

COLLEGE RULES AND REGULATIONS

Compliance with College Rules and Regulations and Notices

Students and staff are expected to comply with the rules and regulations published in this catalog; and with the official notices published in the College newspaper, eGuardSmart or posted on official bulletin boards.

Unlawful Discrimination and Harassment Policy

The San Francisco Community College District shall provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, race, color, ancestry, marital status, sex, gender, gender identity, gender expression, sexual orientation, physical disability, mental disability, medical condition, genetic information, or military and veteran status of any person, or on the basis of those perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

Nor shall any such persons be denied full and equal access to, the benefits of, or be subjected to discrimination on the basis of domestic partner status*, AIDS/HIV status*, status as a lesbian, gay, bisexual, transgender* or questioning* person in any District program or activity.

The policy of the San Francisco Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, or any other sexual misconduct.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, the San Francisco Community College District hereby implements the provisions of Title 5, California Code of Regulations § 59300 et seq., California Government Code sections 11135 through 11139.5, 12940 et seq., the Sex Equity in Education Act (California Education Code, Section § 66250 et seq.), California Education Code sections 66260 et seq., 66281.5, 67382, 67385, 67385.7, and 67386, Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, (20 U.S.C. § 1092(f)), the Violence Against Women Reauthorization Act of 2013, (42 U.S.C. § 13925(a)), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq., as amended by the ADA Amendments Act of 2008, (P.L. 110-325)) and the Age Discrimination Act (42 U.S.C. § 6101).

* These categories are not subject to the State Chancellor's jurisdiction.

Responsible District Officer

The compliance officer/coordinator responsible for the District's compliance with this policy and all applicable laws is the District Title 5/EEO/ADA/Title IX Compliance Officer, 50 Frida Kahlo Way, B702, San Francisco, CA 94112, (415) 452-7660. Information concerning the provisions of the applicable laws and complaint procedures is available from the District Title 5/EEO/ADA/Title IX Compliance Officer.

Definitions

Definitions applicable to the nondiscrimination policies are as follows:

- "Appeal" means a request by a complainant made in writing to the San Francisco Community College District governing board pursuant to Title 5, section 59338, as amended.

"Perceived characteristics" includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and Title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

"Complaint" means a written and signed statement meeting the requirements of Title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at Title 5, section 59300 et seq.

"Consent" means, as defined by California Education Code section 67386, "a affirmative consent," which means a affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. A affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate

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apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

- “Religion” means “religious creed,” “religious observance;” “religious belief;” and “creed;” and includes all aspects of religious belief, observance, and practice, including religious dress and grooming practices. “Religious dress practice” shall be construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. “Religious grooming practice” shall be construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his or her religious creed.
- “Responsible District Officer” means the officer identified by the District to the State Chancellor’s Office as the person responsible for receiving complaints filed pursuant to Title 5, section 59328, and coordinating their investigation.
- “Sex” includes, but is not limited to pregnancy, childbirth or medical conditions related to childbirth. ‘Sex’ also includes, but is not limited to, a person’s gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.
- “Sexual assault includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
- “Sexual harassment” is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:
 - (1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, invitations. Examples of possible verbal sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
 - (2) Continuing to express sexual interest after being informed that the interest is unwelcomed.
 - (3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - (4) Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee’s career, salary, and/or work environment.
 - (5) Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - (6) Offering favors or educational or employment benefits, such as

Students with Disabilities

Sections 504 & 508 of the Rehabilitation Act of 1973, the Americans

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Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The following categories of information about students are considered "directory information" pursuant to section 76240 of the Education Code: student's name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community College District, weight and height of members of athletic teams, dates of attendance, degrees and

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approved by the Chancellor; and (2) that the speaker be required to answer questions asked by the audience. It shall be the responsibility of the Chancellor to allow opportunity for the expression of a variety of view-points.

3. Regulations Governing Guest Speakers

a. Request Procedures:

The chairperson or president of a registered on-campus organization requesting facilities for an on-campus speaker should sign up with the Student Activities Administrator, for the time and place desired (see Rule 5 and Part D).

b. Review of Request for a Speaker:

If a decision on a request for an on-campus speaker is to be reviewed, the Student Activities Administrator, and/or the on-campus organization making the request (represented by the student chairperson and the faculty advisor) may refer the matter to the Vice Chancellor of Student Affairs for their specific recommendation to the Chancellor.

c. Sponsorship:

Advisors of student organizations are required to review all requests for on-campus speakers in advance, and students are required to present to the Student Activities Administrator, a form signed by their advisor when requesting a time and a place for an on-campus speaker's address. Every advisor of a campus organization is expected to make arrangements for a guest speaker's appearance before their group on campus and should be present during the address. A substitute should be appointed if the advisor cannot be present.

