

STUDENT PLANNER & HANDBOOK



2023-2024

Chaffey  College

Welcome

The Chaffey College Governing Board, faculty and staff are dedicated to helping you succeed. This student planner, made available to you by the Office of Student Life, is one of the many tools available to assist you on your academic journey. In this planner, you will find helpful phone numbers, information on our new academic and career communities and much more.

Education transforms lives, and we believe this so strongly that it is part of Chaffey College's vision statement. Our work to help students succeed has earned us national recognition, and generous state and federal grants. We are constantly working to improve the way we serve you, so in 2023 we introduced a new area of the college called "Workforce Innovations and Entrepreneurial Development."

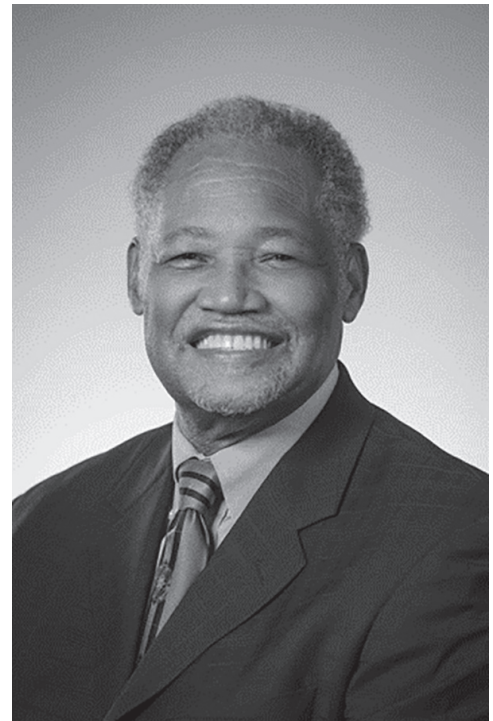
This area will help students get job skills, internships, support to grow their own businesses and more resources for career success. We are excited to see the positive outcomes our students will experience from this initiative.

When you walk across the stage at commencement, we know that you will be well-prepared for the workforce or to transfer to a university to continue your educational journey. That is because Chaffey College has world-class, dedicated faculty members who worked in the professions that they now teach. And we have staff members who are here to support you every step of the way – whether you need tutoring, financial aid or tips on building a resume.

Please take advantage of all the services Chaffey has to offer because it will help you cross the finish line and to the next chapter of your lives.

Have a wonderful 2023-2024 academic year, Panthers!

Henry D. Shannon, Ph.D.
Superintendent/President



Governing Board

The Governing Board consists of six members, five who are elected by voters of the Chaffey Community College District. A student trustee, elected in the annual student elections, serves as the sixth member.

With the superintendent/president, administration, faculty, staff, and students, the Board makes all policy decisions for the College and supervises all programs and services. Board members serve four-year terms.



Lee C. McDougal
President



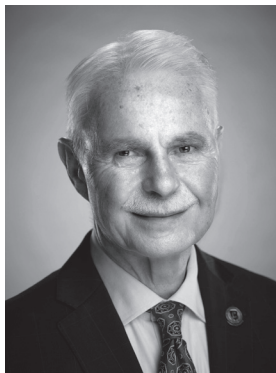
Kathleen Brugger
Vice President



Deana Olivares-Lambert
Clerk



**Gloria Negrete
McLeod**
Member



Gary C. Ovitt
*Immediate Past
President*



Tamia Newman
*Student Trustee/
CCSG President*

The Governing Board holds regular public meetings the fourth Thursday of each month (unless posted otherwise) on the Rancho Cucamonga campus, in SSA-227. For more information regarding the Governing Board, please visit

<https://www.chaffey.edu/leadership/governingboard.php>



VISION

Chaffey College: Improving lives through education.

MISSION STATEMENT

Chaffey College improves lives and our communities through education with a steadfast commitment to equity and innovation to empower our diverse students who learn and thrive through excellent career, transfer, and workforce education programs that advance economic and social mobility for all.

www.chaffey.edu



www.facebook.com/chaffeycollege

www.twitter.com/chaffeycollege

[www.instagram.com/chaffeycollege/#](https://www.instagram.com/chaffeycollege/)

TikTok <https://www.tiktok.com/@chaffeycollege>

Tag us on Instagram #chaffeycollege

College Admin & Phone Numbers

College Administration

Dr. Henry Shannon	Superintendent/President
Misty Burruel	Interim Associate Superintendent, Instruction & Institutional Effectiveness
Lisa Bailey	Associate Superintendent, Business, Human Resources, Information Technology Services
Troy Ament	Associate Superintendent, Administrative Services and Emergency Operations
Alisha Rosas	Associate Superintendent, Student Services and Strategic Communications
Sheneui Weber	Associate Superintendent, Workforce Innovations and Entrepreneurship Development

College Phone Directory

Phone numbers are subject to change and all phone numbers are area code 909.

CHAFFEY COLLEGE EMERGENCY PHONE NUMBERS

911	<i>For urgent emergencies</i>
6-911	<i>For campus emergencies</i>
(909) 652-6911	<i>When calling from a cellular or off-campus phone</i>

RANCHO CUCAMONGA CAMPUS NUMBERS

Main	652-6000	Financial Aid	652-6199
Admissions and Records	652-6600	Foundation	652-6545
Alumni Association	652-6541	GPS Center	652-6466
Art, Communication, and Design and Business, Technology, and Hospitality Success Centers	652-6907	English	652-6820
CalWORKs	652-6045	Library	652-6800
Campus Store	652-6560	Mathematics Success Center	652-6452
Career Transitions	652-6831	Placement/Testing/Orientation Appts	652-6239
Cashier	652-6600	Science, Technology, Engineering and Math Success Center	652-6452
Child Development Center	652-6875	Student Health Services	652-6331
Counseling	652-6200	Student Services & Legislative Engagement	652-6503
Extended Opportunity Programs & Services.....	652-6349/6358		

College Admin & Phone Numbers

CHINO CAMPUS NUMBERS

Main	652-8000
Administration	652-8010
Admissions and Records	652-8001
CalWORKs	652-6045
Campus Store	652-8170
Cashier	652-8001
Success Center	652-8150
Community Center	652-8200

FONTANA CAMPUS NUMBERS

Main	652-7400
Admissions & Records	652-7401
CalWORKs	652-6045
Campus Store	652-6560
Cashier	652-7401
Counseling	652-7460
Extended Opportunity Programs & Services	652-6349/6358
Financial Aid	652-7444
Success Center	652-7408
GPS Center	652-7460
Library/Cybrary	652-7450
Orientation/Placement	652-7460

DEPARTMENT NUMBERS

Academic Probation and Dismissal	652-6201
Adult Education	652-6103/6154
Articulation	652-6920
Athletics	652-6290
Breeze, The (Student Newspaper)	652-6934
Campus Police (non-emergency)	652-6632
(Emergency 24 hour dispatch)	652-6911
Career Center	652-6511
Career Transitions	652-6831
Community Education	652-6041
CTE Counselors	652-6519
Disability Programs & Services	652-6379/6380
TDD/TTY Service	466-2829
Distance Education	652-6975
Foundation Office.....	652-6545
Health Services	652-6331
High School Partnerships	652-6103/6154
Honors Program	652-6263

SUBJECT AREA/SCHOOL NUMBERS

Accounting & Financial Services	652-6830
Administration of Justice.....	652-6830

Aeronautics (see Aviation Maintenance Tech)	
American Sign Language	652-6902
Anthropology	652-6253
Arabic	652-6902
Art	652-6066
Contract Ed/Customized Training	652-7641
Counseling	652-8120
Extended Opportunity Programs & Services	652-6349/6358
Financial Aid	652-8140
GPS Center	652-8120
Library/Cybrary	652-8115
Placement/Testing/Orientation Appts	652-8120
Student Health Services	652-8190
Financial Aid	652-7417
Success Center.....	652-7408
GPS Center	652-7460
Library/Cybrary	652-7450
Placement/Testing/Orientation Appts	652-7460
InTech Center	652-8488
International Student Center	652-6195
Lost and Found	652-6634
Museum, Wignall Museum of Contemporary Art	652-6490
Opening Doors	652-6201
Puente Project	652-7460
Scholarship Information	652-6545/659
Special Populations and Equity Programs.....	652-6504
Student Employment Office	652-6511
Student Discipline/Grievance.....	652-6510
Student Government / CCSG	652-6593
Student Life	652-6590
Supplemental Instruction (SI)	652-6468
Theatre Box Office	652-6067
Transfer Center.....	652-6233
Umoja.....	652-6200
Veteran Services	652-6611
Geography.....	652-6404
Geology	652-6404
Gerontology	652-6675
Guidance	652-6202
Health Sciences, School of	652-6671
Heating, Ventilation, AC (HVAC)	652-7657/7661
History	652-6253

College Admin & Phone Numbers

Art History	652-6066	Homeland National Security	652-6830
Astronomy	652-6404	Hospitality Management	652-8010
Automotive Technology	652-6830	Humanities	652-6253
Aviation Maintenance Technology	652-6865	Industrial Electrical Technology	652-7657/7661
Biology	652-6404	Industrial Maintenance Mechanic	652-7657/7661
Broadcasting	652-6066	Interior Design	652-8010
Business and Applied Technology, School of	652-6830	Journalism	652-6902
Business: Logistics Management	652-6830	Kinesiology	652-6290
Business: Management	652-6830	Language Arts, School of	652-6902
Business: Marketing	652-6830	Legal Studies	652-6830
Chemistry	652-6404	Mathematics	652-6403
Child Development & Education	652-6253	Mathematics & Science, School of	652-6402
Chinese	652-6902	Mechatronics	652-7657/7661
Cinema	652-6066	Music	652-6066
CISCO	652-6830	Nursing Assistant	652-6675
Communication Studies	652-6902	Nursing (ADN)	652-6671
Computer Information Systems	652-6830	Nursing (VN, ACT)	652-8215
Computer Science	652-6830	Nutrition & Food	652-6290
Cooperative Education	652-6852	Pharmacy Technician	652-6675
Correctional Science	652-6830	Philosophy	652-6253
Criminal Justice	652-6830	Photography	652-6066
Dance	652-6066	Physical Science	652-6404
Disability Programs & Services	652-6379/6380	Physics	652-6403
Drafting	652-6404	Political Science	652-6253
Earth Science	652-6404	Psychology	652-6253
Economics	652-6253	Public Health	652-6695
Education	652-6253	Radiologic Technology	652-7606
Emergency Medical Technician	652-6830	Real Estate	652-6830
Engineering/Engineering Technology	652-6403	Social and Behavioral Sciences, School of	652-6253
English	652-6902	Social Science	652-6253
English as a Second Language	652-6902	Sociology	652-6253
Fashion (Design and Merchandising)	652-8010	Spanish	652-6902
Fire Technology	652-6830	Statistics	652-6403
French	652-6902	Theatre Arts	652-6066
Visual & Performing Arts, School of	652-6066		

College Admin & Phone Numbers

*Getting Started -
please click on the QR code to
become a Chaffey Panther.*



*Campus Resources -
please click on the QR code for
resources available.*



*Academic and Career Communities -
please click on the QR code to see the
six Academic and Career Communities
based on job families, interest areas, and
similarities in coursework.*



*Campus Policies -
please click on the QR code to
see important campus policies and
procedures.*



Chaffey College 2023 -2024 Academic Calendar

Fall Semester 2023

August 15 – December 16

89 service days	
Application Period begins (online with OpenCCC)	Begins October 1, 2022
Schedule of Classes on the website	April 10
Registration Notifications	April 1
Registration Period	April 24-August 13
Payment Deadline	(For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes)
INSTRUCTION BEGINS	
Late Registration (Add Authorization Required)	August 14-25
Deadline to ADD classes	August 25
Refund deadline	August 25
Census submission due from Faculty	August 30
Deadline to DROP classes without a "W" grade	September 4
Deadline to DROP classes with a "W" grade	October 27
Deadline to ADD open-entry/exit classes	November 15
Deadline to apply for degrees, certificates, and graduation	November 17
FINAL EXAMINATIONS	
INSTRUCTION ENDS	December 15
Grades due from Faculty	December 21
Grades available online	January 2
2024 COMMENCEMENT	May 16

Registration for Short Term Classes

FAST TRACK I (08/14/2023-10/04/2023)	
Application Period begins (online with OpenCCC)	Begins October 1, 2023
Schedule of Classes on the website	April 10
Registration Notifications	April 1
Registration Period	April 24-August 13
Payment Deadline	(For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes)
INSTRUCTION BEGINS	
Late Registration (Add Authorization Required)	August 14-18
Deadline to ADD classes	August 18
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	August 17
Deadline to DROP classes without a "W" grade	August 21
Deadline to DROP classes with a "W" grade	September 14
Deadline to ADD open-entry/exit classes	November 17
Deadline to apply for degrees, certificates, and graduation	November 17
FINAL EXAMINATIONS	
INSTRUCTION ENDS	October 4
Grades due from Faculty	October 10
Grades available online	October 11
2024 COMMENCEMENT	May 16

EARLY 14-WEEK SESSION (08/14/2023-11/17/2023)	
Application Period begins (online with OpenCCC)	Begins October 1, 2023
Schedule of Classes on the website	April 10
Registration Notifications	April 1
Registration Period	April 24-August 13
Payment Deadline	(For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes)
INSTRUCTION BEGINS	
Late Registration (Add Authorization Required)	August 14-18
Deadline to ADD classes	August 18
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	August 28
Deadline to DROP classes without a "W" grade	August 30
Deadline to DROP classes with a "W" grade	October 10
Deadline to ADD open-entry/exit classes	November 17
Deadline to apply for degrees, certificates, and graduation	November 17
FINAL EXAMINATIONS	
INSTRUCTION ENDS	November 17
Grades due from Faculty	November 27
Grades available online	November 28
2024 COMMENCEMENT	May 16

14-WEEK SESSION (08/14/2023-11/17/2023)	
Application Period begins (online with OpenCCC)	Begins October 1, 2023
Schedule of Classes on the website	April 10
Registration Notifications	April 1
Registration Period	April 24-September 4
Payment Deadline	(For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes)
INSTRUCTION BEGINS	
Late Registration (Add Authorization Required)	September 5-11
Deadline to ADD classes	September 11
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	September 18
Deadline to DROP classes without a "W" grade	September 20
Deadline to DROP classes with a "W" grade	October 31
Deadline to ADD open-entry/exit classes	November 17
Deadline to apply for degrees, certificates, and graduation	November 17
FINAL EXAMINATIONS	
INSTRUCTION ENDS	December 8
Grades due from Faculty	December 14
Grades available online	December 15
2024 COMMENCEMENT	May 16

FAST TRACK II (10/16/2023-12/07/2023)	
Application Period begins (online with OpenCCC)	Begins October 1, 2023
Schedule of Classes on the website	April 10
Registration Notifications	April 1
Registration Period	April 24-August 15
Payment Deadline	(For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes)
INSTRUCTION BEGINS	
Late Registration (Add Authorization Required)	October 16-20
Deadline to ADD classes	October 20
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	October 19
Deadline to DROP classes without a "W" grade	October 23
Deadline to DROP classes with a "W" grade	November 16
Deadline to ADD open-entry/exit classes	November 17
Deadline to apply for degrees, certificates, and graduation	November 17
FINAL EXAMINATIONS	
INSTRUCTION ENDS	December 7
Grades due from Faculty	December 13
Grades available online	December 14
2024 COMMENCEMENT	May 16

WEEK	2023							2024							WEEK
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
August								1	2	3	4	5	6	7	January
								8	9	10	11	12	13	14	
	1	14	15	16	17	18	19	20	15	16	17	18	19	20	
September															February
	2	21	22	23	24	25	26	27	22	23	24	26	26	27	
October															March
	3	28	29	30	31				29	30	31				
November															April
	4	4	5	6	7	8	9	10	5	6	7	8	9	10	
December															May
	5	11	12	13	14	15	16	17	12	13	14	15	16	17	

LEGEND

= Instruction Begins	= Spring Break
= Holiday	= Institutional/Flex Days. No classes held.
= Final Examinations	= Commencement
= Convocation	

NOTE: Weekend classes meet after Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT EVENTS	
CIVIC ENGAGEMENT	
Deadline to Register to Vote	TBA
National Voter Registration Day	September 19, 2023
General Election	November 5, 2024
Primary Election	March 5, 2024
CAMPUS DRILLS	
The Great California ShakeOut Earthquake Drill	October 19, 2023
Emergency Drill	TBA
HOLIDAYS	
Labor Day (college closed)	September 4, 2023
Veterans Day (observed/college closed)	November 10, 2023
Thanksgiving Holiday (college closed)	November 23 – 26, 2023
Winter Recess (college closed)	Dec. 22, 2023 – Jan. 1, 2024

Chaffey College 2023 -2024 Academic Calendar

Spring Semester 2024	January 9 – May 18
86 Service days	
Application Period begins (online with OpenCCC)	September 1, 2023
Schedule of Classes on the website	October 23
Registration Notifications	October 24
Registration Period	November 6-January 6
PAYMENT DEADLINE	For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes
INSTRUCTION BEGINS	January 8
Late Registration (Add Authorization Required)	January 8–22
Deadline to ADD classes	January 22
Refund deadline	January 22
Census submission due from Faculty	January 24
Deadline to DROP classes without a "W" grade	January 28
Deadline to apply for degrees, certificates, and graduation	February 9
Deadline to DROP classes with a "W" grade	April 2
Faculty Lecture Day (Required Flex Day – no classes held)	April 16
Deadline to ADD open-entry/exit classes	April 19
FINAL EXAMINATIONS	May 10–16
INSTRUCTION ENDS	May 16
Grades due from Faculty	May 23
Grades available online	May 24
2024 COMMENCEMENT	May 16

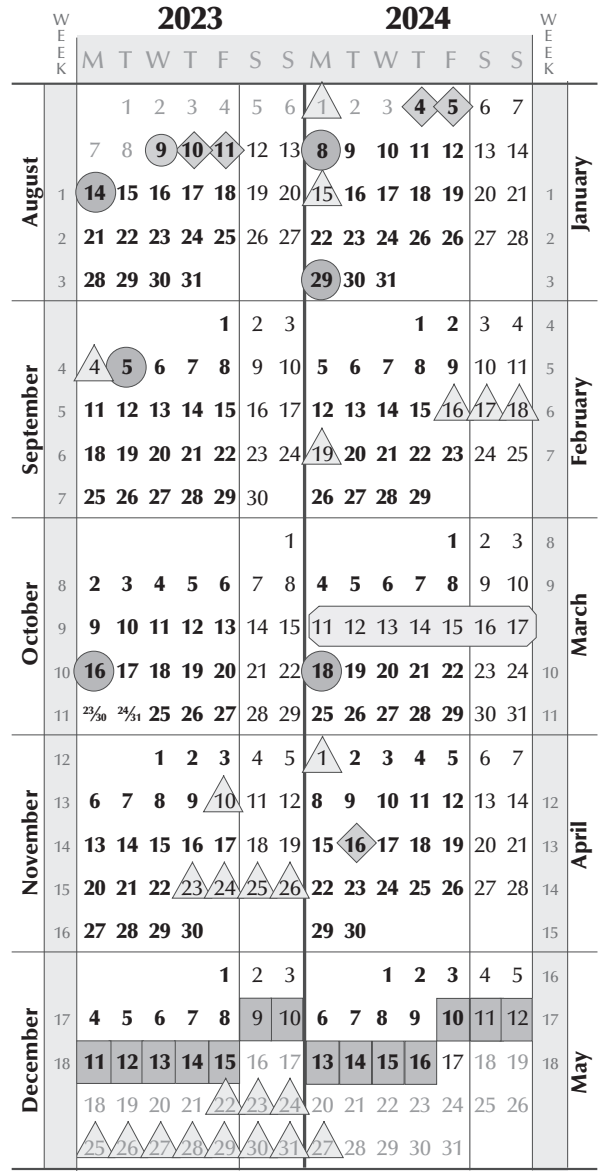
Registration for Short Term Classes

FAST TRACK I (01/8/2024-03/04/2024)	
Application Period begins (online with OpenCCC)	September 1, 2023
Schedule of Classes on the website	October 23
Registration Notifications	October 24
Registration Period	November 6-January 7
PAYMENT DEADLINE	For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes
INSTRUCTION BEGINS	January 8
Late Registration (Add Authorization Required)	January 8–12
Deadline to ADD classes	January 12
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	January 12
Deadline to DROP classes without a "W" grade	January 17
Deadline to apply for degrees, certificates, and graduation	February 9
Deadline to DROP classes with a "W" grade	February 8
Faculty Lecture Day (Required Flex Day – no classes held)	April 16
Deadline to ADD open-entry/exit classes	-
FINAL EXAMINATIONS	March 4
INSTRUCTION ENDS	March 11
Grades due from Faculty	March 11
Grades available online	March 12
2024 COMMENCEMENT	May 16

