
Pasadena Area Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5500 STANDARDS OF STUDENT CONDUCT

References:

Education Code Sections 66300 and 66301;
ACCJC/WASC Accreditation Standard II.A.7.b

Student Conduct Code

1. Student Conduct Code
The Student Conduct Code identifies conduct that is prohibited by College policy. Students who violate the Student Conduct Code will be subject to disciplinary action under the Student Discipline Process Procedures. Disciplinary sanctions depend on the nature of the offense, the past pattern of behavior of the student, and other relevant factors. Examples of possible disciplinary sanctions are listed below. In addition, student drug or alcohol offenses or other criminal acts, may be referred to law enforcement officials.
2. Types of Conduct Subject to Discipline
The following are some of the types of conduct for which students may be subject to disciplinary sanctions. These types of conduct are prohibited at all times on College owned or controlled property and at any off-campus function sponsored or supervised by the College.
 - a. Dishonesty, such as cheating, plagiarism, fabrication, or knowingly furnishing false information to the College or its officials; intentionally or knowingly helping or attempting to help another commit an act of dishonesty.
 - b. Failure to comply with directions of College personnel acting in the performance of their duties, including failure to present the Pasadena City College ID card or current class schedule upon request.
 - c. Unlawful use, possession, sale or presence on campus while under the influence of alcohol, narcotics, or other controlled illegal substances.
 - d. Forgery, alteration or misuse of College documents, records, or identification.
 - e. Misrepresentation of oneself or of an organization to be an agent of the College.
 - f. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College sponsored or supervised activities including public-service functions on or off campus, or authorized non-College activities on College premises.
 - g. Assault, battery, any threat of force or violence, physical or verbal abuse, intimidation, harassment, coercion, stalking, hazing and/or other such conduct involving any member of the College community or visitors.
 - h. Attempted or actual theft or intentional damage to property of the College or any member of the College community or visitors. This includes theft of textbooks or sale of textbooks other than one's own and intentional damage to library resources.

- i. Violation of applicable College policies, procedures or regulations, State or local laws on College premises or at College sponsored or supervised activities.
- j. Violation of rules and/or regulations governing student organization chartering, official activity approval, funds handling and management, and/or participation in such activities
- k. Violation of College policies, procedures, and/or regulations on the time, place and manner of free speech and distribution of literature, including those addressing use of the free speech area, use of amplified sound, disruption of the educational processes of Pasadena City College, student body election activities, student and student organization activities and non-student organization activities.
- l. Willful or persistent smoking in any area where smoking has been prohibited by lawful authority.
- m. Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- n. Illegal or unauthorized possession, use, or sale of explosives, firearms, or other dangerous objects or substances which might inflict bodily harm or be used to threaten the health or safety of anyone.
- o. Continual, disruptive, behavior, continued willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of College personnel.
- p. Unauthorized use of computers and telecommunication resources, including but not limited to:
 - (1) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
 - (2) Unauthorized transfer of a file;
 - (3) Unauthorized use of another individual's identification and password;
 - (4) Use of computing facilities to interfere with the work of another student, faculty member or College official;
 - (5) Use of computing and telecommunications resources to send obscene or abusive messages.
 (As used above, unauthorized means permission has not been given by an appropriate college office. See District Policy 5350, Privacy, Security, and Acceptable use of Electronic Resources.)
- q. Any form of unlawful discrimination or harassment, including sexual harassment, gender-based harassment and/or sexual assault of any person as defined by state or federal law. See College policy and procedures on discrimination, sexual harassment and/or sexual assault.
- r. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions such as speeding on campus property, failing to stop at stop signs and occupied pedestrian crossings and parking illegally.
- s. Parking in violation of areas reserved for people with disabilities or persons providing transportation to such employees, students and/or visitors.
- t. Use of any audio, video or other listening, recording or transmitting device in any classroom, service area or College activity without the prior consent of the instructor, College service provider or activity advisor except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities or as provided by regulation or law. Students who require such devices or other accommodations should inform their instructor(s) by the first day of class or their first day of attendance, whichever comes first.
- u. Other misconduct that disrupts the College, its mission or campus life.

Misconduct Penalties

1. Disciplinary Actions for Violation of Conduct Code
 Violation of a Student Conduct Code is subject to the following types of disciplinary action that will be administered by appropriate College personnel:
 - a. Warning - A verbal admonition to the student that a College regulation has been violated. This action may be initiated by a college faculty member or manager and, if deemed

necessary, sent in writing to the Office of Student and Learning Services to determine if further disciplinary action should be imposed.

- b. Temporary Class Removal - Removal of a student from a class by the instructor when the student's behavior has interfered with the teaching/learning process within the classroom/laboratory environment. A student may also be removed from the instructional setting if the instructor determines that the student's actions are unsafe and/or dangerous to self or others. In either case, the duration shall not exceed the day of the removal and the next class meeting. Temporary class removal may be undertaken only after the instructor has warned the student and given the student a chance to improve, except in cases where the violation is so flagrant that immediate removal from the class, clinic, or laboratory is in order. The instructor shall notify the Division Dean of the temporary class removal.
 - c. Reprimand - A written reprimand to the student at the discretion of the Vice President of Student and Learning Services or designee. A copy of the letter may be placed in the student's disciplinary file. The student will be notified of this action and given an opportunity to submit a written response.
 - d. Disciplinary Probation - A written reprimand accompanied by probation for a designated period of time. Probation includes probability of more severe disciplinary sanction if the student is found to have violated College regulations during the probationary period.
 - e. Loss of Privileges - Denial of specified privileges for a designated period of time including exclusion from extra-curricular activities of the College community and restricted use of College facilities and services.
 - f. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. Discretionary Sanctions - Work assignments, service to the College or community or other related discretionary assignments. Such assignments must be approved by the Vice President of Student and Learning Services or designee.
 - h. Administrative Class and/or Program Drop - Drop of a student from a class and/or program by the Vice President of Student and Learning Services or designee. An instructor may initiate this drop process for one or more of the reasons given under the Student Discipline Process. (See section 1.b., Administrative Class and/or Program Drop Procedures.)
 - i. Interim Suspension – Removal, in certain circumstances, of a student from the College prior to completion of due process proceedings in order to insure the student's own physical or emotional safety and well-being or to insure the safety and well-being of members of the College community or for the preservation of College property. The student shall be given prompt notice of the charges and a reasonable opportunity for a hearing within 10 class days (class days are the days that classes are in session, excluding weekends) of the imposition of the interim suspension.
 - j. Suspension - Exclusion of the student from the College for a definite period of time, after which the student may be eligible to re-enroll. Conditions for readmission may be specified. This action is initiated by the Superintendent-President of the College or designee. Any suspension shall be accompanied by a hearing or the opportunity for a hearing.
 - k. Expulsion - Removal of a student from the College by the governing board of the College (Board of Trustees) for good cause when other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. An expulsion is considered a permanent exclusion of the individual from being a student of the District. Re-admittance to the College requires governing board approval. Expulsion shall be accompanied by a hearing or the opportunity for a hearing.
2. More than one of the sanctions above may be imposed for a single violation.
 3. Other than expulsion, disciplinary sanctions shall not be part of the student's permanent academic record, but shall become part of the student's confidential record.

4. Violation of parking laws, ordinances or regulations shall not be grounds for class removal, suspension or expulsion.

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(Replaces current PCC Procedure 4520.10 and 4520.20)