7.b\)](#)

End of Recommendation for BP 5500 Standards of Student Conduct

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

AP 5500 Standards of Student Conduct (10+1)

04/04/24



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~~(Replaces current SBCCD AP 5500)~~

Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

- A. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- B. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
- C. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
 1. Inflicting bodily harm upon any Member of the District Community;
 2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
 3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
 4. Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
 5. Inflicting or attempting to inflict bodily harm on oneself.
- D. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe, negative, or unwelcome environment for the targeted person.
- ~~D-E.~~ Bullying. Defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
- F. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.

Review Notes | Key: [Initial Staff Recommended](#), [Legal Changes](#), [PPAC Constituent](#), [Chapter Lead Feedback](#)

- E.G. Cyber Bullying. Defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.
- F.H. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim.
- G.I. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.
- H.J. Discrimination. Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status; sexual orientation, or genetic information, except where such distinction is authorized by law.
- H.K. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.
- J.L. Disorderly or ~~lewd-Lewd~~ ~~conduct~~Conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.
- K.M. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class (regardless of modality), lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.
- L.N. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely ~~effects-affects~~ the delivery of educational services to Students and the District Community.
- M.O. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.
- N.P. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.
- Q.Q. Endangering the Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.
- P.R. Failure to Appear. Failure to appear before a District official when directed to do so.
- Q.S. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District employee when requested.
- R.T. Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
- S.U. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- T.V. Forgery. Any forgery, alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- U.W. Fraud. Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him/~~or~~-her/they, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.
- V.X. Gambling. Unauthorized gambling on District Property or at any District function.
- W.Y. Harassment/Bullying. A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- X.Z. Hateful Behavior. Hateful behavior aimed at a specific person or group of people.

- Y-AA. Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
- Z-BB. Infliction of Mental Harm. (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- AA-CC. Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- AB. Misrepresentation. A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- AC. Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of identification.
- AD. Possession of Stolen Property. Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.
- AE. Possession of Weapons. Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- AF. Public Intoxication. Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.
- AG. Sexual Harassment. Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.
- AH. Sexual Misconduct. ~~C~~omprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred. Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.
- AI. Serious Injury or Death. Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.
- AJ. Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.
- AK. Stalking. Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his/~~her~~/~~or their~~/~~her~~ family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
- AL. Sexual Stalking. The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
- AM. Theft or Abuse of District's Computers or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or

misappropriation of any property or services without the owner's permission is also prohibited.

- AN. Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the Student had the knowledge or reasonably should have had knowledge that it was stolen.
- AO. Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
- AP. Unauthorized Recording. Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
- AQ. Unauthorized Use of Course or Copyrighted Materials. Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- AR. Unauthorized Use of District Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- AS. Unauthorized Use of Electronic Devices. Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.
- AT. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- AU. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- AV. Unwelcome Conduct: ~~conduct~~ Conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- AW. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- AX. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- AY. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.
- AZ. Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.
- BA. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.
1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
 3. Using or causing to be used District computer services without permission.
 4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
 5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District

Community.

6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
10. Using any account or password without authorization.
11. Allowing or causing to be used an account number or password by any other person without authorization.
12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.
13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.
- ~~13-14.~~ "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- ~~14-15.~~ Inappropriate Usage of Social Media. Using social media to harass, intimidate, or threaten other individuals. Usage of social media that will have indirect or direct impact on an individual or interference with the educational process.

References:

Education Code Sections 66300, [and 66301](#), ~~66302, 72122, and 76030-76038~~;
ACCJC Accreditation Standard I.C.8 [and 10](#)

End of Recommendation for AP 5500 Standards of Student Conduct