EARLY 14-WEEK SESSION (01/08/2024-04/19/2024)	
Application Period begins (online with OpenCCC)	September 1, 2023
Schedule of Classes on the website	October 23
Registration Notifications	October 24
Registration Period	November 6-January 7
PAYMENT DEADLINE	For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes
INSTRUCTION BEGINS	January 8
Late Registration (Add Authorization Required)	January 8–12
Deadline to ADD classes	January 12
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	January 22
Deadline to DROP classes without a "W" grade	January 24
Deadline to apply for degrees, certificates, and graduation	February 9
Deadline to DROP classes with a "W" grade	March 6
Faculty Lecture Day (Required Flex Day – no classes held)	April 16
Deadline to ADD open-entry/exit classes	-
FINAL EXAMINATIONS	April 19
INSTRUCTION ENDS	April 26
Grades due from Faculty	April 26
Grades available online	April 27
2024 COMMENCEMENT	May 16

14-WEEK SESSION (01/29/2024-05/09/2024)	
Application Period begins (online with OpenCCC)	September 1, 2023
Schedule of Classes on the website	October 23
Registration Notifications	October 24
Registration Period	November 6-January 28
PAYMENT DEADLINE	For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes
INSTRUCTION BEGINS	January 29
Late Registration (Add Authorization Required)	January 29– February 2
Deadline to ADD classes	February 2
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	February 9
Deadline to DROP classes without a "W" grade	February 13
Deadline to apply for degrees, certificates, and graduation	February 9
Deadline to DROP classes with a "W" grade	April 4
Faculty Lecture Day (Required Flex Day – no classes held)	April 16
Deadline to ADD open-entry/exit classes	-
FINAL EXAMINATIONS	May 9
INSTRUCTION ENDS	May 9
Grades due from Faculty	May 16
Grades available online	May 17
2024 COMMENCEMENT	May 16

FAST TRACK II (03/18/2024-05/09/2024)	
Application Period begins (online with OpenCCC)	September 1, 2024
Schedule of Classes on the website	October 23
Registration Notifications	October 24
Registration Period	November 6-March 17
PAYMENT DEADLINE	For specific details, refer to the payment table and drop process for non-payment in the Schedule of Classes
INSTRUCTION BEGINS	March 18
Late Registration (Add Authorization Required)	March 18–22
Deadline to ADD classes	March 22
Refund deadline	Please refer to the Chaffey portal
Census submission due from Faculty	March 22
Deadline to DROP classes without a "W" grade	March 26
Deadline to apply for degrees, certificates, and graduation	February 9
Deadline to DROP classes with a "W" grade	April 22
Faculty Lecture Day (Required Flex Day – no classes held)	April 16
Deadline to ADD open-entry/exit classes	-
FINAL EXAMINATIONS	May 9
INSTRUCTION ENDS	May 9
Grades due from Faculty	May 16
Grades available online	May 17
2024 COMMENCEMENT	May 16



LEGEND

- = Instruction Begins
- = Spring Break
- = Holiday
- = Institutional/Flex Days. No classes held.
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- = Commencement
- = Convocation

NOTE: Weekend classes meet after Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT EVENTS

CIVIC ENGAGEMENT	
Deadline to Register to Vote	TBA
National Voter Registration Day	September 24, 2024
General Election	November 5, 2024
Primary Election	March 5, 2024
CAMPUS DRILLS	
The Great California ShakeOut Earthquake Drill	October 17, 2024
Emergency Drill	TBA
HOLIDAYS	
Martin Luther King Jr. Day (college closed)	January 15, 2024
Lincoln Day (college closed)	February 16, 2024
Washington Day (college closed)	February 19, 2024
Spring Break (no classes held)	March 11 – 17, 2024
César Chávez Day (observed/college closed)	April 1, 2024

History of Chaffey College

On March 17, 1883 George and William Chaffey laid the cornerstone for the Chaffey College School of Agriculture. This date, March 17, has been identified as Founders' Day at Chaffey College.

In 1883 George and William Chaffey had a vision of opening a college in the Model Colony of Ontario. This college would provide education to the land owners and



workers. The Chaffey brothers were pioneers offering agricultural and general education to the local residents. Chaffey College represents the vision of George and William Chaffey, who founded the City of Ontario. Recognizing the need for an institution of higher learning, the Chaffey brothers donated land and established an endowment for a private college known as the Chaffey College of Agriculture.

The first campus in downtown Ontario provided a physical atmosphere and setting that were conducive to learning. As the school name reflected; academics and agriculture were the focus of the college during the early years. The first graduating class (1890) consisted of two female students.

Even in its early days, Chaffey was well known for its athletics programs, with track and field and football competing in the early 1890s. On a memorable day in December 1893, the Chaffey College football team took on USC in a game that determined the champion of intercollegiate football of Southern California. Chaffey College defeated USC 32-6 to win the first Southern California football title.



In 1960, the Chaffey College campus in Alta Loma (now Rancho Cucamonga) opened. On July 1, 1968, the voters of the Chino Valley School District voted to join the Chaffey College District, bringing the total service area to 310 miles encompassing Chino, Chino Hills, Ontario, Montclair, Upland, Fontana and Rancho Cucamonga.

In keeping with the establishment of the California Community Colleges' Board of Government and State Legislative action designating the junior college as a community college, the Board of Trustees on July 14, 1970 formally adopted the name Chaffey Community College District.

In 1990, the first educational center was opened in Ontario which remained open until June 2007. The second center opened in Fontana on Merrill Avenue in 1999.

Enrollment increases allowed the college to open a second 10,000 sq. ft. building, the Ralph M. Lewis Center, in January 2007.

The Chaffey College Chino Center opened in January 2000 and through a partnership with the city of Chino, the fourth center - Chino Information Technology Center, was dedicated in June 2002. This center is the first community college facility in the state dedicated solely to information technology.

Again, voters in the district supported the college and on March 5, 2002 Measure L, a general obligation bond, passed providing the college with \$230 million that has funded new buildings, renovations and upgrades in Chino, Fontana and Rancho Cucamonga. Completed projects on the Rancho Cucamonga Campus include: Marie Kane Center for Student Services/Administration, Don Berz Excellence Building, Michael Alexander



Campus Center, Science Complex, Central Plant, Physical/Life/Health Science renovation, Math Success Center renovation, Center for the Arts, Sports Center, and gym renovation project. On the Fontana Campus, the Fontana Academic Building opened for the fall 2011 semester. This building houses classrooms, laboratories, a library, a campus store, and a dance studio. The Chino Campus Main Instructional Building opened for the spring 2008 semester, and the Chino Health Science and Chino Community Center buildings opened in spring 2009. The Chino Community Center is home to the hospitality management, interior design, fashion design, fashion merchandising, and culinary arts programs.

The passage of Measure P (\$700 million) in 2018 will enable the college to construct and/or renovate a number of buildings on all three campuses. Various projects are identified in the District's Vision 2025 Facilities Master Plan and related addendum and include a new library/learning commons, student services building, and campus center on the Rancho Cucamonga campus, new instructional buildings at all three campuses, and a new, permanent presence in the city of Ontario. Measure P program quarterly updates are available on the college website.

Today, Chaffey College serves a diverse population of over 18,000 students with a broad range of ages, cultures and viewpoints represented. Students, faculty, staff, and the community, enjoy cultural opportunities on campus at athletic events, live theatrical and musical performances, and art exhibitions at the college's Wignall Museum of Contemporary Art.

Chaffey College has a rich history as one of the earliest colleges founded in California. George and William's vision for a college to serve the Ontario has grown into a thriving nationally recognized center for learning. Now, 140 years later, the college and all that it stands for continue to make a significant impact on the community, economy, and each individual who has stepped onto the college grounds.



Apply to Chaffey

Welcome to Chaffey College!

We are glad you are here. Whether you are a [new or returning student](#), you have arrived at the right place to get information about the admissions process. At Chaffey College, we invite you to find your path to your future through our degree and certificate programs that transfer. With flexible in-person and online learning options, you have more opportunities than ever to achieve your educational and career goals.

Notice: Active Duty Service Members Prior to Enrollment at Chaffey College

You are required to speak with your Educational Services Officer (ESO) or counselor within your military service prior to enrolling at our institution. The ESO and related staff can assist in providing information and options regarding furthering your education. After meeting with your ESO or related counselor, Chaffey College is happy to further discuss educational pathways, enrollment options, and related information.

Veterans, active duty service members and members of the National Guard may be eligible for priority registration. Register today and then contact the veterans certifying official at (909) 652-6611 to request information on priority registration.

STEP 1: BECOME A PANTHER (APPLY)

You will receive a confirmation email within 24 hours that will include your Chaffey College ID number and instructions for logging into the [MyChaffey portal](#).

Visit the Admissions Office at the Rancho, Fontana, or Chino campuses for additional assistance.

Admissions website: <https://www.chaffey.edu/admissions/index.php>

STEP 2: APPLY FOR FINANCIAL AID

Will you be enrolled as a student in 2023-2024 (Summer 2023, Fall 2023 or Spring 2024) if so, complete your 2023-2024 financial aid application (FAFSA or Dream Act Application).

You may be eligible for free tuition, and other assistance including grants, loans, work study, and scholarships. Complete the Free Application for Federal Aid (FAFSA). Students who qualify under AB540 can submit the Dream Act Application.

Panther Promise: If you are a first-time student, and you will be attending full time you may be eligible for free tuition for two years. For more information on Panther Promise visit: <https://www.chaffey.edu/financialaid/panther-promise.php>

Chaffey College school code is **001163**

Dream Act application code is **00116300**

Financial Aid website: <https://www.chaffey.edu/financialaid/index.php>

Join the Virtual line: <https://kiosk.na4.qless.com/kiosk/app/home/82>

STEP 3: COMPLETE NEW STUDENT ORIENTATION AND PLACEMENT

New Student Orientation is designed for both new and returning students to help integrate you into the campus community and college life. By providing information on student services and resources for success, Chaffey College welcomes and supports you as you begin your educational journey. **Once you complete New Student Orientation, you will be directed to Placement for Math and English.**

The Placement is used to determine each student's proficiency level in Mathematics and English. Chaffey College does not accept assessment scores from other colleges/universities. It is important that you complete Placement as soon as possible in order to receive recommendations on courses to complete at Chaffey.

Note: based on your Academic and Career Community (ACC), you will be provided placement into your English and Math course(s).

If you need to speak with a Counseling support front desk staff member, click on the following link <https://chaffey.craniumcafe.com/group/counseling-support-staff/lobby>

If you would like to schedule an online appointment with a counselor, please visit our [Student Support Hub](#) and follow the instructions below. It is best to use Chrome as the browser.

1. Click to enter Canvas (second option)
2. Enter your Chaffey ID and password
3. Click Student Support (left side)
4. Click Online Counseling

You can either schedule an appointment or chat with a counselor.

If for some reason you cannot enter the site through Canvas, you can also enter by registering as a Guest:

1. Click on Guest Registration (last option)
2. Click Register and enter your information and create a password.
3. Reenter the site, click Guest Registration and enter your user name (email) and password.
4. Choose any counselor, click Schedule Meeting and complete the information.

STEP 4: CREATE AN EDUCATION PLAN

After completing Orientation and Placement you will need to develop an Education Plan with your Counselor in order to help you reach your academic and career goals. This Plan should be developed during your first semester of attendance and maintained throughout your enrollment at Chaffey College.

You may schedule an appointment with a Counselor through the <https://canvas.chaffey.edu/courses/12869> using the instructions above in #3-Orientation and Placement Process.

STEP 5: RECEIVE YOUR REGISTRATION DATE

Your registration date and time will be available through the MyChaffey portal under the Self Service QuickLinks approximately two weeks before the start of registration for the term. If you have questions, you can connect to Admissions and Records virtually at <https://kiosk.na4.qless.com/kiosk/app/home/82>

STEP 6: VIEW CLASS SCHEDULE

Visit the Chaffey College Class Schedule site to determine the classes you would like to take.

STEP 7: PAY STUDENT FEES

Prior to the start of the term students are allowed 3 calendar days (including weekends and holidays) from the date of registration to submit payment in full. Students who register less than 3 days prior to the start of the term must pay in full before the 1st day of instruction. Students who do not submit payment within the allotted time will be dropped from all classes. Please refer to the [Payment Chart](#) for specific deadlines. Students who register on the first day of instruction or after must pay their fees immediately to avoid a restriction on their account.

Payment Options: Visa, MasterCard, Discover or American Express through the [MyChaffey portal](#) (select the 'Make a Payment' button on the Dashboard). Students who are currently enrolled and have a minimum balance of \$100 can enroll in the [NBS Payment Plan](#). Students can also pay by mail. Personal check, cashier check or money order must be made payable to Chaffey College and mailed to Chaffey College Cashier's Office, 5885 Haven Ave., Rancho Cucamonga, CA 91737

STEP 8: ATTEND FIRST CLASS MEETING

It is important that you attend your first-class meeting. Students who do not attend the first class *may* be dropped by the instructor for nonattendance.

It is ultimately your responsibility to drop any classes you no longer wish to take. You will be responsible for payment of all fees due for any class not dropped by the published refund deadline. Deadlines for short-term classes vary, so please check your Registration Receipt for exact dates.

You may access your Registration Receipt by logging on to the MyChaffey portal and selecting the My ChaffeyVIEW link. Next, select the blue "Students" box, and you will find the link under Payment Information.

Most classes require textbooks. Textbooks are available through the [Chaffey College Campus Store](#) and may be purchased online at books.chaffey.edu.



HOPE and MINDSET Impact College Success!

Attending college can be challenging or intimidating, yet it can also be an incredibly meaningful and rewarding time of your life. Here are some tips that can help you succeed at Chaffey.

HOPE – Many people assume that college success relates directly to students' intelligence and effort. However, research reveals that how students think and feel about themselves, their intelligence, goals, and their obstacles has a significant impact on their success. When students are able to see themselves achieving specific, challenging, and attainable goals and sustain the energy and motivation to achieve those goals despite obstacles, students are said to have high 'hope' (Snyder, C.R., et.al, 2003). 'Hope' in this context is broken down into three components: goals, agency, and pathways.

HOPE = AGENCY + PATHWAYS  GOALS

AGENCY (Energy and Motivation) – Recognizing that you have the capability and responsibility to start moving towards your goals gives you agency. Students who recognize that succeeding in college is a choice that they make every day experience more control over their learning and success in their academic pursuits.

PATHWAYS (Ideas) – As you move toward your goals, you need to know how to get there (specific action steps) or how to find the resources, tools, and strategies to help you get there. 'Pathways' thinking also involves finding ways around obstacles that you encounter as you move toward your goals. Challenges and obstacles abound throughout every student's academic journey, but students who refuse to let obstacles stop them from continuing on their journey are more likely to reach their destination.

GOALS (Future-Minded) – Setting specific and challenging goals motivates people to take action to start on a pathway toward achieving those goals (Halvorson, H. G., 2010). When students set specific academic goals, both long-term and short-term, their motivation and engagement in their classes improves.

Students' hope levels can change depending on the circumstances, their confidence, and the subject they are studying. Becoming more aware of one's hope level and learning strategies to increase it can empower students to be more successful (**see the "Be Hopeful Strategies for Success" handout on the following page**).

MINDSET – In addition to students' hope levels, how students think about their basic qualities (intelligence, talent, character, athleticism, etc.) can also have a significant impact on their success in college (Dweck, 2006). When students believe that these basic qualities (like intelligence) don't really change much, then that belief tends to lead to a **'fixed' mindset**. When students believe these qualities can change with the right amount of effort, practice, knowledge, and strategy, then that belief tends to lead to a **'growth' mindset**. Many people may have a growth mindset in one area of their life and a fixed mindset in another area. Research has shown that people who approach a goal with a growth mindset are much more successful and happier in the long-term perspective.

Be HOPEFUL! Strategies For Success

Harness Your Strengths

- Discover your passions, interests, strengths, and learning strategies
- Examine how you became good at something and apply those strategies to something you're struggling to learn

Overcome Obstacles

- Predict possible difficulties or obstacles you might face and seek out tools, resources, and people who can help you overcome these potential obstacles.
- Think of alternate pathways to achieve your goal.

Plan and Prioritize

- Use planning tools, lists, etc. to help you keep track of and be prepared for due dates, tests, assignments, etc.
- Always keep your goals in mind. Consider ways that your classes and assignments can help you reach your goals.

Embrace the Journey

- Approach learning with a growth mindset
- Remember that learning is a process – enjoy the journey
- Be prepared to work hard
- Learn as much as you can from mistakes

Focus on your Progress

- Track your own progress in your classes
- Look closely at graded work that your instructors hand back to you – make an effort to understand the feedback/grade
- Celebrate your successful completion of tasks, assignments, etc. and see them as one step closer to achieving your goals

Utilize Resources

- Learn about and try new study/organizational strategies
- Find a mentor, tutor, or teacher to guide you in your journey
- Be creative and resourceful. Seek out solutions to any problems you might be facing.
- Use Chaffey's resources to help you achieve your goals (Success Centers, SI, library, financial aid, Career Center, Counseling, health services, etc.)

Live Out Your Dreams

- Find meaningful ways to celebrate your progress and achievement of your goals
- Keep going! Once you've reached a goal, set a new one.

FIXED MINDSET vs GROWTH MINDSET

FIXED MINDSET BELIEFS AND BEHAVIORS	GROWTH MINDSET BELIEF AND BEHAVIORS
<ul style="list-style-type: none"> • Intelligence, talent, athleticism, etc. can't really change much • Effort isn't necessary for natural intelligence/talent • Obstacles are signs that I shouldn't pursue a goal • Believe that failure reflects on my value, intelligence, and/or talent • Avoid challenges/don't take many risks/set easy-to-achieve goals • Give up easily when things don't go my way • Need to prove my intelligence, talent, etc. to others often • Don't use feedback/ get defensive over feedback • Express insecurity or high anxiety 	<ul style="list-style-type: none"> • Basic qualities (intelligence, talent, athleticism, etc.) are just the starting point for development • I can nurture my basic qualities with effort, practice, and strategy • I feel confident about my ability to learn and grow • Failures provide good learning opportunities • Enjoy and seek challenges/ set challenging goals • Continue pursuing goals despite obstacles • Seek and use feedback to improve • Express confidence and a positive attitude toward learning

Since mindsets are based on our basic beliefs about ourselves and learning, we have the ability to change our beliefs and, as a result, our actions can change as well. Succeeding in college is never easy, but with the right mindset (believing in one's ability to grow and learn) and high hope (setting goals, taking responsibility towards learning, and overcoming obstacles), students can have a rewarding and energizing experience that will prepare them for their future careers and studies outside of Chaffey College.

Dweck, Carol S. *Mindset: The New Psychology of Success*. New York: Random House, 2006. Print.

Halvorson, Heidi Grant-. *Succeed: How We Can Reach Our Goals*. New York, NY: Hudson Street, 2011. Print.

Snyder, C. R., Shane J. Lopez, Hal S. Shorey, Kevin L. Rand, and David B. Feldman. "Hope Theory, Measurements, and Applications to School Psychology." *School Psychology Quarterly* 18.2 (2003): 122-39. Print.

MyChaffey Portal & Panther Email

CHECK YOUR MYCHAFFEY PORTAL & PANTHER EMAIL REGULARLY!

**SO THAT YOU DON'T MISS IMPORTANT
INFORMATION AND DEADLINES SUCH AS:
FINANCIAL AID & REGISTRATION UPDATES,
CLASS COMMUNICATIONS, SCHOLARSHIP**



**INFO, EVENT NOTICES,
& MUCH MORE!**

*It is critical that you frequently login
-OR-
forward your emails to a personal account.*



**Forward your Panther email to a personal account?
It's simple. Here's how:**

- Login to the MyChaffey Portal (<https://my.chaffey.edu>)
- Click on the Gmail icon
- Click on gear icon > **see all settings** > Forwarding and POP/IMAP > click **Add a forwarding address**
- Enter a valid email address > **Next**
- Verify the forwarding email address is correct > **Proceed**
- A message will display that a confirmation code has been sent to the forwarding email address to verify permission > click **OK**
- **Access your personal email**/email account to which you are forwarding your Chaffey Panther email
- A message from the Chaffey College Team should be in your personal mailbox (if not, check your "Spam" folder)
 - A message from the Chaffey College Team should be in your personal mailbox (if not, check your "Spam" folder)
 - You will receive an email from Chaffey with a verification code
 - Return to the settings page on your student email (Gear icon -> see all settings-> Forwarding and POP/IMAP)
 - Enter the verification code from your personal email and click Verify
- **Access your Chaffey Panther email account** > click on **Settings** > click on **Verify** (next to the forwarding email address)
- Click on the option box next to **Forward a copy of incoming mail to:** to turn on mail forwarding
- **Save Changes** (towards the bottom of the **Settings** window). Your changes are NOT active until
- the changes have been **SAVED**.

Questions? Contact the IT Help Desk at 909.652.6789

Time Management in College

Time management is making the best use you can of that most precious resource, time. Time management really means managing yourself. It's a way to be happier, more effective, and more successful. Here are some time management tips for you:

10 TIPS FOR SUCCESSFUL

TIME MANAGEMENT



USE A PLANNER

Use this planner or any other planner to keep track of dates, deadlines, and daily to-dos! This planner is a resource for success.