4. Regulations Governing the Scheduled Use of the Free-Speech Area

The following guidelines are established to facilitate the equitable use of the City College free-speech area by all students:

- a. Only registered students (not substitutes) who have signed up in advance for use of the free-speech area are permitted to use the area.
- b. A sign-up list governing use of the area for at least two weeks in advance must be maintained in the Student Activities Administrator's Office, in order to permit proper scheduling.
- c. Students wishing to use the area for impromptu speeches or presentations must sign up for a single half-hour period at a time, and must use that period before signing up for another one. If more flexible scheduling permits, however, the Student Activities Administrator, at their discretion, may allow a student to sign up for more time on the two-week master calendar.
- d. For a special event, such as an address by a sponsored on-campus speaker or an organized, planned debate, more than the half-hour period may be made available for use of the free-speech area. Chairpersons of on-campus organizations should sign up for such special events at least three College days in advance, but a week's notice is recommended.
- e. Students desiring to use the free-speech area for impromptu use or special events must
 - i. sign up for the time period available, and

- ii. indicate the general topic to be discussed or entertainment activity to be scheduled.

- f. If the schedule governing the use of the free-speech area cannot be followed, the following rules will apply:

- i. If a student does not arrive at the area for a scheduled appearance, another student may be permitted to sign up for the time not being used. In such instances, however, at least ten minutes must be allowed for the scheduled event to take place before anyone may sign up for the unexpired time.

- ii. A scheduled activity must be allowed to continue at the free-speech area until the next scheduled event, at which time the podium must be vacated promptly.

- iii. If time becomes available during the day because of cancellation of a scheduled event, a student scheduled for another time may be permitted to sign up for the area in addition to his scheduled activity but may not deliver their initially scheduled address until the time originally scheduled.

- g. A speaker scheduled to use the free-speech area should permit another student or students to speak in reply to their remarks while they are using the area, without the others signing up in advance as scheduled speakers. However, this provision does not apply to students denied the right to use the area because of prior disciplinary actions.

property or at a District sponsored or supervised event, or upon the request of a District official acting in the performance of his/her duties.

3. Persistent or continued serious misconduct where other means of correction have failed to bring about proper conduct.

Physical and Verbal Misconduct Violations

4. Willful misconduct which results in injury or death to a student or District personnel or which results in cutting, defacing, or other injury or damage to any real or personal property owned by the District; or injury or damage to property belonging to a member of the District community or to an authorized District visitor while on District property.
5. Assault or battery, abuse, extortion, or any threat of force, violence, or death, or any terrorist threats as defined in Education Code section 48900.7(b), directed toward any member of the District community (including but not limited to students and employees), or District visitor engaged in authorized activities, or to any District property, or aiding and abetting, as defined in Penal Code section 31, the infliction or attempted infliction of physical injury on another person.
6. Disorderly, lewd, indecent, obscene, slanderous, libelous or offensive conduct or expression (including clothing) that interferes with the District's primary educational responsibility or that breaches the peace on District property or at any District sponsored or supervised function, or such conduct or expression that so incites students as to create a clear and present danger of

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22. Persistent and willful use of a cell phone or other communication device by a student in a classroom or laboratory (e.g., talking, text-messaging, recording) without the prior consent of the instructor or laboratory monitor.
23. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations): any instrument or weapon of the kind commonly known as black-jack, re bomb, billy club,

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recommendations to the student, instructor, department chair, school dean and Dean of Students.

- f. The Chancellor may concur with or overrule the recommendation of the Committee. Only the Chancellor has the authority to change a student's grade. The Chancellor's decision shall be final. California Education Code 76224
 - (a) When grades are given for any course of instruction taught in a community college district, the grade given to

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Student Parking

The Ocean campus and Centers of City College are easily accessible by public transportation. Students are encouraged to use MUNI, BART, bicycle, or carpool.

The Ocean Campus has a limited number of parking spaces available for student parking. Students are required to pay a fee for either a semester or daily parking permit. Sales of semester parking permits (decals) are available prior to the start of each semester. Daily parking permits can be purchased from parking permit dispensers located in all student lots. Student parking is restricted to the Upper Reservoir parking lot (north of MUB), Q-parking lot (west of MUB), and the S-parking lot (south of 600 Bungalows). After 5pm, students can park in the N-parking lot and parking areas located on the south and east side of MUB.

Information regarding the rules and regulations for student parking, including fees for semester permits and rates for daily parking permits are available through the Bursar's Office in the MUB, Room 360 or call (415) 239-3345.

The Centers have NO student parking and there's limited parking for students at the John Adams Center. For additional parking information, please visit the San Francisco Community College Police Department's parking website at <https://www.ccsf.edu/campus-police/parking-information> or call the Dispatch Center at (415) 239-3200.

Visitors on Campus

Visitor parking is available in Student Parking areas (See Student Parking) and a parking permit is required. Vehicles without a permit may be cited. Visitors can park in the Upper Reservoir parking lot, located next to the Multi Use Building (MUB) with the purchase of a permit. After 5:00 p.m., visitors may park in all lots (except Cloud Circle and Science Road) with the purchase of a parking permit.

Visitors are required to observe College rules and regulations. A copy of the rules and regulations are available in Bursar's Office, MUB 350, and at the District Police Department located in the 800 Bungalow or website. When visiting a classroom, permission shall be obtained from the instructor prior to your arrival. Violation of any of these regulations are grounds for automatic revocation of the right to remain on campus. Since auditing of classes is prohibited, visits must be limited.

Additional Board Policies and Administrative Procedures

Information about Board Policies and Administrative Procedures is available on the Board of Trustees website: <http://www.ccsf.edu/board>