PRIORITIZE GOALS

Is your to-do list getting a little overwhelming? Help yourself out by prioritizing your list by simply writing a letter or number next to each task to show its importance. "A" = tasks you should be working on now. "B" = tasks that can wait until "A" tasks are done. "C" = tasks that aren't very important and can wait.



LEARN TO SAY "NO"

Your schedule can quickly fill up in college. Learning to say NO is tricky, but important when keeping your priorities in order. Be assertive. Politely but firmly let visitors/phone callers/texts know that you're busy.



PREPARE STUDY SPACE

Use a quiet, well-lit, distraction free place to study; you may want to find a place on-campus and off-campus to study. You'll find it easier to focus and get your work done in a good study space.



LET PERFECTION GO

Trying to make every college assignment you do letter-perfect can waste a lot of time. As long as you tried your best, you should feel accomplished. Let perfection go and focus on what you gained from your work instead.



MAKE A TO-DO LIST

As a college student, your semester will be full of commitments! Make your load more manageable by looking at your priorities one day at a time. Make a daily to-do list, it feels good to check things off!



DISCOVER YOUR PEAK TIMES

if you're like most people, you probably enjoy certain parts of the day when you're at your best. Which are yours? Find out when your high-energy (peak time) and low-energy times of the day are to work best. Plan to work on your "A" tasks during your peak times and schedule less demanding or less important tasks for the low-energy times.



KNOW YOUR INSTRUCTIONS

There's no bigger waste of time than following the wrong directions for an assignment. If your unsure about directions, ask your faculty member.



REMOVE DISTRACTIONS

Fighting through the constant flow of texts and notifications interrupts your time and focus; which can eat up massive chunks of time. Remove or limit distractions to make better use of your time.



TAKE CARE OF YOURSELF

Proper exercise and nutrition help you stay physically fit and mentally alert. (Always consult your physician before you start an exercise program.) Additionally, schedule social time because it's also important!

Time management is a tool you need to succeed in college, and beyond! It enables you to: achieve more, have more free time, lead a balanced life, meet deadlines, and complete tasks. You owe it to yourself to use time well!

TIME MANAGEMENT

168 HOURS IN A WEEK: THE BREAKDOWN

Students often believe there are not enough hours in the week to study. Especially since for every hour you attend class, it is recommended that you study about 2-3 hours outside of class.

Let's check and see how that might not be true.



Class - 12 hrs.



Study - 24 hrs.



Commute - 5 hrs.



Sleep - 56 hrs.



Meals - 12 hrs.



Hygiene - 10 hrs.



Free Time/Work/Family - 49 hrs.

It's not about having enough time.
It's about making the most of your time

How to Effectively Read a College Text

Reading a college text effectively requires an active approach. Active readers engage with the text through “a conversation” with the author, gaining a deeper understanding of the information and retaining the material beyond the initial reading. Active readers read with a purpose in mind and a pencil or pen in hand.

Before you begin to read:

- Identify a suitable location/environment
- Remove as many distractions as possible [electronic, physical, psychological]
- Determine your best time of the day to read



Using this Reading Process to Actively Read a Text

1. **Previewing the Text.** This pre-reading activity enables you, the reader, to think about what you know about the topic before reading the text and gives you a glimpse at what you will learn. Benefits: Enables you to set a purpose for reading, focus on the important points within the text, and to view the text’s organization.

Strategies:

- Skim through the headings, subheadings, and the first sentence of each headed section to look ahead at what will be covered in the text.
- Review any visual representations [e.g., pictures, charts, graphs, maps, etc.].
- Skim the end of the section/chapter textbook questions and summaries.
- Divide the reading into manageable “chunks” [often 10 page chunks per sitting].

2. **Reading the Text.** An active reader annotates the text to create a record of key points. Benefit: Your notes and text are grouped together.

Strategies:

- Turn the title/heading into a question to set the purpose for your reading.
- Annotation suggestions [try not to annotate more than 20% of the text]:
- Underline/identify main idea.
- Identify examples/evidence in support of main idea.
- Circle and define [if not included] vocabulary words/key terms.
- Make connections with the content [text to self, text-to-text, text to world].
- Ask yourself questions about the material that start with how, why, or what

- Use symbols to chart your reactions [? for confusing idea; ! for agreement or disagreement; ** for important ideas; use emoticons when relevant 😊, 😞].
- Visualize the information being read [when relevant, try to use your five senses].
- Monitor comprehension [if you are lost, slow down your pace; try to make a model, diagram, or concept map of the material].
- Anticipate what is next—make predictions about the content.

3. Reviewing the Text. Immediately review what you have read so that you will remember it. Benefit: In order to move new information from short-term memory into your long-term memory, do not simply close the book when you have finished reading.

Strategies:

- Write to recall [paraphrase/summarize the paragraph, section, chapter, etc.].
- Reread challenging sections.
- Critically think about the text [author’s purpose, make inferences (“an educated guess”), draw conclusions, identify fallacies, look for bias, determine fact vs. opinion, etc.]
- Formulate critical questions about the topic [for example, “How are rock formations in Utah similar to ones in Arizona?”]



Faculty Values: **PRIDE**

The faculty of Chaffey College . . .

Participate in...

- shared governance, department, and school-wide activities
- fostering academic freedom
- the culture of learning and sharing ideas
- ongoing professional development

Respect...

- students and all employee groups at the college
- the dignity and diversity of all students
- the capacity of all students to learn, grow, and succeed
- academic freedom and the unique expertise of each discipline

Inspire...

- students to reach their goals
- students to have high academic and professional aspirations
- active learning and critical thinking
- other faculty to excellence and creativity

Develop...

- a culture of success and academic rigor
- the whole student
- a safe, learning-centered environment
- the capabilities of all students

Engage in...

- high hope and a growth mindset
- professional growth & lifelong learning
- innovative approaches to teaching

NAMES & PRONOUNS MATTER

4 tips for using correct names and pronouns as a student here at Chaffey

Created by the CC LGBTQIA+ Advocates Committee

DID YOU KNOW

Using correct pronouns and names contribute to better health outcomes, a better “sense of belonging”, and improved attendance for students who are transgender and/or gender non-conforming. (Pollit et al.; GLSEN)

That’s why using correct names and pronouns are part of the Academic Senate and Caring Campus best practices.

Examples of pronouns in use.

He / Him / His

He is here now.

His class just started.

He excused himself from the table.

That seat is his.

Let’s wait for him.

Ze / Zir / Zirs

Ze is here now

Zir class just started.

Ze excused zirself from the table.

That seat is zirs.

Let’s wait for zir.

She / Her / Hers

She is here now.

Her class just started.

She excused herself from the table.

That seat is hers.

Let’s wait for her.

They / Them / Theirs

They is here now.

Their class just started.

They excused themself from the table.

That seat is theirs.

Let’s wait for them.

Ze / Hir / Hirs

Ze is here now

Hir class just started.

Ze excused hirself from the table.

That seat is hirs.

Let’s wait for hir.

The Human Rights Campaign

TIP #1

Use the pronoun and name that a person asks you to use.

If you make a mistake, acknowledge it, apologize, and correct yourself.

(Don’t make a big deal out of it. Correct yourself and move on.)

SAMPLE SCRIPT:

“I’m sorry, I used the wrong pronouns. Please email them to confirm.”

If you hear other students or employees using a person’s incorrect pronouns or name, correct them and move on.

SAMPLE SCRIPT:

“Actually _____ uses the pronoun they.”

TIP #2

Avoid using gendered language

✓ “Hello everyone!” vs. ✗ “Hey guys!”

✓ “Can you pass this to Taylor?” vs. ✗ “Can you pass this to him/ her?”

TIP #3

Consider sharing your own pronouns and name

When introducing yourself in-person, on Zoom, or in Welcome videos.

SAMPLE SCRIPT:

“Hi, I’m _____ and my pronouns are _____.”

Consider adding your pronouns to tools you commonly use such as your Zoom profile, Canvas profile, and email.

TIP #4

Use the Student Update form to update your own name here at Chaffey to your preferred name.

- This will update your name on your Canvas profile, your portal/email, instructor rosters, and in Chaffey scheduling programs.
- This form is not a legal name change, so your diploma and transcripts will still include your legal name. Commencing with the 2023–24 graduating class, AB 245 allows you to request your diploma be conferred with your chosen name.



Link to Student Update Form

- If you have gone through a legal name change process, and need to update any campus documents, AB 245 requires all California community colleges, UCs and CSUs to reissue you any documents conferred with your updated name and gender.

College Terms to Know

Academic Calendar – The Chaffey College Academic Calendar is the master schedule of instruction days, holidays, and special deadline dates related to admission, registration, and some college activities. The calendar is developed and board-approved each year, based upon requirements of the California Community Chancellor's Office and local needs. It can be found in the calendar section of this handbook or online at <https://www.chaffey.edu/programsacademics/calendars/index.php>

Adding a Class – Add authorization is required once classes have begun. You may obtain add authorization from the instructor of the course you wish to add, if room is available. Once authorization is granted, you may add the class online via Student Planning by using the normal registration process, video here: [Student Registration Video](#)

Attendance – Students have the responsibility to attend classes regularly and apply themselves to the college classes in which they are enrolled. When you have been absent due to illness, you should explain the absence to your instructor. No credit will be given for a class in which a student is not officially enrolled. Students who do not attend the first meeting of each class in which they are registered may be dropped from the class. However, it is the students' responsibility to officially drop any class they stop attending or do not attend.

Daily Drop Process (Payment Deadline) – Prior to the start of the term students are allowed 3 calendar days (including weekends and holidays) from the date of registration to submit payment in full. Students who register less than 3 days prior to the start of the term must pay in full before the 1st day of instruction. Students who do not submit payment within the allotted time will be dropped from all classes. Please refer to the [Payment Chart](#) for specific deadlines. For more information please contact the [Cashier's Office](#).

Dropping a Class or Withdrawal from a Class – Drops or withdrawals must be done online via the MyChaffey portal within published deadlines. A student may drop or withdraw, or be dropped by an instructor, only before 61% completion of a class. No Class may be dropped/withdrawn after 61% of the class has completed, and the instructor must issue a grade.

Go Smart Program/Transportation Fee – The GoSmart program and transportation fee allows Chaffey College students to get unlimited free rides on any Omnitrans fixed route bus and rail services at no charge during the semester by using their current Chaffey Student ID card. Service is also available during the break following each academic term if the fee was paid and eligibility was maintained in the previous term. It also allows any eligible student who is also qualified to use Omnitrans' Access para-transit



service to purchase Access one-way tickets at a twenty percent (20%) discount.

To be eligible for these services, students must possess their own current, valid Chaffey ID card, must be registered and remain registered in classes for the duration of the current academic term, and must have paid the transportation fee for the current academic term. Students who withdraw from classes during a term are no longer eligible for the services at the point of withdrawal.

Commencement/Graduation – The 107th Chaffey Community College Commencement Ceremony will be held on Thursday, May 16, 2024. All students completing the minimum requirements for graduation with the degree of Associates of Arts, Associate of Science, or program requirements in a Certificate Program throughout the 2023-2024 school year may participate. The last day to apply for graduation is February 9, 2024. For further information regarding your graduation application, please see your counselor. For more information on your diploma or certificate, please contact the Admissions & Records office. For information on regalia and announcements, please inquire in the campus store. For information on the actual ceremony, please contact Student Life or visit the website at:

<https://www.chaffey.edu/events/commencement.php>

Literature – Literature refers to any handbill, newspaper, pamphlet, circular, placard, poster, booklet or book that is machine-printed, typed, duplicated or handwritten or printed on paper, cloth, or other material and is handed out, placed in areas for easy pickup, placed on tables or displayed by posting on bulletin boards or walls. Symbolic insignia refers to any button, badge, armband, article of clothing, or other insignia or symbolic expression that may be worn or displayed by a person to symbolize their commitment to a belief in any legal cause, idea, or philosophy. The California Education Code prohibits advertising on campus by off-campus or commercial interest. Students shall be allowed to distribute and display literature and to exhibit symbolic insignia subject to specific limitations. For more information, please stop by the Office of Student Life.

MyChaffey Portal – MyChaffey is Chaffey's web portal (<https://my.chaffey.edu>) providing easy access to: Registration, Library resources, Important Notifications, Student Email (Panther email), and other information all through one Single Sign-On in one location for all users.

Panther Email – Any student registered in a credit class will be assigned a Chaffey email account. Once the account is created, the student will have access to that account via the MyChaffey Portal.

Your Panther email is simple to remember, it is the **FIRST LETTER** of your first name, your **FULL LAST NAME**, and the **LAST 4-DIGITS** of your student ID number followed by **@panther.chaffey.edu**. *Example:* A student named **Jesse Smith** with ID #1234567, would have a Panther email address of **jsmith4567@panther.chaffey.edu**

Panther Pantry – The program is designed to provide comprehensive support to help meet the basic needs and wellbeing of our students. The Panther Care Program provides immediate support to students during unexpected emergencies or crisis through meals, referrals for short-term housing and emergency grants. This is all in an effort to support our students toward academic success. The goal is to inspire hope and

academic excellence as we respect the dignity of each student we serve. For more information about the support offered visit: <https://www.chaffey.edu/spops/panther-care/index.php>

Parking/Traffic Rules & Regulations – All vehicles parked on Chaffey College campuses must abide by all Parking and Traffic Rules and Regulations. A copy of the rules and regulations may be obtained at the Campus Police Office or on the Department of Public Safety website at: <https://www.chaffey.edu/police/parking.php> Vehicles may be issued citations for illegal parking, failure to display a valid parking permit, or any other violation including California Vehicle Code violations.

Parking Permit & Fees – All vehicles parked on the Rancho Cucamonga, Chino College Park, and Fontana campuses must display a current semester parking permit of daily parking permit on the lower driver side windshield facing outward with the number of the permit clearly visible. Semester permits are purchased online through MyChaffey Portal. Daily parking permits are available from permit dispensers located in various parking lots throughout the campuses. Daily parking permits may also be purchased from any smart phone with the download of the free mobile parking app.

Permit Replacement – If a vehicle is sold or change of ownership occurs, the permit should be removed and placed on the new vehicle. Damaged or malfunctioning permits should be returned to the Campus Police Office. Authorization for a replacement permit will be granted for stolen permits upon completion of a police report. A processing fee will be charged. Replacement authorization is not granted for stolen permits unless a police report is made within 24 hours of the date of loss. Authorization is subject to approval by Campus Police Administration.

Guest Parking – Guest Parking Permits may be issued in advance by any department of Chaffey College. They can also be obtained at the Information Counter in the Student Services Administration building, and the Campus Police office. Guest Parking Permits must be displayed on the driver's side front dashboard, visible from the outside of the vehicle. Guest permits are not valid in reserved or metered stalls, but parking meter fees may be made from your cell phone on the mobile parking app.

Prerequisite – Requirement that a student must meet prior to enrolling in a particular course. Completing a more basic course or obtaining a minimum score on a placement exam may be required. Prerequisites for courses are listed in both the schedule of classes and the college catalog.

Refunds – The Cashier's Office processes refunds.

Credit Amounts Less than \$20.00 – Students with a credit amount less than \$20.00 must send a request from their panther email to: cashier.staff@chaffey.edu with the following information: Student's full name, Chaffey ID Number, & Refund credit amount.

The refund process will begin for the student once the Cashier's Office receives the email request. Students will receive their refund within 45 business days from the

date of the email request. The deadline to request a refund for a credit amount less than \$20.00 is the last day of the current semester.

Automatic Refund Process – Students do not need to request a refund for the following: Credit amounts of \$20.00 or more, Class(es) canceled by the college, & CCP Grant* reimbursements

Students will receive their refund within 45 business days after the last day to add full term classes. Students will receive a refund in the form of original payment, excluding cash payments and students who paid using the NBS Tuition Payment Plan. Students who used these forms of payment will receive a refund check to the address on record.

Eligibility Requirement for Refunds – Students must officially drop or withdraw from a class before 10% of the course length has passed. Refund dates for full term, fast track and 14-week classes vary. (California Code of Regulations, Title 5, Section 58508)

Refund for Parking Permits – Students must return their parking permit to the Admissions & Records Office on or before the appropriate refund deadline date for the current semester.

Refund for Canceled Classes – Students will receive a refund automatically if the department cancels a class. (No refund request required.)

Financial Aid CCP Grant* Account Re-Bill/Reimbursement – Students who paid for classes prior to receiving a CCP Grant* will receive a refund 45 business days from the day the CCP Grant* is processed. The CCP Grant* must be processed and posted to the student's account by the last day of the current semester.

* **California College Promise Grant** (formerly known as the BOG fee waiver)

Scholarships – Most scholarships are awarded based on a combination of financial need and academic achievement. A variety of scholarships are made possible by community organizations, campus groups, the college service fee, and the Chaffey College Foundation. Chaffey College Student Government (CCSG) and the Office of Student Life also administer a scholarship program each year. Check your email and college website for scholarship opportunities.

Student Ambassadors – Student Ambassadors are current Chaffey students working in the Office of Equity, Outreach and Communications. They are knowledgeable representatives that attend events such as College Fairs at local high schools, and much more.

Unit – The measure of college credit given for a course. The California State Education Code defines credit as approximately one hour of class plus two hours of study per week, or three hours of laboratory per week, carried through the term.

Student Services and Campus Resources

Admissions & Records (A & R)

Location: SSA

Hours: M & Th 7:30am-7:00pm, T, W, & F 7:30am-4:30pm

Website: <https://www.chaffey.edu/admissions/index.php>

The Admissions & Records Office provides services to students and members of the community. Services include, but are not limited to, registration, application for admission via CCCApply, student transcripts, ID cards, academic records, enrollment verification, and grade changes. You can contact Admissions & Records virtually at <https://kiosk.na4.qless.com/kiosk/app/home/82>

Athletics

Location: GYM

Website: <https://chaffeypanthers.com/landing/index>

Chaffey College offers a variety of intercollegiate sports for men and women with full academic support and athletic training, strength and conditioning staff. Students may participate in baseball, softball, swim/dive, water polo, basketball, football, cross country, soccer, and volleyball. They also offer a spirit dance team.

Students who are interested in any of these activities are encouraged to contact the Athletic office. Admission to regular season athletic events is free to all students with a Chaffey ID. Come out to show your support and GO PANTHERS!



CalWORKs Program for Parents

Location: AD-190

Website: <https://www.chaffey.edu/studentssupport/calworks/index.php>

Email: calworks@chaffey.edu

Phone: (909) 652-6045

The CalWORKs program at Chaffey College assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their children. We provide educational planning services to students and collaborate with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for child care approval, attendance and progress reports, etc.) as well as for regular progress checks. Program staff are here to help students succeed in their educational and career goals through services such as: developing a comprehensive educational plan, priority registration, CalWORKs Work Study/Job Placement, work readiness support, personal and professional development workshops, assistance with completing county documentation related to their education, advocacy for their continued education and success, referrals for additional academic support, and many more services. The Office for the CalWORKs Program for Parents is located in the Administration Building, Room 190.

Career Counseling

Location: Rancho Campus Counseling Department, SSA

Career Counselors are available to help you identify careers that match you and your needs; explore majors; educational requirements; and research salary information. Career Counselors can help you review career assessment results and develop a plan to help you accomplish your career goals.

Schedule an appointment: <https://canvas.chaffey.edu/courses/12869/pages/counseling>

Career Center

Chaffey College is committed to expanding opportunities to help students and alumni reach their career goals. Earlier this semester it was announced that a new program area, Workforce Innovations and Entrepreneurial Development, is being developed at Chaffey College to further this effort. Part of this new area will include the Career Center.

During this transition, students seeking Career Counseling can reach our counselors and schedule appointments through the following options:

- [Online Counseling Services](#)
- Calling 909-652-6200
- Visiting the Counseling Lobby in the SSA Building on the Rancho Cucamonga Campus

In addition, workshops and other Career Center activities will be held virtually until further notice.

Cashier's Office

Location: AD

Email: cashier.staff@chaffey.edu

Hours: M-F 7:30am – 4:30pm

Website: <https://www.chaffey.edu/cashier/index.php>

The Cashier's Office aids and accurately maintains the financial accounts of all students, staff and faculty. Services include all billing, invoicing, payments and refunds. Additional information can be located on the Cashier's Office webpage.

Chaffey College Campus Store

Locations: Multiple

Phone: 909-652-6560 *for all locations*

Rancho Campus Store – Location: CCE

Chino Campus Store – Location: CHMB-149

Fontana Campus Store – Location: FNAC-129

Email: bookstore.staff@chaffey.edu

Hours: Visit website for up-to-date hours

Website: <https://books.chaffey.edu/default.asp>

The Campus Store is a nonprofit organization dedicated to supporting the mission of the College, academic programs, and student life by providing a wide range of services including new, used, rental and digital textbooks, fax and print services, supplies, art kits, food items, apparel, electronics, uniforms, and much more. As a College owned and operated auxiliary unit, 100% of our revenue fuels support for students, faculty, staff and the Chaffey community. Visit books.chaffey.edu for online purchases, current and extended hours of operation, textbook availability and price comparisons, textbook buyback information, and more.

Chaffey College Chino Campus

Location: 5879 College Park Ave., Chino

Website: <https://www.chaffey.edu/campuses/chino/index.php>

On the Chino Campus are the Main Instructional Building, Health Sciences Building, and the Chino Community Center.

The Chino Information Technology Center and Chino Education Center are located in downtown Chino. The campus provides a full array of student services including admissions, assessment cashiering, financial aid, academic counseling, limited transfer services, and a full- service Campus Store. Students also have access to a multidisciplinary success center to assist them in a variety of subjects. Students are offered instruction in a multitude of general education and occupational courses. Students can complete the following courses uniquely at the Chino Campus: Fashion Design/Merchandising, Hospitality Management, Culinary Arts, Industrial Electrical Technology, Interior Design, and Vocational Nursing.

Chaffey College Foundation

Location: MOD Email: foundation@chaffey.edu

Website: <https://www.chaffey.edu/foundation/index.php>

The Chaffey College Foundation was organized and established in 1987 by friends and alumni of the college. The purpose of the Foundation is to retain Chaffey's leadership role in higher education by raising the necessary funds to fulfill student enrichment and goals. The task is achieved through a variety of scholarship awards including merit-based, discipline/major, academic, co-curricular activities and community service. The Foundation is a 501(c)(3) non-profit organization of dedicated community leaders who volunteer their time.

Chaffey College Fontana Campus

Location: FNFC 103

Website: <https://www.chaffey.edu/campuses/fontana.php>

Enter and exit the campus from the driveway on Juniper Avenue south of Merrill Avenue. The Fontana Campus provides a full array of student services including admissions, cashiering, counseling, financial aid, limited transfer services, CalWORKs, EOPS, DPS, and a campus store. Students also have access to a Success Center, orientation/placement, a library resource center, and instruction in a multitude of college disciplines.

Chaffey College Police Department (CCPD)

Location: Multiple Website: <https://www.chaffey.edu/police/index.php>

Rancho Campus – Location: CCE (between MACC & Campus Store)

Office Hours: M-F 7:30am - 4:00pm

Duty Hours: Officers are on this campus 24-hours a day, 7-days a week.

Chino Campus – Location: CHMB-142

Fontana Campus – Location: FNFC 103

Office and Duty Hours: Vary on the Chino and Fontana campuses.

Phone: (909) 652-6911, Chaffey College extension 6911 or 911 or by use of the Code Blue emergency phones at various locations throughout the campuses. You may reach

an officer for all campuses to report potential criminal actions and any emergency on campus, including medical emergencies, by dialing (909) 652-6911

- Chaffey College Police Department (CCPD) is dedicated to campus safety. We are committed to working closely with our campus community to provide a safe and secure environment for all. Whether it is through community policing initiatives, emergency response planning, or working with the college administration to address any safety concerns, CCPD is always here to support you.
- Our main focus is student success. We also are committed to supporting mental health. We understand that the current climate can be stressful and challenging for many students, and we are committed to supporting initiatives that promote these values and encourage students to reach their full potential. In the event of a mental health crisis, our officers are trained in crisis response, and we work closely with our campus mental health professionals and local mental health organizations to provide support and resources for those in need.
- CCPD was awarded grant funding to launch our co-response Higher Education Assessment team, aka HEAT, dedicated to supporting students, and promoting campus safety and security utilizing a successful mental health threat assessment model. The HEAT team's main purpose is to enhance campus safety by identifying potential mental health threats to the campus and mitigating them. The key to reducing violence and increasing public safety is interrupting the cycle early and diverting individuals to support services that address needs before they become crises.
- Sworn police officers are available 24/7 to assist in any situation by calling (909) 652-6911. For business-related issues, please call (909) 652-6632 or stop by the campus police station adjacent to the bookstore and say hello.

The Mission of the Chaffey College Campus Police (CPD) is to ensure the safety of students, faculty, staff and visitors while on property owned or operated by the District, or involved in college sponsored programs and activities, and to protect the property and facilities of the District and its students, employees, and visitors.

The CPD has a force consisting of officers with full arrest powers, and non-sworn support employees. Police officers are graduates of a California Peace Officers Standards Training Academy and undergo continued training at the San Bernardino County Sheriff's Advanced Officer Center to upgrade their skills. All sworn employees have been trained in first aid and CPR.

Crime Prevention – The Campus Police Department along with Maintenance and Operations combine efforts to enhance the Chaffey College maintenance and security programs. Exterior doors on campus are secured each evening by Campus Police. Building alarms are monitored by Campus Police and private alarm companies. Grounds staff routinely trim trees and bushes to reduce potential safety hazards, and lighting is checked regularly. All members of the campus community can report maintenance/security issues by calling (909) 652-6632, or filling out a Hazardous Conditions Report available online at <https://www.chaffey.edu/police/hazardous.php>.

Lost and Found – Found property is maintained by the Campus Police Department, located in the Campus Police office between the cafeteria and campus store. The Campus Police Department is responsible for processing and disposing of all items which are recovered on campus. Most items are held for 90 days. All reasonable attempts are made to locate the owners of property turned into Lost and Found. Property not claimed within 90 days is disposed of or donated to charitable causes. Call (909) 652-6632 for assistance.

Chaffey College Student Government (CCSG)

Location: CCE Email: ccsg@chaffey.edu

Website: <https://www.chaffey.edu/studentlife/studentgovernment/index.php>

Hours: M-Th 8:00am - 5:00pm, F 8:00am - 4:00pm

CCSG Mission: Chaffey College Student Government's (CCSG) purpose is to engage and empower the student body. CCSG strives to create opportunities for student growth, to provide resources for student success, and to advocate for student's rights.

Chaffey College Student Government (CCSG) is the official student governing body that represents all Chaffey College students. The organization's primary responsibility is to represent student interests on college. Students can become active in CCSG either by running for office or by applying for the various government positions. All students interested in participating in government, student activities, and in the planning and implementation of programs and services for students should attend the CCSG Student Senate meetings or contact ccsg@chaffey.edu.

COLLEGE SERVICE FEE



PROVIDES

I ♥ Free Stuff

- Throughout the year Chaffey College Student Government (CCSG) will sponsor many activities and events for the Chaffey community which will include free giveaways for active participation or for simply showing up.
- All approved student clubs and organizations (there were more than 40 last year) are eligible to receive funding from the CCSG Finance Committee through the college service fee.
- Each semester CCSG helps to reduce the costs of textbooks and school supplies by allowing students to apply to win a book grant. The book grant is for use only at the Chaffey College Campus Store.
- CCSG offers more than 100 scholarships to currently enrolled students each spring semester. All scholarships are need-based and are reviewed by a committee of faculty members.



Again, throughout the year CCSG will sponsor many activities and events. Including - Multicultural festivals, field trips, lectures, carnivals, community outreach, holiday celebrations and more!

CCSG is supported by students and is for the benefit of students. The college service fee of \$8.00 per semester (\$5.00 for summer session) funds CCSG sponsored programs and activities, including scholarships annual book grants, lectures, cultural events, service projects, giveaways, the textbook rental program that is administered in the Chaffey College Campus Store and more. The college service fee is an optional fee endorsed by CCSG annually and is approved by the college Governing Board. Students who wish to learn more about the college service fee, including its benefits to students and service to the community may contact CCSG for more information.

Community Advisor

Location: CAA-302

Email: communityadvising@chaffey.edu

Phone: (909) 652-6057

Website: <https://www.chaffey.edu/instructional-support/community-advisor.php>

Community Advisors are members of the faculty who are trained to help you explore careers in their areas of expertise, and the training necessary to enter them. We encourage you to schedule an appointment with a Faculty Advisor! To do so, call or email. *(Note that most faculty contracts extend from August to May; Faculty Advisor availability is high during those months and more limited in summer.)*

Community Service

Location: CCE/Office of Student Life

Hours: M-Th 8:00am - 5:00pm, F 8:00am - 4:00pm

The Office of Student Life sponsors a volunteer fair each semester with approximately 30 community partners offering a wide variety of community service projects and outreach opportunities.

Counseling

<https://www.chaffey.edu/campuses/maps.php>

Rancho Campus

General Counseling - SSA

Fontana Campus

General Counseling Fontana Lewis Center FNLC

Chino Campus

General Counseling – Chino Main Building CHMB-240

Virtual – <https://canvas.chaffey.edu/courses/12869/pages/counseling>

***NEW Now offering virtual night counseling on Tuesdays and Wednesdays from 4:30pm - 10:00pm via ConexED!**

Disability Programs and Services (DPS)

Location: CCE-14

Email: DPS.Staff@chaffey.edu

Hours: M & Th 7:30am - 7:00pm, T & W 7:30am - 4:30pm, F 7:30am - 4:00pm Website:

<https://www.chaffey.edu/studentsupport/dps/dps.php>

Chaffey College DPS extends to individuals with developmental, learning, physical, psychological disabilities the opportunity to acquire the necessary knowledge and skills for increased self-actualization and independence.

DPS has been designed to respond on an individual basis to the needs of Chaffey College students with disabilities that are eligible for services and serve them in accordance with Title 5 Regulations. The aim is to intervene when a developmental, learning, physical, and/or psychological limitation interferes with the instructional process provided by the College. This allows students an equal opportunity to the same quality education as any other student. With the growing awareness on the part of all people regarding human rights and equal access, all students need to understand that it is ability not disability that counts.

Distance Education Department

Location: Online

Office Hours: M-F 7:30 a.m. - 4:30 p.m.

Help Desk Phone: (909) 652-6975

Website: <https://www.chaffey.edu/programsacademics/online-education.php>

The Distance Education Department provides support and resources to help students succeed in learning online at Chaffey College. Distance education students will complete all or some coursework in Canvas by submitting assignments, participating in interactive activities, completing learning assessments, and more. Our office is available to provide support and resources to all distance education students.

For immediate assistance, Canvas Support is available 24/7 to all actively enrolled students. To access, log into Canvas, go to the bottom left of the screen, and select Canvas Help.

The Financial Aid Office administers a number of programs funded by the federal, state and private sources designed to help students with limited resources meet their educational expenses. Programs include grants, fee waivers (BOGW), federal work study, and scholarships. Refer to Funding Sources for more detailed information of each type of aid available. All Chaffey College students may be eligible for some form of assistance based on their financial need and may apply for aid by filing a Free Application for Federal Student Aid (FAFSA).

Food Services

Rancho Campus - Panther Bistro

Location: MACC – Dining Commons

Offers a variety of high-quality menu options, name brands, and a welcoming environment.

Rancho Campus - Panther Express

Location: South of WH

Visit <https://books.chaffey.edu/default.asp> for up-to-day information and hours.

Serves various Coffee Bean and Tea Leaf products, microwaveable, fountain and bottled beverages, pastries, soups, sandwiches, salads, burritos, wraps, ice cream, and many other convenience store products.

Additionally, the Campus Store on each Chaffey campus offers a variety of snacks, beverages, sandwiches, hot and healthy food items, as well as coffee.

Guiding Panthers to Success (GPS) Centers

Rancho Campus

Fontana Campus

Guiding Panthers to Success (GPS) Center –FNFC-121

Chino Campus

Guiding Panthers to Success (GPS) Center – CHMB-240

Meet with a Success Guide virtually:

<https://chaffey.craniumcafe.com/group/guiding-panthers-to-success-gps-centers/lobby>

The GPS Centers support student planning and achievement by providing new and returning students with registration assistance, development of an Educational Plan, unit load planning, navigation, and utilization of MyChaffey Portal, progress checks, campus resources, and many other services. The Centers are staffed by Counseling faculty and Success Guides. Virtual walk-in services are available Monday-Friday and can be accessed online through the Counseling Support Staff Lobby.

Honors Program

Location: SBS room 119

Office: M through Th 10:00 a.m. to 2:00 p.m. F 10:00 a.m. to 1:00 p.m.

The Honors Program offers students an opportunity to enrich their experience at Chaffey College through academic growth and community involvement. The program helps students build their critical thinking, research and oral presentation skills. These skills, coupled with volunteerism and community engagement are designed to help students have a more holistic experience on their academic journey.

The program offers many benefits, Chaffey College Honor Program students are granted preferred registration, a designated counselor, have one on one faculty mentorship, the opportunity to present their research at conferences, and are granted access to the UCLA Powell library.

Visit the website for eligibility requirements

URL: <https://www.chaffey.edu/programsacademics/honors.php>

Email: honors.program@chaffey.edu

Independent Scholars Program (formerly Foster Youth)

Location: SSA-111

Email: ischolar@chaffey.edu

Hours: M-F 7:30am - 4:30pm

Website: <https://www.chaffey.edu/spops/independent-scholars.php>

Independent Scholars Program is a counseling support program aimed at providing unique and personalized educational services to current and former foster youth. It serves as a resource by assisting students at all stages of their college career and equipping them with skills necessary to transfer to a four-year university or the vocation of their choice. Participants in the Independent Scholars Program receive priority registration, individual counseling support, grants for textbooks and educational supplies, skill-building workshops, mentoring, referrals to community and campus resources, and a student support network.

International Student Center

Location: CCE-124G

Campus Center East, Student Life

Email: international@chaffey.edu

Hours: M-F 8:00am - 4:30pm

Website: <https://www.chaffey.edu/studentssupport/international-center.php>

The International Student Center Staff warmly welcomes international students and takes great pride in offering excellent support services and personal assistance in helping them adjust to and participate in college life.

The International Student Center offers a broad range of international student support and Immigration services such as:

Student Support Services:

- New Student Orientation
- On-Campus Employment Referral
- Medical Insurance
- Social Security/DMV Letter
- Visa Renewal Process
- Banking Institution Referral
- Concurrent Enrollment
- Housing/Home Stay Referral
- 1-20 Extension
- Enrollment Verification Letter

Immigration Services:

Advising provided for the following services:

- Change of status from J-1, B1.B2, H-4, F-2 to F-1 student visa.
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)
- Economic Hardship
- Reinstatement

Library/Cybrary

Locations: Multiple

Website: <https://libguides.chaffey.edu/library>

Rancho Campus – Location: LI

Chino Campus – Location: CHMB

Fontana Campus – Location: FNAC

Hours for all vary, please check website.

Chaffey Library has a variety of facilities and services for your use. Facilities and resources available at Chino, Fontana and Rancho locations include the following: computers with web access and Microsoft office; a reserve collection of textbooks; group study rooms, study carrels for individual study; and pay-to-copy and pay-to-print equipment. There is an extensive print collection of books as well as magazines, journals, newspapers in print at the Rancho Cucamonga campus location.

The Chino and Fontana campuses offer library services in the Cybraries at each site. Books may be requested from the Rancho Cucamonga Library for student check-out. Please see a Library staff member for more details. The Cybraries also offer small group study rooms, as well as pay-to-print and copy support.

Chaffey students have access to several databases through the Library website. These databases include access to a wide variety of full-text resources such as a collection of over 200,000 e-books, reference materials, statistics as well as magazine, newspaper and journal articles. Librarians are available to assist you in your research needs at all three sites. In addition to reference services, librarians also provide instruction to individual classes on effectively using information resources and effective research strategies. Your student photo I.D. card is your library card; nothing may be checked out without a valid library card. Only current registered students may check out library materials and access electronic resources.

Panther Essentials: Center for Student Well-Being

Location: AD-189 Website: <https://www.chaffey.edu/spops/panther-care/index.php>

Doing well in college can be challenging if you are stressed about having enough to eat, or being able to pay your rent. That's why Chaffey College has the Panther Care Program, introduced in 2019 to help meet the basic needs and wellbeing of students by providing what we call "Panther Essentials." Need a little help with groceries this month? Chaffey can assist you with nutritious food through the Panther Pantry. Are you worried about finding a place to sleep at night? The program can refer you to organizations that will help get you off the street. And in the case of a sudden crisis, Panther Care can also assist with emergency funds to help you stay on the path toward your academic goals.

Placement Center

Click here to access the orientation and virtual placement options:

<https://www.chaffey.edu/counseling/index.php>

California Assembly Bill (AB) 705 gives students the opportunity to enroll directly in transfer-level math and English courses. We are confident that our students can succeed in these courses, and additional support is provided to assist with completion through our Success Centers. The placement process is a free, computerized.

placement tool that uses multiple measures, such as high school performance information, to place a student in math and English courses. Effective January 11, 2021, the English and math placement process will be combined with the New Student Orientation and students will be immediately directed into placement once they complete orientation. Students who completed orientation prior to January 11, 2021, who wish to complete placement may visit here. Language prerequisite challenge exams are administered after the student has met with a counselor to determine if the student will benefit from the challenge process. For guidance in choosing an ESL course, students should visit a counselor or the ESL webpage for information about each level. Further information about the placement process can be found on the Placement webpage.

Puente Program

Website: <https://www.chaffey.edu/spops/puente.php>

Puente: An outgrowth of the Puente Project founded in 1981 at Chabot College in Hayward, the Puente Project is designed to provide individual assistance to students interested in transferring to four-year colleges and universities. Puente students are provided with intensive English instruction, focused personal counseling, introductory tours of UC and Cal State campuses, and helpful personal mentoring. Prospective students must be eligible for English 475 at the time of application, and must write an essay describing their academic and career goals, and how participation in Puente would assist in their success. Applications and essays are evaluated by the Puente Program faculty, who select 30 students each year for participation in the program.

Prospective students must be eligible for English 495 at the time of interest form, and must write an essay describing their academic and career goals, and how participation in Puente would assist their success.

Robert Pile Information Technology Center

Location: 13170 Seventh Street, Chino

Website: <https://www.chaffey.edu/campuses/chino/its-center.php>

The Chino IT Center was created to prepare students for entry into today’s high-tech, fast growing industries. Program specifically offered at this location Industrial Electrical Technology.

Student Clubs and Organizations / Inter-Club Council (ICC)

Location: CCE

Website: <https://www.chaffey.edu/studentlife/club-list.php>

The Office of Student Life and the ICC oversee the activities of all student clubs and organizations that have chartered for the current school year. Club Rush is held each semester for students to see and learn more about the active clubs and organizations on campus. Certain clubs and organizations are professional or vocational, cultural, religious, or service-oriented and all have a social component. All student clubs and organizations are administered by students for the benefit of students. Each student club and organization are required to hold a minimum of two meetings a month and have at least one full-time faculty/staff advisor. Please stop by the Office of Student Life to learn more about starting or joining a student club or organization or visit <https://www.chaffey.edu/studentlife/club-list.php> for the list of clubs.

INVOLVEMENT = SUCCESS

Get involved with a club at Chaffey College. A student’s involvement with clubs and student government will not only make their educational pursuits more enjoyable, but will afford the student the opportunity to gain special skills in communication and leadership which enrich the Chaffey community and will become life-long assets. If there isn’t a club that interests you, maybe you would like to form a club of your own.

Active Clubs & Organizations from 2022-2023 School Year:

Anime Club	Chaffey College Student Government	Chaffey's Creative Collective	Monday Mic
Black Student Union	Chaffey Cybersecurity Club	Chaffey STEM Club	Movimiento Estudiantil
Business & Entrepreneurship Club	Chaffey Dungeons and Dragons Club	Chemistry Club	Chicano de Aztlan
Caring Christians at Chaffey College	Chaffey Game Development Club	Evolve Club	Multicultural Club
Chaffey College Car Club	Chaffey Media club	Finance Club	Panthers Theatre Club
Chaffey College Culinary Arts and Hospitality Club	Chaffey Speech and Debate Club	Interior Design Club	Physics Club
		Inventors Club	Pre-Med Society
		Kappa Sigma Nu	Psychology Club
		Men In Nursing	The Lavender Coalition
			United Network of Immigrants & Dreamers
			Organizing for Students (UNIDOS)

Student Equity and Engagement

Location: AD-109

Website: <https://www.chaffey.edu/spops/index.php>

The Office of Student Equity and Engagement is committed to empowering and supporting students of historically excluded populations and students who are disproportionately impacted in success metrics; promoting a culturally responsive campus environment, and identifying solutions and resources for student success. With an ethos of love and justice, we acknowledge and celebrate all identities our students hold through workshops, socials, events, and presentations while also engaging in discussion of social justice issues hosted by the Center for Culture and Social Justice (CCSJ). We offer a place to study, a place to meet people, and a place to advocate for students' needs.

Student Health Services

Location: MACC-202

Phone: (909) 652-6331

Website: <https://www.chaffey.edu/wellness/index.php>

Hours: M-F 8:00am – 4:00pm for well patient visits.

Student Health Services is dedicated to assisting students to achieve and maintain optimum physical, mental and emotional health by providing quality healthcare at a reasonable cost. The Student Health Service team is made up of medical doctors, nurse practitioners, registered nurses, licensed vocational nurses, counselors, secretaries, student educators, and student workers who are trained to assist students with medical information and problems in a professional and confidential manner. All Chaffey students currently enrolled in credit courses may be seen at Student Health Services to visit our medical doctors, nurse practitioner, psychological counselors, and registered nurse free of charge. The only additional fees are those related to low-cost laboratory tests, immunization, and medications if they are indicated. Our services include, but are not limited to:

Medical – evaluation and treatment of acute illnesses and injuries, consultation, emergency care for on-campus injuries, PAP smears, physical examinations, and birth control counseling and prescriptions.

Nursing – first aid, emergency care, including transportation on campus to SHS, medical information, and screenings (hearing, vision, blood pressure, etc.).

Other Services – Urine pregnancy testing, urine and blood testing, immunizations, free over the counter medications, community referrals, and health literature and videos. Please stop by or call for appointments, questions, or any other service. Summer hours are posted and Chino SHS hours may vary call (909) 652-8190 for more information.

Telemedicine: First Stop Health – Chaffey College provides all students with telemedicine and virtual counseling from First Stop Health (FSH). Both services are completely confidential and offered at no additional cost to you. To access these services, students must download the FSH app or log in online at: <https://app2.fshealth.com/>

Telemedicine Mobile App

1. Download the First Stop Health mobile app
2. Log into your account using the last 4 digits of your SSN or with your student ID, including the leading zeroes.

Telemedicine Website

1. Go to fshealth.com
2. Click 'Log In' in the upper right
3. Log into your account using the last 4 digits of your SSN or with your student ID, including the leading zeroes.

Student Life

Location: CCE

Website: <https://www.chaffey.edu/studentlife/clubs-orgs.php>

The Office of Student Life is the place students go to get help and to get involved. We are committed to complementing the academic curriculum in the development of the whole student within a diverse campus community by offering opportunities and services to support, engage and empower our students to get the most out of their time at Chaffey. We are always happy to help in any way we can.

The Office of Student Life is located in Campus Center East on the Rancho Campus. The office supports CCSG (student government) and all other student organizations, and oversees a student study lounge. The office publishes the annual student handbook in the fall term, assists with the spring commencement ceremony and oversees CCSG book grants, elections and scholarships. Students interested in getting involved with campus activities should stop by. Feel free to sit in the lounge, relax between classes, or bring in your study groups.

Student Newspaper (The Breeze)

Location: Wargin Hall

Website: www.thebreezepaper.com/

Student Newspaper (The Breeze) is written, edited and produced by students in the college journalism program. The Breeze is a partially district-funded, partially advertising-supported publication distributed 14 times per year on the Rancho Cucamonga, Chino and Fontana campuses. Normal print run is 3,000 copies. Students are also responsible for production of the newspaper's award-winning website and the online magazine, www.thebaselinemagazine.com.

Success Centers

- Want to get ahead in your class?
- Feel like you need some help with homework?
- Have a Success Center requirement for your class?
- Trying to petition for a substandard grade for a previous class?
- Referred to the Success Center by someone?

If you answered “yes” to any of these questions, then stop by a Success Center today! We have locations at all three campuses and online. Walk-ins are offered per availability, but advanced appointments are recommended. A valid Chaffey photo ID card is required for access to in-person Success Center support.

Free Access to

- Tutorials
- Conversation Groups, Learning Groups, PAL Groups, and Workshops
- Directed Learning Activities (DLAs)
- Computers and resources

Locations and Hours:

- Chino Campus: CHMB-145, Mon – Thur 8 am to 4 pm and Fri 10 am to 4 pm
- Fontana Campus: FNFC-122, Mon – Thur 8 am to 4 pm and Fri 10 am to 4 pm
- Rancho Cucamonga Campus: BEB-101, Mon – Thur 8 am to 7 pm, Fri 10 am to 4 pm, Sat – Sun 10 am to 3 pm
- Online: Mon – Thur 8 am to 7 pm, Fri 10 am to 4 pm, Sat – Sun 10 am to 3 pm

* Location and hours are subject to change. Please check the Success Center's Canvas shell and webpage for up-to-date information.

Information available on

- Canvas: <https://canvas.chaffey.edu/courses/19600>
- Web: <https://www.chaffey.edu/studentssupport/success-centers.php>

Supplemental Instruction

Location: Library Website: <https://www.chaffey.edu/studentsupport/si.php>

Supplemental Instruction (SI) is a series of weekly study sessions facilitated by a trained student leader. Attendance is voluntary and open to anyone enrolled in the selected course. The study sessions will help students improve understanding of course material, develop study strategies, and prepare for tests. SI sessions are usually an hour long twice a week and are available for classes in accounting, biology, chemistry, English, history, math and other challenging courses.

Students and faculty have reported very positive experiences with SI and believe it has helped increase success in their classes.

Transfer Center

Location: SSA-120 Email: transfer.staff@chaffey.edu

Hours: M: 7:30am-7:00pm, T-F: 7:30am-4:30pm

Website: <https://www.chaffey.edu/studentsupport/transfer/index.php>

The Transfer Center provides information and resources to help students continue their education after Chaffey College. The center maintains a library of college catalogs and reference materials, provides access to the Internet and specialized software programs for college research and applications, hosts college representatives for individual appointments with students, sponsors transfer-related workshops and schedules campus visits and college fairs. All services are free and available to any Chaffey student. The Transfer Center staff welcomes the opportunity to assist students considering transfer to four-year colleges. Limited services are also available at the Chino and Fontana campuses.

Umoja Program

Location: SSA-116 Website: <https://www.chaffey.edu/spops/umoja.php>

Umoja, (a Kiswahili word meaning unity) is a community and critical resource dedicated to enhancing the cultural and educational experiences of our California Community College students. The Umoja community serves at risk, educationally and economically disadvantaged African American students. Umoja exists to close the achievement gap. A statewide model program, the Umoja Community has developed an expansive curriculum and serves as a professional development resource for community colleges wishing to better serve underachieving students, particularly African American students.

Although the program is specifically designed to assist African American students, all students are welcome to join.

Veterans Resource Center

Location: AD-125 Website: <https://www.chaffey.edu/spops/veterans.php>

Chaffey College is grateful for the contributions by current member and veterans of the United States Armed Forces. Whether you are a veteran, Reservist/National Guard member or an eligible dependent pursuing higher education or specialized training, you will find caring and supportive faculty, staff and management at the Chaffey College's Veteran Resources Center (VRC). Our knowledgeable staff will assist you on all aspects of student life, available VA education benefits, and specialized academic counseling services. The Veterans Resource Center offers a friendly, safe environment in which current or former military members and their eligible dependents can receive information on additional benefits, programs, and services, as well as opportunities for participation in college programs, community events, and services.

Wignall Museum of Contemporary Art

Location: Wignall Museum Website: <https://www.chaffey.edu/wignall>

The Wignall Museum of Contemporary Art is a teaching museum and interdisciplinary art space that fosters direct engagement with works of art through exhibitions, collections, education and community programming.

The Wignall Museum introduces Chaffey College students, faculty, staff, and community members to innovative contemporary art objects and ideas. By fostering critical thinking, visual literacy, discourse, and empathy, the Museum seeks to enhance the intellectual and cultural life of our community.

Workforce Innovations and Entrepreneurial Development (WIED)

Workforce Innovations and Entrepreneurial Development (WIED) at Chaffey College is dedicated to transforming the student learning experience with a focus on bridging the gap between academia and industry, through experiential and work-based learning to provide students with invaluable real-world skills. We are committed to ensuring our students' employment success by aligning their talents with industry skills needs and offering portable credentials that validate their acquired skills. In addition to being a vital pipeline of skilled professionals for our communities, WIED supports the College in fostering economic growth by forging strategic connections between workforce development and job creation through entrepreneurship in today's ever-evolving world of work.

WIED administers the Chaffey College InTech Center, located on the campus of Nucor California Steel in Fontana. InTech Center provides in demand technical training including pre-Apprenticeships and California State Registered Apprenticeship programs at low or no cost to individuals. The training programs are designed by industry for industry to prepare individuals for jobs with family sustaining wages and career growth. Our high touch wrap around services that include internship and job placements enhances student completion and success.

Academic and Career Communities

Chaffey's degree and certificate programs are organized into six Academic and Career Communities based on job families, interest areas, and similarities in coursework. Program maps within each Academic and Career Community represent the sequencing and combinations of major and general education coursework recommended by faculty to help you develop your educational plan. Choose an Academic and Career Community to access the recommended academic pathways in each Community. For degree and certificate maps not yet available here, please meet with a Counselor and/or Faculty Advisor to discuss recommended course sequencing. For more information, visit <https://www.chaffey.edu/acc>

Arts, Communication, and Design

The Arts, Communications and Design community explores perspectives on humanity and design culture, and will teach you to be a creative, imaginative, innovative and a critical thinker. This community (pathway) will challenge your mind and prepare you for your future with certificates, degrees, transfer and careers within visual and performing arts, design, media, languages and communications.

Students within this community:

- Are creative, expressive, independent, innovative and intuitive
- Like self-expression, creative insights, expressing individuality, writing and working with ideas
- Are good at performing arts, visual arts, music, being creative and imaginative
- Want to learn how to take abstract concepts and portray them in original ways

Majors: Art, Art History, Broadcasting and Cinema, Chinese, Communication Studies, Dance, Digital Media, English, Fashion Interior Design, Journalism, Music, Photography, Sign Language Studies, Spanish, and Theater Arts

Career Opportunities: Interpreter, Translator, Teacher, Curator, Designer, Artist, Editor, Recreation Leader, Photographer, Art Director, Museum Technician, Public Relations, Broadcasting Technician, Reporter, Fundraising, Research Director, Writer, Dancer, and Performer

Business, Technology, and Hospitality

The Business, Technology, and Hospitality community will allow you to problem solve, lead, plan, and organize. This community provides technical and trade skills and incorporates many types of management and administrative careers. This community (pathway) will prepare you for a future with certificates, degrees, transfer, and careers within business, accounting, information systems, culinary arts, and hospitality.

Students within this community:

- Are confident, ambitious, organized and logical
- Like to problem solve, lead, plan, and organize
- Are good at public speaking, leading, managing data, computers and persuading
- Want to learn how to manage, persuade, lead, plan and organize

Majors: Accounting, Business Administration, Business Management, Business Technologies, Computer Information Systems, Culinary Arts, Hospitality, Marketing and Real Estate

Career Opportunities: Accountant, Manager, Law, Office Management, Cyber Security, Chef, Real Estate Sales, Computer Support, Human Resources, Networking, Marketing, Operations Management, Hotel Operations and Event Planner

Health, Wellness, and Athletics

The Health and Wellness community focuses on preparing individuals to adapt to new medical technologies and meet the increasing demand for skilled health care workers. This community will teach you problem solving skills and additional techniques needed to impact health, society, and quality of life. This community (pathway) will prepare you for a future with certificates, degrees, transfer, and careers that support the well-being of others in multiple areas of the health and athletic fields.

Students within this community:

- Are practical, realistic, caring, cooperative, helpful, empathetic and responsible
- Like to problem solve and support the wellbeing of others
- Are good at working with people while being active
- Want to learn how to promote health and serve the community

Majors: Associate Degree in Nursing, Radiologic Technologist, Certified Nursing Assistant, Dental Assisting, Dietetic Service Supervisor, Gerontology, Kinesiology, Nutrition and Dietetics, Physical Therapy Assistant, Public Health, Radiologic Technology, and Vocational Nursing

Career Opportunities: Athletic Training, Community Health Educator and Wellness Program Director, Dental Assistant, Fitness Instructor, Home Health Aide, Physical Therapy Assistant, Occupational Therapy, Physical Education, Nurse, Nutritionist, Dietitian, Radiologic Technologist, Sports Management, Sports Medicine, Recreational Therapist, Vocational Nurse

Manufacturing, Industrial Design, and Transportation

The Manufacturing, Industrial Design, and Transportation community will enhance problem-solving skills, as well as foster critical thinking and innovation by providing hands-on experiences. Students seeking entry-level and/or advanced level skills will be prepared to enter the workforce directly. This community (pathway) prepares students for industry and leadership opportunities with certificates, degrees, transfer, and careers in automotive, aviation, drafting, engineering technology and industrial technology.

Students within this community:

- Are practical, mechanical, logical and realistic
- Like to design, build, make and repair things
- Are good at using tools and machines, troubleshooting and common sense solutions
- Want to learn how to use tools and machines

Majors: Automotive Technology, Aviation Maintenance Technology, Drafting, Engineering Technology, Heating, Ventilation, and Air Conditioning, Industrial Electrical Technology, Industrial Maintenance Mechanic, and Mechatronics

Career Opportunities: Automotive Technician, Aviation Maintenance, Electrical Maintenance Technician, Airframe Technician, Engineering Technologist, Industrial Maintenance Technician, Powerplant Technician, Drafter, Architect, and HVAC Technician

Public Service, Culture, and Society

The Public Service, Culture, and Society community equips students to be empathetic leaders. This community enriches individuals with knowledge on social issues and provides them with an understanding of culture and humanity. This community (pathway) prepares you for a future with certificates, degrees, transfer, and careers in criminal justice, emergency response, firefighting, police, public service, social services, and education.

Students within this community:

- Are empathetic, insightful, inquisitive and intellectual
- Like to problem solve and support the wellbeing of others while making connections between individuals or groups
- Are good at working with people and data
- Want to learn how to analyze information about people and the ways they live and behave

Majors: Anthropology, Child Development, Criminal Justice, Economics, Education, Fire Technology, Geography, Gerontology, History, Law, Public Policy, and Society, Philosophy, Political Science, Psychology, Social Justice, and Sociology

Career Opportunities: Fire Prevention Inspector and Emergency Medical Technician, Anthropologist, Archaeologist, Research, Grant Writer, Fundraiser, Mental Health Support, Youth Director, Sociologist, Probation/Parole, City Planner, Police Officer, Fire Fighter, Teacher, Childcare, Human Services, Community Services, Psychologist, Equal Opportunity Officer, Lawyer, Paralegal, Historian, School Administration, Social Worker, Counselor, Political Aide, Civil Rights, and Community Outreach

Science, Technology, Engineering, and Mathematics

The Science, Technology, Engineering, and Mathematics community will provide you with intellectual challenges that allow you to develop strong problem solving skills. Through this community you will develop skills in research, data analysis, and scientific investigation. This community (pathway) prepares you for a future with certificates, degrees, transfer, and careers within science, engineering, mathematics, medicine, and computer science.

Students within this community:

- Are curious, analytical, precise, rational and innovative
- Like to problem solve and work with data and ideas
- Are good at research, analysis and scientific investigation
- Want to learn how to collect, analyze and apply data to answer questions and create solutions

Majors: Biology, Chemistry, Computer Science, Engineering, Geology/Earth Science, Mathematics, Physical Science, and Physics

Career Opportunities: Biologist, Teacher, Zoologist, Physician, Pharmacist, Chemist, Forensic Scientist, Computer Scientist, Engineer, Conservation Research, Environmental Scientist, Meteorologist, Research, Actuary, Statistician, Soft Developer, Astronomer, Clinical Research, Mathematician, Geneticist, Food Scientist, Laboratory Technician, Plant Specialist, and Computer Programmer

CHAFFEY COLLEGE DISTRICT POLICIES

Computer and Network Use Policy

Chaffey College has a strong commitment to providing a quality education for its students, including access to and experience with current technology. The District's goals for technology in education include providing access to all students, faculty and staff, fully integrating technology into the daily curriculum and preparing students and educators to meet the challenge of a highly technological and information-rich classroom and workplace.

This policy is authorized by Board Policy 3720 Computer and Network Use. Employees and students who use district computers and networks and the information they contain, and related sources, shall not abuse those resources and will respect the rights of others. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. This is an Information Technology Services department procedure that can be modified through the Technology Committee.

Chaffey College retains the right to revoke, amend, or change the provisions of this Policy. The system administrator will establish more detailed guidelines, as needed, for specific computer systems and networks. These guidelines will cover such issues as allowing connect time and disc space, handling of irretrievable mail, responsibility for account approval and other items related to administering the system.

General Student Complaints Policies

Students and individuals are encouraged to resolve complaints at the lowest possible level of the dispute, including the immediate manager, dean or administrator. However, should this approach fail or be inappropriate, students and individuals may submit written complaints through the Chaffey College Complaint Process. Individuals who have been unable to resolve their issue at the lowest level may submit a complaint form. The Complaint Form may be obtained on the Chaffey College website at https://chaffeycollegeshpartnerships.formstack.com/forms/student_complaint_report. All pertinent information should be listed including date, time, location, parties involved, witnesses, any attempts to resolve the complaint, and desired resolution. Forms submitted without contact information may not be processed. All official complaints must be made in writing and submitted by use of this form within five business days of the alleged event(s) which led to the complaint. Once received, the complaint will be forwarded to the appropriate college official for review, and the complaint will receive a response as soon as possible. If the complaint is related to faculty/instruction, please see the area coordinator or school dean.

Complaint Procedures

It is recommended that general concerns and complaints be filed at the lowest possible level, with the supervising manager of the area of concern. However, if such processes have occurred without resolution, you may file a formal complaint to one of the areas below:

Access or Disabilities – For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Director of Disability Programs and Services, Campus Center East, or call (909) 652-6379.

Discrimination – To file a complaint regarding a faculty or staff member or a complaint regarding Discrimination, contact the Director of Human Resources, Student Services & Administration (SSA) Building, Room 202 or call (909) 652-6531.

General Complaints – To file a general complaint, you can complete the district's complaint form or contact the Associate Superintendent, Student Services and Strategic Communications, Student Services & Administration (SSA) Building, Room 213 or call (909) 652-6503.

Grade Grievances – See the Grade Grievance policy section of the Handbook.

Title IX – See the Title IX policy section of the Handbook.

Nondiscrimination Policy

Chaffey Community College District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities. The District and each individual who represents the District shall provide equal access to its services, classes, and programs without regard to race, religion, color, sex (including gender, gender identity, gender expression, pregnancy, and breastfeeding), sexual orientation, national origin, ancestry, marital status, age, medical condition, genetic characteristics or information, military and veteran status, physical or mental disability or the perception that a person has one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Detailed information on the District's Nondiscrimination Policy and Procedures is located at:

- http://www.chaffey.edu/policies/approved/3410_bp.pdf
- http://www.chaffey.edu/policies/approved/3410_ap.pdf

Americans with Disabilities Act of 1990

Employee requiring accommodations should contact the Office of Human Resources, Tomeika Carter, Interim Director of Human Resources and diversity, Equity, and Inclusion at (909) 652-6536, email Tomeika.Carter@chaffey.edu

Section 504 – Rehabilitation Act

In accordance with Section 504 of the Rehabilitation Act, Chaffey College abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in programs and services offered by the College “solely by reason of the handicap.” The Director of the Disabilities, Programs and Services (DPS) Department serves as 504/508/ADA Coordinator and may provide information and answer questions regarding access for students with disabilities. They may be reached at Chaffey College, Director, DPS, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; or via telephone at (909) 652-6390, or via email at dps.staff@chaffey.edu.

Section 504/508 Complaint Procedure

If the complaint cannot be resolved within ten (10) working days, the complainant may then proceed to file a formal complaint with the Office of Human Resources, Tomeika Carter, Interim Director of Human Resources and Diversity, Equity, and Inclusion at (909) 652-6536, email Tomeika.Carter@chaffey.edu .

Prohibition of Harassment Policy

Chaffey Community College District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Detailed information on the District’s Prohibition of Harassment Policy and Procedures is located at:

- http://www.chaffey.edu/policies/approved/3430_bp.pdf
- http://www.chaffey.edu/policies/approved/3430_ap.pdf

GRADE GRIEVANCE POLICY

Section I – Introduction to Grade Grievance

Course grades, to the extent permitted by Education Code Section 76224(a), which provides: “When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

A Student has the right to challenge the final grade given by the Instructor based on the Instructor demonstrating one of the following:

- A. Mistake** – unintentional error on part of the instructor
- B. Fraud** – intentional misrepresentation of any or all facts, which lead to a negative outcome
- C. Bad Faith** –any other intentional act of the instructor, which negatively impacts the grade of the student
- D. Incompetency** – there is evidence that the instructor does not have the knowledge, skills, and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident

The procedure does not apply to:

- Student disciplinary actions, which are covered under different board policies and administrative procedures, please see the section on Standards of Student Conduct.
- Sexual harassment and illegal discrimination, which are covered under different board policies and administrative procedures, please see the section on Title IX.
- Police citations (i.e., “tickets”), of which complaints regarding citations must be directed to the County Courthouse in the same way as any traffic violation.
- General student complaints, please see the section on General Student Complaints.

If harassment or discrimination has been presented as a reason for the grievance, the college will conduct an investigation into the matter. As a result, the grievance will not move forward pending the investigation.

Note: All harassment and discrimination complaints should be directed to the Office of Human Resources, Susan Hardie, Executive Director of Human Resources at (909) 652-6531, email susan.hardie@chaffey.edu.

Section II – Student Rights

Due Process

Students are entitled to a prompt and equitable means to address a grade grievance, which guarantees the student(s) involved the due process rights guaranteed to them by state and federal constitutional protections. These rights consist of a fair process, the opportunity for the student to be heard, and affords the student the opportunity to present evidence prior to the determination of the Grade Grievance Hearing Panel.

The student has the right to withdraw their grievance at any time during the grade grievance process, by making a request in writing to the Office of Student Affairs. However, the same grievance shall not be filed again by the same student.

A student's failure to adhere to specified time frames or appeal any determination within the specified time frame constitutes a waiver of the right to appeal and shall be deemed acceptance of the last determination rendered.

Any time frames specified with the grade grievance proceedings shall be considered maximum and every effort shall be made to expedite the process. Time frames may be shortened or lengthened if there is mutual concurrence by all parties or extenuating circumstances as determined by the Dean of Student Affairs.

Special Request/Accommodations – Student with Disabilities

Any special requests and/or accommodations by a student (for example, sign language, the use of assistive technology, service animals, and other accommodations approved by the Disability Programs and Services office) require approval by the Office of Student Affairs or designee. Such requests must be made at least five (5) instructional days prior to their scheduled meeting and/or hearing. Special requests and/or accommodations will be made on a case-by-case basis and will be closely coordinated with Disability Programs and Services office.

Students have the option to bring a person(s) of their choice as support for them during a meeting and/or hearing. The proceedings will still be held with the student and the person(s) cannot speak on the student's behalf. The student must sign the Confidentiality Waiver Form in order for the person(s) to attend a meeting. The person(s) role is to provide support and the person(s) may not, in any way, disrupt, interfere, or try to present the student's case within the meeting or hearing process. Any violation of this section shall result in the removal of the person(s).

Role of Legal Counsel

If the student wishes to be accompanied by an attorney, licensed to practice in California, the request must be made in writing at least five (5) instructional days prior to the meeting and/or hearing to the Office of Student Affairs. The request shall include, a retention letter from the attorney confirming that he/she has been retained by the student so that the necessary arrangements can be made for a District attorney to be present at the meeting and/or hearing, if needed. The attorney's retention letter shall include the attorney's state bar number and a telephone number. The attorney's role is to provide legal counsel to the student and the attorney may not, in any way, disrupt,

interfere, or present their respective client's case within the meeting or hearing process. Any violation of this section shall result in the removal of the attorney.

The Office of Student Affairs and/or the Grade Grievance Hearing Panel may request legal assistance through the Office of the Superintendent/President of Chaffey College or their designee for a District attorney to be present as needed. Any legal advisor provided to the Office of Student Affairs and/or the Grade Grievance Hearing Panel may sit in an advisory capacity to provide legal counsel but shall not speak on behalf of the Office of Student Affairs or be a member of the Grade Grievance Hearing Panel nor vote with it.

Student Right to Review Records

Students of the District have a right of reasonable access to any and all student records relating to them maintained by the District. Students seeking to review or obtain copies of their Grade Grievance records or to their Hearing and/or to the outcome must be made in writing to the Office of Student Affairs. The Office of Student Affairs will provide copies to the student within five (5) instructional days after receiving the request.

Confidentiality

In compliance with the Family Education Rights and Privacy Act (FERPA), any information provided to District employees may be shared with other District employees, law enforcement, or other parties, consistent with law, and only on a "need to know" basis. District employees shall endeavor to honor any request for confidentiality; however, confidentiality cannot always be assured. The District may weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community.

All Grade Grievance proceedings shall be considered private and confidential so as to protect the Parties involved and shall be closed to the public unless otherwise requested by the student when appropriate.

Section III – Grade Grievance Process

STEP 1: GRADE GRIEVANCE REPORTED

Any student who believes they has a grade grievance may contact the Office of Student Affairs at student.discipline@chaffey.edu with any questions regarding the grade grievance process. Within their report, the student will be able to provide detailed information about the grade grievance and will provide their availability for any potential meetings.

For grade grievances, the Student Complaint Report form will be sent to the Grade Grievance Facilitator who will contact the student, answer any questions the student may have and provide them with a Student Grade Grievance Packet. For other types of complaints on the Student Complaint Report form, the report will be sent to the appropriate office who will then contact the student.

Role of Grade Grievance Facilitator

For grade grievances, the Dean of Student Affairs shall appoint a Grade Grievance Facilitator, to assist with all administrative matters related to the review and potential hearing and to advise the Hearing Panel on the review and hearing process.

The role of the Grade Grievance Facilitator shall serve to assist all parties involved and to coordinate all scheduling of reviews and hearings. The Facilitator shall provide administrative support for the reviews and hearings, to provide a fair and efficient resolution of the grade grievance.

The Facilitator will work with the student from the initial meeting, after the Student Complaint Report form has been submitted, providing necessary forms and documents, and outlining the entire grade grievance process from the informal level, to the formal level, the Review Panel, the Hearing Panel, and the Hearing proceedings.

The Facilitator shall remain impartial throughout the grade grievance process and will avoid an adversarial role and shall not serve as a member nor vote on any matters by the Panel during a review or hearing.

Student Grievance Packet

This packet contains the necessary forms and reference documents in order to properly file a grade grievance. Properly filing the grade grievance paperwork does not guarantee the grievance will go to a hearing and/or that the student's desired outcome will be rendered. Included within the packet are: Student Grievance Checklist, Student Grievance Worksheet, Form A: Informal Grievance Complaint, Form B: Formal Grievance Request, Form C: Grievance Review Appeal, Form D: Grievance Hearing Decision Appeal, and information regarding the Hearing Process.

Students are encouraged to read the packet carefully to ensure they understand the process.

Section IV – Informal Level

Informal meetings and discussion between persons directly involved in a grievance are essential at the onset of a dispute and should be encouraged at all stages. Every effort shall be made to resolve a student complaint at the lowest level possible. Any discussion during the informal process must be held in confidence by all parties involved. The steps within the informal level include meeting with the instructor and if necessary, submitting Form A and meeting with the School Dean.

STEP 2: MEETING WITH INSTRUCTOR

The student must contact, in writing, the appropriate instructor against whom the complaint exists, and attempt, in good faith, to schedule a meeting to present their grade grievance and resolve the concern through the consultative process.

- A.** If the meeting between the student and the instructor does not resolve the grade grievance or if the instructor does not meet with the student or respond within ten (10) instructional days, the student grievant may proceed to the next step within the informal level by submitting an Informal Grievance Complaint (Form A), which is found in the Student Grade Grievance packet, and a written statement of grievance to the School Dean who oversees the class in which the grade grievance exists.

- (1) The student must submit Form A within six (6) months following the end of the semester or session in which the grade is recorded to file a grade grievance.
 - (2) After six (6) months following the end of the semester or session in which the grade is recorded, the grade may not be grieved and is no longer subject to the grade grievance process.
- B.** Failure to submit Form A within the specified time frame shall constitute the student as having waived their right to file a grade grievance for that complaint.
- C.** In the event that at the time of this meeting, the instructor against whom the complaint exists, is no longer employed by the District, the student will move on to Step 3: Meeting with School Dean.

STEP 3: MEETING WITH SCHOOL DEAN

Within ten (10) instructional days from receiving Form A, the School Dean will convene a meeting with the student and the instructor to whom the grade grievance was filed against and attempt, in good faith, to resolve the grievance through the consultative process. At the conclusion of the meeting with the School Dean, the School Dean will complete and sign the bottom portion of Form A for the student.

- A.** If the meeting between the student, the instructor, and the School Dean does not result in an agreed upon resolution, the student grievant may proceed to the next step of the grade grievance process by submitting a Formal Grievance Request (Form B) with the Office of Student Affairs.
- (1) The student must submit Form B within ten (10) instructional days after meeting with the School Dean.
- B.** Failure to submit Form B within the specified frame limit shall constitute the student as having waived their right to file a grade grievance for that complaint.
- C.** In the event that at the time of this meeting, the instructor against whom the complaint exists, is no longer employed by the District, the School Dean who oversees the class in which the grade grievance exists shall review all the documentation available and they may act on behalf of the instructor to resolve the grievance.

If the student has not been able to resolve the grade grievance at the informal level, the student may proceed to the formal level of the grade grievance process. The formal level includes submitting Formal Grievance Request (Form B), the review of Form B and supporting documents by the Office of Student Affairs and the Grade Grievance Hearing Panel, and a Grade Grievance Hearing.

The student must complete and provide proof that all steps in the informal level were complete in good faith prior to filing a Formal Grievance Request (Form B), including Form A signed by the School Dean.

STEP 4: SUBMITTING FORMAL GRIEVANCE REQUEST (FORM B)

Within ten (10) instructional days after meeting with the School Dean, the student shall submit a Formal Grievance Request (Form B), found within the Student Grievance Packet, with the Office of Student Affairs.

- A. Along with submitting Form B, the student shall also include a copy of the completed Form A and the written statement of grievance, and all documentation supporting their grievance.

STEP 5: REVIEW OF FORM B BY THE OFFICE OF STUDENT AFFAIRS

Within five (5) instructional days from receiving Form B, the Office of Student Affairs shall review Form B together with the supporting documentation supplied by the student to assure that the request is filed within the appropriate time frame required for a formal grievance request.

- A. If Form B was submitted within the specified time frame, the Office of Student Affairs, within five (5) instructional days from receiving Form B, will assemble a Grade Grievance Hearing Panel.

Assembling Grade Grievance Hearing Panel

Within five (5) instructional days after receiving Form B, the Office of Student Affairs shall assemble an impartial five-member Grade Grievance Hearing Panel, hereon referred to as the "Grievance Panel", to conduct a review of Form B and supporting documentation supplied by the student to determine if a valid grade grievance exists or not. The same Grievance Panel may be used should the grievance go to a hearing. If scheduling conflicts arise members of the Grievance Panel may change between the review and the grievance hearing. The Grievance Panel shall consist of:

- A. One (1) administrator, two (2) faculty members, and two (2) student representatives.
 - (1) Any Dean may be selected as the administrator. Faculty Senate and Student Senate shall select their respective representatives.
- B. Three (3) members shall constitute a quorum by which the Grievance Panel may proceed. The quorum must include at least one (1) administrator, one (1) faculty member, and one (1) student member.
- C. The Dean of Student Affairs will name the chair of the Grievance Panel.

STEP 6: REVIEW OF WHETHER A VALID GRADE GRIEVANCE EXISTS

Within ten (10) instructional days of assembling the Grievance Panel, the Grievance Panel and Grade Grievance Facilitator shall meet in private and without the parties present to review and determine whether Form B along with the supporting documentation presents a valid grade grievance or not. The Grievance Panel's determination shall be based on all the following:

- A. the grievant is a student, which includes applicants and former students (verified by the Office of Student Affairs)
- B. the grievance was filed in a timely manner (verified by the Office of Student Affairs)
- C. the grievant is personally and directly affected by the alleged grievance
- D. the grievance is not clearly frivolous, clearly without foundation, or clearly filed for the purpose of harassment
- E. the resolution sought is within the purview of the Grievance Panel, and based on the alleged violation

- F. the statement contains facts which, if true, would constitute a grievance under these procedures

Valid Grade Grievance Exists

If the Grievance Panel decides that Form B and the supporting documentation satisfies each of the requirements of a grievance, the Grievance Panel will notify the Office of Student Affairs within five (5) instructional day of the date the decision is made. The Office of Student Affairs shall notify the student and the instructor whom which the grievance is directed and a grade grievance hearing will be scheduled as described in Section VI – Formal Level (Grade Grievance Hearing Process).

- A. The Office of Student Affairs shall request from the instructor against whom the grievance is directed to submit to the Office of Student Affairs, a written response to the allegations within five (5) instructional days from receiving notice of the grade grievance hearing.

Valid Grade Grievance Does Not Exist

If the Grievance Panel decides that Form B and the supporting documentation does not satisfy each of the requirements for a grievance, the Grievance Panel will notify the Office of Student Affairs who shall notify the student in writing of the denial of the request for a grade grievance hearing. This notice will be provided within five (5) instructional days of the date the decision is made by the Grievance Panel along with the specific reasons for the denial and procedures for an appeal.

Right to Appeal the Grievance Panel's Decision

Students have the right to appeal a decision made by the Grievance Panel within five (5) instructional days of receiving notice from the Office of Student Affairs. To appeal, the student shall submit a Grievance Review Appeal (Form C) to the Office of Student Affairs. Appeals must be accompanied by a written response that cites one or more reasons that address the Grievance Panel's reason(s) for denial which the student seeks reconsideration of the decision. Merely disagreeing with the outcome is not sufficient grounds to submit an appeal. This will be the student's final opportunity to request a hearing for this specific alleged grade grievance.

If the student dose not choose to appeal within the specified time frame, that student will be considered as having waived their right to appeal.

Result of Appeal for Grievance Panel's Decision

Within ten (10) instructional days of receipt of Form C and any additional supporting documentation, the Grievance Panel Chair shall review all documentation and render a final decision on whether to move forward with conducting a grade grievance hearing or not.

Section VI – Formal Level (Grade Grievance Hearing Process)

Notice of a Grade Grievance Hearing

Within ten (10) instructional days after receiving notice from the Panel that a valid grade grievance exists, the Office of Student Affairs shall assemble the Panel and will notify the parties, in writing, of the date, time, location and guidelines of the grade grievance hearing.

STEP 7: CONDUCTING THE GRADE GRIEVANCE HEARING

A. General Grade Grievance Hearing Provisions

- (1) The Grade Grievance Hearing, hereon referred to as the “Grievance Hearing”, shall take place within ten (10) instructional days after the Grievance Panel has been assembled.
- (2) The grievance hearing shall be recorded by the District, and that recording shall be the only recording made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made. The recording shall remain in the custody of Chaffey College at all times, unless released to a professional transcribing service. Either party may request a copy of the recording by submitting a written request to the Office of Student Affairs within ten (10) instructional days from the grievance hearing.
- (3) The grievance hearing shall be conducted privately by the Grade Grievance Facilitator with the Panel, the student, and the instructor against whom the grievance is directed in attendance, unless all parties request that it be open to the public.
- (4) Technical departures from these procedures and errors in their application shall not be grounds to void the student’s grade grievance or the Grievance Panel’s decision unless, in the opinion of the Dean of Student Affairs or designee, the error or departure prevented a fair determination of the issue.
- (5) The Grade Grievance Facilitator may dismiss any witness who fails or refuses to comply with the Facilitator’s instructions.
- (6) In the event that a hearing is granted by the Grievance Panel and the instructor against whom the complaint exists, is no longer employed by the District, the School Dean who oversees the class in which the grade grievance exists shall be notified of the decision by the Office of Student Affairs.
 - (a) The notice from the Office of Student Affairs will be sent the by the end of the following instructional day that the notice of the grievance hearing being granted was received from the Grievance Panel.
 - (b) Within five (5) instructional days from the date of the notice, the School Dean may notify the Office of Student Affairs in writing that they:
 - (1) will represent the instructor’s case at the grievance hearing or will appoint a designee or;
 - (2) have reviewed all the documentation available to the Grievance Panel and they affirm the outcome of the Informal Level, as indicated on Form A or;
 - (3) have reviewed all the documentation available to the Grievance Panel and they recommend to modify the outcome of the Informal Level, as indicated on Form A and will provide the modified outcome.
 - (c) The Office of Student Affairs will notify the Grievance Panel of the School Dean’s decision by the end of the following instructional day that it received the notice.

B. Conducting the Grievance Hearing

- (1) The grievance hearing will begin at the scheduled date, time and location.

- (a) If the student and/or the instructor arrive late, do not appear and no satisfactory explanation for the absence is made at the earliest opportunity, or if the student and/or the instructor leaves the grievance hearing before its conclusion, the grievance hearing shall proceed without the absent party, and the Grievance Panel shall reach a decision based on the evidence presented.
- (b) The Grievance Panel may delay the beginning of the hearing by up to a ten (10) minutes at their discretion.
- (2) The grievance hearing will begin with the Grade Grievance Facilitator notifying all parties present that the grievance hearing will be recorded. Then the Grade Grievance Facilitator will ask each person present to identify themselves by name.
- (3) All testimony shall be taken under an act of affirmation; the affirmation will be administered by the Grade Grievance Facilitator prior to testimony being shared with the Grievance Panel.

OPENING STATEMENTS

- (1) The student and then the instructor shall each be permitted to make an opening statement. The facts supporting the grade grievance shall be presented by the student.

PRESENTATIONS

- (1) The student shall make the first presentation, followed by the instructor. Each may present evidence, call witnesses, question and cross-examine witnesses.
 - (a) Technical rules of evidence shall not apply, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
 - (b) The student may present rebuttal evidence after the instructor completes their evidence. The burden shall be on the student to prove by substantial evidence that the facts presented are true.
 - (c) Furthermore, the instructor cannot issue a rebuttal statement.
- (2) The Grievance Panel may ask questions of the student or the instructor based on any of the information on record given to them prior to and/or during the hearing.

WITNESSES

- (1) Witnesses shall not be present at the grievance hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable. Written statements from individuals not present at the grievance hearing will not be permissible without some authentication of the statement, such as a notary signature and seal.
- (2) The Grievance Panel may ask questions of each witness based on any of the information on record given to them prior to and/or during the grievance hearing.
- (3) Any member of the Grievance Panel may request to dismiss a witness that fails or refuses to comply with the Grievance Panel's instructions.

- (a) The request will be discussed by the Grievance Panel and a decision will be rendered by Grievance Panel Chair.

CLOSING STATEMENTS

- (1) The student shall make a closing statement and then the instructor shall be permitted to make their closing statement.

C. Grievance Panel Recommendation

- (1) Within five (5) instructional days after the hearing, the Grievance Panel shall submit in writing, their recommendation(s) will all supporting reasons to the Office of Student Affairs.
- (2) The Grievance Panel decision shall be based only on the record given to them prior to and/or during the grievance hearing, and not on matters outside of the record. The record consists of the all submitted Grievance Forms, along with all supporting documentation and evidence, the instructor's written response, and the evidence and testimony produced at the grievance hearing.
 - (a) All documentation pertaining to the grievance will be confidentially maintained by the Office of Student Affairs.
- (3) The Grievance Panel shall deliberate alone and develop a written decision that shall include specific factual findings regarding the grade grievance. The Grievance Panel's decision will recommend to:
 - (a) Deny the student's requested outcome
 - (b) Support the student's requested outcome
 - (c) Support a revised outcome for the student

D. Dean of Student Affairs Decision

Within five (5) instructional days following receipt of the Grievance Panel's recommendation(s), the Dean of Student Affairs shall review the grade grievance record and send to all parties their written decision, together with the Grievance Panel's recommendation(s).

The Dean of Student Affairs shall accept, modify, or reject the Grievance Panel's recommendation(s).

E. Right to Appeal - Dean of Student Affairs Decision

- (1) If either party is not satisfied by the decision of the Dean of Student Affairs they may request an appeal by submitting a Grievance Hearing Decision Appeal (Form D) and supporting documentation within five (5) instructional days from receiving notice directly to the Office of Student Affairs who shall then submit it to the Superintendent/President of Chaffey College or their designee.
- (2) Appeals must cite one or more specific flaws on which the parties seeks reconsideration of the decision.
- (3) Merely disagreeing with the outcome is not sufficient grounds to submit an appeal.
- (4) Within ten (10) instructional days after receiving the appeal, the Superintendent/President of Chaffey College or their designee shall review the appeal request, all records and documentation of the hearing and render a final decision.

- (5) Failure to appeal any determination within the specified time limit shall constitute the parties as having waived their right to appeal and shall be deemed acceptance of the last determination rendered.

Appendix A – Grade Grievance Policy Definitions

- A. “Student” The student grievant who is submitting any grievance forms brought against an instructor.
- B. “Instructor” The person of whom the grievance is being brought against.
- C. "Instructional Day" means Monday through Friday and does not include weekends, campus closures or observed holidays by the District.
- D. "Designee" means a District Official appointed to fulfill responsibilities relating to this procedure.
- E. “Act of Affirmation” means a solemn and formation declaration that an affidavit is true, that the witness will tell the truth.

STANDARDS OF STUDENT CONDUCT POLICY

Section I – Introduction to Standards of Student Conduct

In choosing to enroll at Chaffey College, students voluntarily enter an educational community with Standards of Student Conduct, as prescribed by the Student Academic Integrity Code and Student Behavior Code. The Standards of Student Conduct exist to set standards of academic honesty and respect for persons and property that help create a safe environment where academic life can thrive and support the development and success of all students.

Students are expected at all times to act in a manner consistent with the Standards of Student Conduct, as prescribed by the Student Academic Integrity Code and Student Behavior Code. These standards apply to all students on any campus or other District property or while attending any District-sponsored classes, activities, conferences, trips or events. The lack of knowledge of the Standard of Student Conduct shall not constitute them invalid.

The Standards of Student Conduct are set forth in the Student Handbook. The handbook is available to all students in the Office of Student Life and online through Chaffey’s website.

The Standards of Student Conduct and the student discipline process do not attempt to duplicate civil and criminal legal processes, nor do they attempt to be a substitute for them. Students may be accountable to both external authorities and to Chaffey College for acts, which constitute violations of the law and the Standards of Student Conduct. Any violations committed on campus or other District property or while attending any District-sponsored events by non-students will be dealt with as a police matter by the Chaffey Campus Police. In addition, admission or readmission to the college may be denied to any person, while not a student, who commits acts which violate the provisions of the Standards of Student Conduct.

The disciplinary process follows established procedures to promote and provide an educational experience that facilitates the development of students. It provides a prompt, fair, and equitable means to respond to incidents involving alleged violations of the Standards of Student Conduct and is designed to educate and, where appropriate, sanction those students who violate the Standards of Student Conduct. The expectation that this experience has the potential of resulting in individual student growth, change in behavior, and an increased understanding of the student's responsibilities and privileges within our community. We seek both to promote a student's sense of responsibility by enforcing accountability, and to protect our community, when necessary, which may mean removing or restricting those who pose a threat to others.

Anti-Discrimination Statement

The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Jurisdiction

The Superintendent/President of Chaffey College or their designee has appointed the Dean of Student Affairs as the President's Designee of the District to address and administer judicial affairs, which include the Standards of Student Conduct and Grade Grievances.

The District's jurisdiction concerning alleged Student Standards of Conduct violations includes, but is not limited to, its campuses, and to any non-District property used by the District where students are present and applies to all students while attending any District-sponsored classes, activities, conferences, trips or events. This jurisdiction shall also apply to student-to-student or student-to-employee, off-campus conduct and/or actions, and electronic activity (such as e-mail, texting, telephone contact, or social media), when the Dean of Student Affairs, or designee, determines that the off-campus conduct affects, disrupts, or interferes with the educational mission of the college.

Actions or behaviors that violate municipal, state, or federal laws will be reported to the appropriate law enforcement agency with jurisdiction for investigation and prosecution.

Notice – Process for Notification

The Office of Student Affairs primary correspondence and notification mechanism with students shall be through the student's District assigned e-mail account. Students will also be notified via U.S. certified mail if they have been or may be facing withdrawal of consent to remain on campus, suspension, expulsion or if their case goes to a Student Conduct Hearing. At the Dean of Student Affairs' discretion, students may be notified via U.S. certified mail or by an alternate email on record from the student. The District reserves the right to notify parents/legal guardians/emergency contacts when it determines that any student, regardless of age, is in a situation that is threatening to their own health and safety, or the student has placed another person in a situation that is threatening to their health and safety.

A student's claim of not being aware that a notice was sent or their refusal to receive and/or sign a receipt of notice shall not cause the notice to be defective. A student's failure to provide updated address information to the College shall not cause the notice to be defective so long as the College sends notice to the last known address provided to the College by the student.

Parallel Proceedings

Standards of Student Conduct proceedings are administrative in nature, and are independent from court or other administrative proceedings, including School programs policies/procedures, and Title IX investigations. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitutes the alleged violation of the Standards of Student Conduct. The District may elect to proceed before, concurrently with, or after any judicial or other administrative proceedings or investigations.

Section II – Student Rights

Confidentiality

In compliance with the Family Education Rights and Privacy Act (FERPA), any information provided to District employees may be shared with other District employees, law enforcement, or other parties, consistent with law, and only on a “need to know” basis. District employees shall endeavor to honor any request for confidentiality; however, confidentiality cannot always be assured. The District may weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community.

All Standards of Student Conduct proceedings shall be considered private and confidential so as to protect the Parties involved and shall be closed to the public unless otherwise requested by the student when appropriate.

Due Process

Students are entitled to a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees the student(s) involved the due process rights guaranteed to them by state and federal constitutional protections. These rights consist of a fair process, including reasonable notice of alleged violations of the Standards of Student Conduct, the opportunity for the student to be heard, and affords the student the opportunity to present evidence prior to the determination of the alleged violations. The District reserves the right to make immediate interim suspensions or restrictions when such actions are deemed necessary by the Dean of Student Affairs or designee pending an investigation and determination of the matter. Any sanction(s) imposed shall be appropriate to the nature of the violation(s).

This process is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Any time frames specified in the following procedures may be shortened or lengthened if there is mutual concurrence by all parties

Should a student fail to appear or to submit a written response for any meeting and/or hearing, that student may be considered as having waived their right to be present and the proceedings may continue without the student’s input.

In cases where the student is a dependent minor, unless the minor is a verified emancipated minor, the student's parent or legal guardian, must be present during any Standards of Student Conduct proceedings and shall receive a copy of all notifications from the District to the student.

Retaliation

Any attempt by a student to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the District's policies, including the standards of student conduct policy, is prohibited. Students who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Office of Student Affairs. Any student who retaliates against a person who has cooperated in an investigation and/or hearing is in violation of District policy and will be subject to disciplinary action.

Role of Legal Counsel

If the student wishes to be accompanied by an attorney, licensed to practice in California, the request must be made in writing at least five (5) instructional days prior to the meeting and/or hearing to the Office of Student Affairs. The request shall include, a retention letter from the attorney confirming that he/she has been retained by the student so that the necessary arrangements can be made for a District attorney to be present at the meeting and/or hearing, if needed. The attorney's retention letter shall include the attorney's state bar number and a telephone number. The attorney's role is to provide legal counsel to the student and the attorney may not, in any way, disrupt, interfere, or present their respective client's case within the meeting or hearing process. Any violation of this section shall result in the removal of the attorney.

If the student pursues the option to be accompanied by an attorney for a Student Conduct Hearing, the student may not return to class until the hearing is conducted and the Conduct Panel renders a decision.

The Dean of Student Affairs and/or the Student Conduct Hearing Panel may request legal assistance through the Office of the Superintendent/President of Chaffey College for a District attorney to be present as needed. Any legal advisor provided to the Dean of Student Affairs and/or the Student Conduct Hearing Panel may sit in an advisory capacity to provide legal counsel but shall not speak on behalf of the Dean of Student Affairs or be a member of the Hearing Panel nor vote within it.

Special Request/Accommodations – Student with Disabilities

Any special requests and/or accommodations by a student (for example, sign language, the use of assistive technology, service animals, and other accommodations approved by the Disability Programs and Services office) require approval by the Office of Student Affairs or designee. Such requests must be made to the Office of Student Affairs at least five (5) instructional days prior to their scheduled meeting and/or hearing. Special requests and/or accommodations will be made on a case-by-case basis and will be closely coordinated with Disability Programs and Services office.

Students have the option to bring a person(s) of their choice as support for them during a meeting and/or hearing. The proceedings will still be held between the Dean or Hearing Panel and the student. The person(s) may not speak on the student's behalf.

The student must sign and submit the Confidentiality Waiver Form at least one (1) instructional day prior to the meeting in order for the person(s) to attend a meeting. The person(s) role is to provide support and the person(s) may not, in any way, disrupt, interfere, or try to present the student's case within the meeting or hearing process. Any violation of this section shall result in the removal of the person(s).

Student Right to Review Records

Students of the District have a right of reasonable access to any and all student records relating to him/ her maintained by the District. Students seeking to review or obtain copies of Standards of Student Conduct records relating to their investigation and/or to the outcome must be made in writing to the Office of Student Affairs. The Office of Student Affairs will provide copies to the student within five (5) instructional days after receiving the request.

Section III – Student Academic Integrity Process

Integrity is an essential component of the student academic experience. The academic evaluation a student receives for a course becomes a permanent college record and it is critical that such records be accurate and consistent. The integrity students learn and exhibit at Chaffey College will be a model for the professional integrity they practice when they complete their college work.

Academic Integrity Violations

Students will be considered to have engaged in academic dishonesty in violation of the Student Academic Integrity Code. Academic integrity violations include, but are not limited to, conduct which falls within one of the following categories:

A. Cheating

- (1) Copying from another's examination, quiz, lab work, or homework assignment
- (2) Possession or use of pre-prepared notes or other resources, in any form, during a quiz or examination unless authorized by the faculty initiator
- (3) Revising work after its final evaluation and representing the revised version as the original work
- (4) Using unauthorized external assistance, including but not limited to tutors, books, notes, and calculators on either "in-class" or "take-home" exams, unless the faculty initiator has specifically authorized their use
- (5) Allowing others to do work for the student without advance authorization from the faculty initiator
- (6) Using any communicative device including but not limited to: cell phones, pagers, or PDA's to access or share information during class, testing, instructional activity or meeting with college staff

B. Fabrication

- (1) Falsifying lab results
- (2) Citing or listing source material that was not used for research
- (3) Falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including but not limited to schedules, prerequisites, transcripts, attendance records or college forms
- (4) Giving false reasons (in advance of the fact or after the fact) for failure to complete academic work

C. Facilitating Academic Dishonesty

- (1) Intentionally or knowingly helping or attempting to help another student to commit an act of academic dishonesty
- (2) Giving unauthorized assistance to others during a test or evaluation, including allowing someone to copy a test or examination, or arranging with others to give or receive answers via signals
- (3) Providing specific information about a recently given test, examination or assignment to a student who thereby gains an unfair advantage in an academic evaluation
- (4) Impersonating another student in order to meet a course or graduation requirement
- (5) Providing aid to another student, knowing such aid is expressly prohibited by the faculty initiator
- (6) Preparing academic work to be presented as the work of another
- (7) Signing in students other than oneself for class attendance

CI. Interference or Sabotage

- (1) Persistently behaving in a manner that has an adverse effect on the academic performance of others
- (2) Destroying, stealing, changing or damaging another's work

CII. Plagiarism

- (1) Submitting work previously submitted for academic credit without prior authorization from the faculty of record
- (2) Reproduction of another's work, with or without that person's knowledge or permission
- (3) Submitting as one's own any academic work prepared totally or in part by another individual or by the use of artificial-intelligence (AI) language tools or chatbots
- (4) Submitting as one's own any academic work with information copied from computer-based sources, including but not limited to: the Internet and artificial-intelligence (AI) language tools or chatbots
- (5) Allowing another person to substantially alter or revise student work and submitting it as the student's own
- (6) Using another's written ideas or words without properly acknowledging the source
- (7) Failure to acknowledge study aids such as Cliff's Notes or common reference sources
- (8) Unauthorized use of another person's data in completing a computer exercise or other class work
- (9) Fraud, copyright infringement and any other noncompliance of regulations and laws as set forth by the Federal Communication Commission (FCC), the Motion Picture Association of America (MPAA), any other guilds or unions within the radio, television, or motion picture industry and state, county, city, local laws,

ordinances and other current governmental regulatory commissions in the entertainment and broadcast industries.

- (10) Pirating and any other noncompliance of confidentiality statements such as those signed by students in the fields of fashion and interior design

F. Retaliation

- (1) Retaliation of any kind against a person who reports or provides information about suspected or alleged misconduct in good faith.

G. Unauthorized Collaboration

- (1) Working with other students to do lab work, review books, or develop a presentation or report without permission from the faculty initiator to do so
- (2) Making lab data available to a student who did not attend the lab
- (3) Jointly calculating homework problems without permission from the faculty initiator to do so
- (4) Having another's help to rewrite a student paper
- (5) Sharing sources for a take-home exam
- (6) Working in a group on a lab assignment without permission from the faculty initiator to do so
- (7) Working on online course homework, quizzes, tests or other projects without permission from the faculty initiator to do so

Alleged Incident Reported

Any faculty who believes the Student Academic Integrity Code has been violated must complete the online Student Incident Report form (https://chaffey-advocate.symlicity.com/public_report/) within two (2) instructional days of the alleged violation(s). In the report, the faculty will provide detailed information about the alleged violation(s) and will upload any documents or correspondence that support the report. When possible, the faculty member should inform the student that a report has been filed and what action is recommended in regard to the alleged violation. If the student is hostile, the faculty member should contact the Campus Police immediately at (909) 652-6911 (*emergency*).

Notice to School Dean

Student Incident Reports of alleged academic integrity violations submitted online into the District-wide tracking system are automatically forwarded to the appropriate School Dean via email with a direct link to the reported case.

Notice to Student

Prior to the next class period the student is expected to attend, the School Dean will contact the student to inform them that a Student Incident Report has been received where they allegedly violated the Student Academic Integrity Code.

When contacting the student, the School Dean will provide:

- The specific section(s) of the Student Academic Integrity Code that the student is accused of violating
- The recommended action or sanction requested by the faculty who submitted the Student Incident Report

- The right of the student to meet with the School Dean to discuss the alleged violation(s) or allow the student to submit a written response

Meeting with School Dean and Student

The School Dean must meet with the student within ten (10) instructional days after the incident report has been submitted.

During the meeting between the School Dean and the student, the student will:

- Have an opportunity to hear the alleged violations of the Student Academic Integrity Code along with any supporting documentation and evidence
- Provide their side of the story, provide relevant information, and offer any mitigating factors

The meeting with the School Dean is not an evidentiary hearing.

Failure to Appear

Should a student fail to appear or to submit a written response for the meeting with the School Dean, that student may be considered as having waived their right to be present and the proceedings may continue without the student's input. The School Dean may also place a place an Administrative Hold on the student's account until they are able to meet with the student or a written response is received.

Findings and Resolution Notice

The School Dean will consider the Student Incident Report and all accompanying documentation, the information gathered during the meeting with the student, and review the recommendation of the faculty initiator in determining what sanction, if any, is appropriate in accordance with the academic integrity sanctions. The School Dean may also conduct interviews with appropriate parties to determine the accuracy of the statements and other evidence for consideration.

The School Dean will send a written resolution notice to the student and faculty initiator within five (5) instructional days from the date of the meeting between the School Dean and student summarizing the meeting and sanction imposed, if any. The School Dean will upload a copy of the resolution notice into the District-wide tracking system, add any notes, and then close the case.

The School Dean may advise the student to review the Grade Grievance procedures as outlined in the Student Handbook as necessary.

The School Dean will also notify the Dean of Student Affairs in cases where additional violations of the Standards of Student Conduct have been identified or a conduct history is present. The Dean of Student Affairs may also meet with the student regarding the additional violations. If found responsible, the Dean of Student Affairs may impose sanctions as set forth in Appendix C. The Dean of Student Affairs will then update the student's file online accordingly.

Types of Findings

Not Responsible – In cases where it has been determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of

Responsible for the alleged violation(s). The case is closed and a record is retained within the Office of Student Affairs via the District-wide tracking system.

Responsible – In cases where it has been determined that sufficient evidence exists, by the Preponderance of Evidence standard, for a finding that the student is Responsible for the alleged violation(s).

Standard of Proof for Findings

In all cases involving alleged violations of the Standards of Student Conduct, the standard of proof for determining whether a student is Not Responsible or Responsible is the Preponderance of Evidence standard (e.g., more likely than not), as defined in Appendix A herein.

Imposing Academic Integrity Sanctions

If a student is found Responsible for violating the Student Academic Integrity Code, the School Dean will impose sanctions, as they deem reasonable and appropriate. The School Dean may impose the following sanctions: written reprimand, failing grade for an assignment, failing grade in the course, and removal from class.

If the case is referred to the Dean of Student Affairs, additional sanctions imposed may include: disciplinary probation, removal from class, restitution, suspension, or expulsion of the student, or other sanctions deemed appropriate.

The District may utilize any of the disciplinary sanctions without previously using a lower-level of sanction.

Section IV – Student Discipline Process

Alleged Incident Reported

Any member of the District community who believes the Student Behavior Code has been violated must complete the online Student Incident Report form (https://chaffey-advocate.symplicity.com/public_report/) to officially report the alleged violation(s). In the report, the reporting party will provide detailed information about the alleged violation(s) and will upload any documentation or evidence to support the report.

Student Incident Reports of alleged violations submitted online into the District-wide tracking system are automatically forwarded to the Dean of Student Affairs via email with a direct link to the reported case.

The Dean of Student Affairs will investigate each Student Incident Report submitted to determine whether the student may have violated the Standards of Student Conduct. If so, the Dean of Student Affairs will send a notice to the student. If not, the student will be found not responsible, the Dean of Student Affairs will send a notice to the student and the case will be closed.

Notice to Student

Within five (5) instructional days from receipt of an alleged violation, the Dean of Student Affairs will contact the student to inform them that a Student Incident Report has been received where they allegedly violated the Student Behavior Code.

When contacting the student, the Dean of Student Affairs will provide:

- The specific section(s) of the Standards of Student Conduct that the student is accused of violating
- A short statement of the facts supporting the accusation
- A statement of the potential sanctions/responsive actions that could result.
- The right of the student to meet with the Dean of Student Affairs to discuss the accusation, or to respond in writing

Investigation Process

The Dean of Student Affairs will conduct investigations which will comprise of reviewing the Student Incident Report and any supporting documentation or evidence and may include an interview with the reporting party, person(s) alleged to have violated the Standard of Student Conduct, witnesses, and other persons having knowledge. Interviews with appropriate person(s) will determine the accuracy of the Student Incident Report, supporting documentation or other evidence for consideration.

Meeting with Dean of Student Affairs and Student

The Dean of Student Affairs must meet with the student within ten (10) instructional days after the incident report has been submitted.

During the meeting between the Dean of Student Affairs and the student, the student will:

- Have an opportunity to hear and view the alleged violations of the Standards of Student Conduct along with any supporting documentation and evidence
- Provide their side of the story, provide any relevant information, and offer any mitigating factors

If the student chooses to respond in writing rather than attend the meeting, the written statement must be received by the date and time of the scheduled meeting.

Failure to Appear

Should a student fail to appear or to submit a written response for the meeting with the Dean of Student Affairs, that student may be considered as having waived their right to be present and the proceedings may continue without the student's input. The Dean of Student Affairs may also place an Administrative Hold on the student's account.

Findings and Resolution Notice

The Dean of Student Affairs will consider the Student Incident Report and all accompanying documentation and evidence, along with the information gathered during the meeting with the student and will review the student's conduct history in determining what sanction(s), if any, is appropriate in Appendix C.

The Dean of Student Affairs will send a written resolution notice to the student within five (5) instructional days from the date of the meeting between the Dean and student summarizing the meeting and sanction(s) imposed, if any. The Dean of Student Affairs will upload a copy of the resolution notice into the District-wide tracking system, add any notes, and then close the case.

Types of Findings

Not Responsible – In cases where it has been determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s). The case is closed and a record is retained within the Office of Student Affairs via the District-wide tracking system.

Responsible – In cases where it has been determined that sufficient evidence exists, by the Preponderance of Evidence standard, for a finding that the student is Responsible for the alleged violation(s).

Imposing Sanctions

If a student is found Responsible, sanctions will be imposed by the Dean of Student Affairs, as deemed reasonable and appropriate, pursuant to the available sanctions set forth in Appendix C. The student may elect to appeal the findings and sanctions subject to the limitations for grounds for appeal set forth herein.

Standard of Proof for Findings

In all cases involving alleged violations of the Standards of Student Conduct, the standard of proof for determining whether a student is Not Responsible or Responsible is the Preponderance of Evidence standard (e.g., more likely than not), as defined in Appendix A herein.

Discipline Sanction Appeal Process

Students have the right to appeal a sanction decision, not the type of findings, for decisions other than a long-term suspension or expulsion, made by the Dean of Student Affairs within five (5) instructional days from the date on the resolution notice. For a long-term suspension or expulsion, students have the right to request a conduct hearing. If they do not choose to appeal within the specified time frame that student will be considered as having waived their right to appeal. A student has the right to appeal the sanction given by the Dean of Student Affairs based on one of the following:

Bad Faith – Any act of the Dean of Student Affairs, which negatively impacts the final sanction(s) rendered. Information provided will be used to determine whether the disciplinary process was conducted fairly in light of the charges and evidence presented or to determine whether the sanction(s) imposed was appropriate for the violation(s).

New Evidence – New evidence, not available at the time of the originally scheduled conduct meeting, which is sufficient enough to alter the decision and subsequent sanction(s), or other relevant facts not brought out in the original conduct meeting, because such evidence and/or facts were not known to the student appealing at the time.

Merely disagreeing with the decision and sanction(s) is not sufficient grounds to submit an appeal. Additionally, deviations from designed procedures or errors within processed discipline documents or correspondence will not be a basis for sustaining an appeal unless they significantly prejudice or effect the impartiality the process or the parties involved; as determined by the Dean of Student Affairs.

If a student would like to appeal a sanction decision, not the type of findings, they may request a Discipline Sanction Appeal form from the Office of Student Affairs. The student has five (5) instructional days from the date on the resolution notice to submit the Discipline Sanction Appeal form, as well as, a written statement outlining one or more reasons for the appeal. In order to process the appeal, it must include both the Discipline Sanction Appeal form and the written statement. Within the written statement, the student must explain why they feel the sanction(s) is unfair and/or provide compelling new evidence to be reviewed.

The Discipline Sanction Appeal form will be submitted to the Office of Student Affairs which will be reviewed by the Superintendent/President of Chaffey College or their designee. Within ten (10) instructional days of receipt of the Disciplinary Sanction Appeal form and the written statement, the Superintendent/President of Chaffey College or their designee, shall review the appeal and render a final sanction(s) decision to accept, modify, or reject the Dean of Student Affairs' sanction(s). The Superintendent/President of Chaffey College or their designee may decide to have the incident brought to a conduct hearing.

The sanction(s) decided upon by the Superintendent/President of Chaffey College or their designee shall be final and are not subject to appeal.

During the discipline sanction appeal process and until a final sanction decision is made the original sanction(s) will remain in effect.

Section V – Student Conduct Hearing Process

Right to a Student Conduct Hearing

In the event the decision is for a long-term suspension or expulsion, the resolution notice will include the right of the student to request a hearing before a long-term suspension or expulsion is imposed, and a copy of the Student Conduct Hearing Process.

No student shall be suspended for more than ten (10) instructional days or expelled without first being afforded the right to request a student conduct hearing. If a student conduct hearing, hereon referred to as a “conduct hearing”, is requested, then the conduct hearing process set forth herein, shall govern:

A. Request a Conduct Hearing

Within five (5) instructional days from the date on the resolution notice, with the decision of suspension or expulsion, the student may notify the Office of Student Affairs that they'd like to request a conduct hearing. The Office of Student Affairs will then send the student the Student Conduct Hearing Request Form by the end of the following instructional day. Within the Student Conduct Hearing Request Form the student shall include a response to the allegations and any supporting documentation or evidence, which will be provided to the Student Conduct Hearing Panel. The following options will need to be included in the request if the student chooses to pursue:

- (1) The conduct hearing shall be conducted privately unless the student requests that it be open to the public. In the event the student requests a public hearing, the conduct hearing will remain closed to the public during any portions that

would lead to the giving out of information involving other students that would be in violation of state or federal law regarding the privacy of those students and/or their student records.

- (2) If the student wishes to be accompanied by an attorney, a request must be made in writing in accordance to Section II: Role of Legal Counsel.
- (3) If the student pursues the option to be accompanied by an attorney, the student may not return to class until the hearing is conducted and the Student Conduct Hearing Panel renders a decision.
- (4) If a student requires special accommodations for their conduct hearing, a request must be made in writing in accordance to Section II: Special Request/Accommodations.
- (5) The student may bring an individual to accompany them to the conduct hearing. However, the individual shall be limited to providing advice or support. In no event shall the accompanying individual address the Student Conduct Hearing Panel.

B. Assembling the Student Conduct Hearing Panel

Within five (5) instructional days after submitting the request for a hearing, the Office of Student Affairs shall assemble an impartial five-member Student Conduct Hearing Panel, hereon referred to as the "Conduct Panel", to conduct the hearing, make findings, and render a decision based on the Standards of Student Conduct. The Dean of Student Affairs shall appoint a Due Process Hearing Facilitator, to assist with all administrative matters related to the hearing and to advise the Hearing Panel on the hearing process. The Due Process Hearing Facilitator is not a voting member of the Conduct Panel.

- (1) The Conduct Panel shall consist of: one (1) administrator, two (2) faculty members, and two (2) student representatives.
 - (a) Any Dean may be selected as the administrator. Faculty Senate and Student Senate shall select their respective representatives.
- (2) Three (3) members shall constitute a quorum by which the Conduct Panel may proceed. The quorum must include at least one (1) administrator, one (1) faculty member, and one (1) student member.
- (3) The Dean of Student Affairs shall appoint the chair of the Conduct Panel.

C. Notice of Conduct Hearing to the Conduct Panel

Once the Conduct Panel has been assembled, written notice of the hearing shall be sent to the Conduct Panel no less than five (5) instructional days prior to the hearing. The notice shall include:

- (1) The date, time, and location of the conduct hearing; and
- (2) Guidelines for the conduct hearing.

D. Notice of Conduct Hearing to Student

Written notice of the conduct hearing shall be emailed, sent by certified mail or personally delivered to the student no less than five (5) instructional days prior to the date of the hearing. The notice shall include:

- (1) The date, time, and location of the conduct hearing;

- (2) Guidelines for the conduct hearing; and
- (3) A short statement of the specific facts and allegations upon which the imposed disciplinary sanction is based.

E. General Conduct Hearing Provisions

- (1) The conduct hearing shall take place within ten (10) instructional days after the Hearing Panel has been assembled.
- (2) The conduct hearing shall be recorded by the District, and that recording shall be the only recording made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made. The recording shall remain in the custody of Chaffey College at all times, unless released to a professional transcribing service. Either party may request a copy of the recording by submitting a written request to the Office of Student Affairs within ten (10) instructional days from the conduct hearing.
- (3) Technical departures from these procedures and errors in their application shall not be grounds to void the District's right to discipline a student unless, in the opinion of the Superintendent/President of Chaffey College or designee, the error or departure prevented a fair determination of the issue.

F. Conducting the Conduct Hearing

- (1) The conduct hearing will begin at the scheduled date, time and location.
 - (a) If the student and/or the Dean of Student Affairs arrive late, do not appear and no satisfactory explanation for the absence is made prior to the start of the conduct hearing, or if the student and/or the Dean of Student Affairs leaves the conduct hearing before its conclusion, the conduct hearing shall proceed without the absent party, and the Conduct Panel shall reach a decision based on the evidence presented.
 - (b) The Conduct Panel may delay the beginning of the conduct hearing by up to a ten (10) minutes at their discretion.
- (2) The conduct hearing will begin with the Due Process Hearing Facilitator notifying all parties present that the conduct hearing will be recorded. Then the Due Process Hearing Facilitator will ask each person present to identify themselves by name.
- (3) All testimony shall be taken under an act of affirmation; the affirmation will be administered by the Due Process Hearing Facilitator prior to testimony being shared with the Conduct Panel.

OPENING STATEMENTS

- (1) The Dean of Student Affairs and student shall each be permitted to make an opening statement. The facts supporting the alleged violation(s) of the Standards of Student Conduct shall be presented by the Dean of Student Affairs.

PRESENTATIONS

- (1) The Dean of Student Affairs shall make the first presentation, followed by the student. Each may present evidence, call witnesses, question and cross-examine witnesses.

- (a) Technical rules of evidence shall not apply, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
 - (b) The Dean of Student Affairs may present rebuttal evidence after the student completes their evidence. The burden shall be on the Dean of Student Affairs to prove by preponderance of evidence that the facts alleged are true.
- (2) The Conduct Panel may ask questions of the Dean of Student Affairs or the student based on any of the information on record given to them prior to and/or during the conduct hearing.

WITNESSES

- (1) Witnesses shall not be present at the conduct hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable. Written statements from individuals not present at the conduct hearing will not be permissible without some authentication of the statement, such as a notary signature and seal.
- (2) The Conduct Panel may ask questions of each witness based on any of the information on record given to them prior to and/or during the conduct hearing.
- (3) Any member of the Conduct Panel may request to dismiss a witness that fails or refuses to comply with the Conduct Panel's instructions.
 - (a) The request will be discussed by the Conduct Panel and a decision will be rendered by Conduct Panel Chair.

CLOSING STATEMENTS

- (1) The Dean of Student Affairs shall make a closing statement and then the student shall be permitted to make their closing statement.

F. Conduct Panel's Decision

- (1) Within five (5) instructional days after the conduct hearing, the Conduct Panel shall submit in writing, their decision to the Office of Student Affairs.
- (2) The Conduct Panel's decision shall be based only on the record of the conduct hearing, and not on matters outside of the record. The record consists of the original Student Incident Report, along with all supporting documentation and evidence, the student's written response (if any), and the evidence and testimony produced at the conduct hearing.
- (3) The Conduct Panel shall deliberate alone and develop a written decision that shall include specific factual findings regarding the record and the conduct hearing. The Conduct Panel's decision shall accept, modify, or reject the sanction requested by the Dean of Student Affairs.
 - (a) If a long-term suspension or lesser sanction is imposed, the Office of Student Affairs shall notify the student of the Conduct Panel's decision in writing, by email and certified mail or personally delivered to the student within ten (10) instructional days after the conduct hearing.
 - (b) If expulsion is recommended:

- (1) The Office of Student Affairs shall notify the Superintendent/President of Chaffey College or their designee of the Conduct Panel's decision in writing, to submit to the Governing Board for action at its next regular meeting.
- (2) The Office of Student Affairs shall notify the student of the Conduct Panel's decision in writing, by certified mail or by personal service, at least five (5) instructional days prior to the Governing Board meeting and include the meeting's date, time, and location.
 - (a) The student may, within two (2) instructional days of the date on the notice, request in writing, that the Governing Board hearing be held as a public meeting.
- (3) Any recommendation by the Conduct Panel to expel shall be based upon the preponderance of evidence relevant to the allegations on record.
- (4) Once expulsion has been recommended, the student may not return to any classes until the Governing Board renders a final decision.

G. Right to Appeal

- (1) If the student is not satisfied with the decision of the Conduct Panel, the student may submit a written appeal within five (5) instructional days of the Conduct Panel decision notice to Superintendent/President of Chaffey College or their designee by submitting a written request to the Office of Student Affairs. Appeals must cite one or more specific flaws on which the student seeks reconsideration of the decision.
 - (a) Merely disagreeing with the outcome is not sufficient grounds to submit an appeal.
- (2) Within ten (10) instructional days after receiving the appeal, the Superintendent/President of Chaffey College or their designee shall review the appeal request, all documentation of the conduct hearing and render a decision to accept, modify, or reject the original sanction brought forth by the Conduct Panel.
 - (a) Any determination by the Superintendent/President of Chaffey College or their designee as to a suspension or lesser sanction shall be final.
 - (b) Any determination by the Superintendent/President of Chaffey College or their designee to recommend expulsion shall go before the Governing Board.
- (3) Failure to appeal any determination within the specified time frame shall constitute the student as having waived their right to appeal and shall be deemed acceptance of the last determination and sanction(s) rendered.

H. Governing Board Decision

- (1) The Governing Board is authorized to expel a student for good cause when other means of correction fail 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. Expulsion is defined as a permanent separation of the student from the District. If the Governing Board upholds the determination of expulsion, its decision shall be based solely upon a review of the record, including the findings of facts submitted by the Conduct Panel.

- (2) The Governing Board may accept, reject, or modify the findings, decisions, and recommendations of the Superintendent/President of Chaffey College or their designee and/or the Conduct Panel. If the Governing Board modifies or rejects the decision, the Governing Board shall review the record of the conduct hearing, and shall prepare a new written decision that contains specific factual findings and conclusions.
- (3) The Governing Board shall consider an expulsion recommendation in closed session unless the student has requested in writing to the Office of the Superintendent/President that the matter be considered in a public meeting pursuant to Education Code section 72122.
- (4) Even if a student has requested that the Governing Board consider an expulsion recommendation in a public meeting, the Governing Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session. The student requesting the public meeting shall have an opportunity to address the Governing Board in open session for briefly commenting on, or responding to, the Conduct Panel's decision.
- (5) In addition, final action of the Governing Board to expel shall be taken at a public meeting with the result of the action to expel made a public record of Chaffey College. The Governing Board's decision shall be final, and the Superintendent/President or their designee shall send written notice thereof to the student.
- (6) Following a Governing Board approved expulsion, the Dean of Student Affairs shall notify in writing Campus Police, and any other college personnel directly affected by the incident as necessary. The Office of Student Affairs will upload a copy of the Governing Board's decision notice into the District-wide tracking system, add any notes, and then close the student's case. Record of the expulsion shall become part of both the student discipline record and the student's permanent record at the college. Reconsideration after an expulsion requires Governing Board action.

I. Reconsideration of Expulsion

- (1) Any request for reconsideration of an expulsion shall be made in writing to the Governing Board and delivered to the Office of Student Affairs. The request for reconsideration shall be labeled as such, and must state the grounds on which the student seeks reconsideration of the Board's expulsion decision. The Dean of Student Affairs shall review the request for reconsideration together with the record of the conduct hearing and the documents relating to the expulsion to assure that the request satisfied all requirements and that all pertinent information is available for the Governing Board.
- (2) Upon receipt of the request for reconsideration, the Dean of Student Affairs shall respond to the request within ten (10) instructional days of receipt of the request. The Governing Board should consider any request for reconsideration of any expulsion at the next regularly scheduled public meeting based upon the date of the receipt of the request by the Governing Board. If the request is submitted after the due date for agenda items, the request will be considered at the following regularly scheduled public meeting.

- (3)** The Governing Board shall, unless otherwise requested by the former student, consider any request for reconsideration of expulsion in closed session. The Governing Board shall consider only the request for reconsideration, any responses by the Dean of Student Affairs, and the record of expulsion.
- (4)** The Governing Board may, at its discretion, agree to permit the former student to present the request for reconsideration personally. If the Governing Board agrees to such a presentation, the Dean of Student Affairs must be afforded an opportunity to be present and to respond.
- (5)** The final action of the Governing Board on a request for reconsideration shall be taken at a public meeting, and the result of such action shall be public record of the District.
- (6)** The Governing Board's decision for reconsideration shall be final, and the Superintendent/President or their designee shall send written notice thereof to the student. The Office of Student Affairs will upload a copy of the Governing Board's decision notice into the District-wide tracking system, add any notes, and then close the student's case.
- (7)** A student may request only one (1) reconsideration of the expulsion.

Appendix A – Standards of Student Conduct Definitions

In addition to and in some cases as a supplement to the terms defined elsewhere in this policy, the following definitions shall have the meanings set forth in this section for purposes of this policy.

- A.** "Act of Affirmation" means a solemn and formation declaration that an affidavit is true, that the witness will tell the truth.
- B.** "Advisor" means a person, not serving as legal counsel, who at the Student's request, accompanies the Student and provides him or her with emotional or other support at a hearing. The advisor will be expected to maintain confidentiality.
- C.** "Attorney" means any person who is admitted to practice law in the State of California.
- D.** "Board" means the Governing Board of the Chaffey Community College District.
- E.** "College Activity" means any activity sponsored by the District including, but not limited to, courses, class, lectures, labs, field trips, conferences, club activities, Student Government activities, community education or similar activities, or any other Student sponsored activity.
- F.** "Community" means Chaffey Community College District Students, trustees, employees, agents, instructional associate, visitors, representatives, guests of the District and their families, and any persons conducting business with the District.
- G.** "Conduct Panel" means a panel formed by the Office of Student Affairs to make a determination and findings of whether a Student is Responsible or not for alleged violations of the Standards of Student Conduct.
- H.** "Designee" means a District Official appointed to fulfill responsibilities relating to this procedure.
- I.** "District" means the Chaffey Community College District.
- J.** "District Property" means all real, personal and intellectual property owned, controlled, used, or occupied by the District, including property physically removed from any college, the District office, or any place that is the site of a District-approved function.
- K.** "Finding" means an outcome determined after completion of an investigation and a review of the facts collected during the investigation. Findings include "Responsible" or "not Responsible".
- L.** "Good Standing" means a student is presumed to be in good standing with of Office of Student Affairs unless the student forfeits that status by being found responsible for a violation(s) of the Standards of Student Conduct and is placed on disciplinary probation.
- M.** "Grievance Panel" means a panel formed by the Office of Student Affairs to make a determination and findings of whether a valid Student Grade Grievance exists and should go to a Grade Grievance Hearing and to make a determination and findings of the Grade Grievance Hearing.
- N.** "Instructional Day" means Monday through Friday and does not include weekends, campus closures or observed holidays by the District.
- O.** "Interpreter" means a sign language interpreter or translator present to assist the Student in understanding and communicating information at any hearing.

- P.** "Investigation" means the process following a report of a violation of the Standards of Student Conduct. The investigation includes a review of facts presented by the person reporting the violation, the Student accused of the violation, and any other applicable evidence presented to help make a determination of "Responsible" or "Not Responsible".
- Q.** "Mental Health Professional" means a California licensed clinical psychologist or California board-certified psychiatrist.
- R.** "Not Responsible" means, based on the applicable evidence collected during the investigation, it is more likely than not that the Student did not commit a violation of the Standards of Student Conduct.
- S.** "Parties" means both the student, faculty, staff, and administrators involved in the alleged violation of this Standards of Student Conduct.
- T.** "Party" means an individual, either the student, faculty, staff, or administrator, involved in the alleged violation of this Student Code of Conduct.
- U.** "Preponderance of the Evidence" for purposes of the Standards of Student Conduct, means the weight of the evidence presented has established that it is more likely than not that the Student is Responsible for the alleged violation of a provision within the District's Standards of Student Conduct. This weight of evidence standard applies to any Standards of Student Conduct proceedings, other than for appeals.
- V.** "Request to Stay" means a request, in writing, from a Student, seeking to have any interim action reconsidered or amended by the Superintendent/President of Chaffey College or their designee.
- W.** "Responsible" means, based on the applicable evidence collected during the investigation, it is more likely than not that the Student committed one or more violation(s) of the Standards of Student Conduct.
- X.** "Retention Letter" means a letter from an attorney stating he/she has been retained by a Student facing disciplinary proceedings pursuant to the Standards of Student Conduct.
- Y.** "Student" means any person who is enrolled for any college program within the District regardless of where courses are taught (including hybrid or online courses), whether they are enrolled full-time or part-time, for credit or not-for-credit and whether or not they are planning to earn a degree or a certificate. *Persons who are not officially enrolled for a particular semester or session, but who have ever been admitted to the college and have enrolled in courses periodically, and have a continuing relationship with the District, are also considered "students."*
- Z.** "Standards of Student Conduct" means the Chaffey Community College District Board Policies and Administrative Procedure (BP 5500, AP 5500 and AP 5520 respectively).
- AA.** "Superintendent/President" means the Superintendent/President of the Chaffey Community College District, or their designee.

Appendix B – Student Behavior Code Violations

The following violations to the Student Behavior Code or for any violation of state or Federal law shall constitute good cause for discipline:

- A.** Obstruction or disruption of the college's educational process, administrative process, or other college function; disruptive behavior or willful disobedience; open defiance of authority or abuse of Chaffey College personnel
- B.** Dishonesty; forgery, alterations, misuse or unauthorized use of any Chaffey College documents or records, or of any instrument or form of identification; or knowingly furnishing false information to Chaffey College
- C.** Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity; the open and persistent defiance of authority or persistent abuse of Chaffey College personnel, and/or persistent, serious misconduct where other means of correction have failed to bring about proper conduct
- D.** Causing, attempting to cause, or threatening to cause physical injury to another person, including but not limited to, assault, battery, or any threat of force or violence upon a student, Chaffey College personnel, or any other person
- E.** Willful misconduct that results in injury or death to a student, Chaffey College personnel, or any other person, or which results in damaging, defacing, or other injury to any real or personal property owned by the District
- F.** The unlawful use, sale, possession, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., any alcoholic beverage, or any intoxicant of any kind; or the unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia as defined in California Health and Safety Code Section 11014.5, or any poison classified by the Business and Professions Code; regardless of whether a student possesses a lawfully issued medical marijuana card, federal law prohibits marijuana use, possession, and/or cultivation at educational institutions and is therefore prohibited from any Chaffey College campus property or function
- G.** Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board
- H.** Theft of or attempted theft of, or damage to, and/or failure to return property of Chaffey College or any other person, or knowingly receiving stolen property on campus
- I.** Committing or attempting to commit robbery or extortion
- J.** Failure to make good on returned checks or pay debts, such as fines or loans due to the college
- K.** Unauthorized entry into college facilities, or unauthorized use of college facilities, supplies or equipment, including unauthorized possession or duplication of keys to any college premises
- L.** Obstruction of the free flow of pedestrian or vehicular traffic on Chaffey College premises or adjacent to Chaffey College premises, or at Chaffey College sponsored activities, and reckless driving on college property
- M.** Gambling or other unauthorized gaming activity

- N.** Possession, use, sale, storage, or otherwise furnishing any weapon, firearm, knife, dangerous chemical, fireworks, explosive, or other dangerous object, including but not limited to any facsimile weapon, firearm, knife, dangerous chemical, fireworks or explosive, regardless of a federal or state license to possess the same issued to the possessor, unless, in the case of any object of this type, the student has obtained the written permission to possess the item from a Chaffey College employee, which is concurred in, in writing and in advance of bringing the item to school, by the Dean of Student Affairs.
- O.** Making intentionally false statements against any other student, college personnel, or Governing Board member of the college, for the purpose of causing harm to that individual
- P.** Hazing or any act that injures, degrades, or disgraces an individual
- Q.** Soliciting or assisting another to do any act that would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy
- R.** Unauthorized use of any communicative device including but not limited to: cell phones, pagers, or PDA's to access or share information during class, testing, instructional activity or meeting with college personnel or unauthorized recordings of college personnel or students
- S.** Theft or other abuse of college facilities and/or computing equipment, including, but not limited to, the following:
 - (1)** unauthorized transfer and/or entry into a file to use, read or change contents, or for any other purpose
 - (2)** unauthorized use of phone or electronic devices such as fax, modem, etc.
 - (3)** unauthorized use of another individual's identification or password
 - (4)** use of computing facilities to interfere with normal operations of the college computing system or work of another student or college personnel
 - (5)** use of computing facilities to send or receive obscene, abusive, or threatening messages
 - (6)** any other act in violation of Chaffey College's Computer Use Policy:
<http://is.chaffey.edu/districtnetcomputeruse.html>
- T.** Violation of other state, federal, or local statutes, or college policies, rules, or regulations while on college property, including violation of college policies or of campus regulations concerning student organization, traffic, or the use of college facilities
- U.** Violations of other published Chaffey College regulations or policies. These policies may include regulations governing the use of computers and networks, parking rules, and regulations governing student organizations
- V.** Any form of sexual assault or sexual battery, whether consensual or nonconsensual
- W.** Committing sexual harassment as defined by law or by Chaffey College policies and procedures
- X.** Engaging in harassment, harassing or discriminatory behavior based on but not limited to: ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability or any other category protected by law, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics

- Y.** Lewd, indecent, or obscene conduct or expression, or repeatedly committing unwelcome advances
- Z.** Engaging in expression which is obscene, abusive, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on Chaffey College premises, or the violation of lawful Chaffey College regulations, or the substantial disruption of the orderly operation of Chaffey College. An expression is deemed obscene only if all of the following criteria are met (Miller v. California. 412. U.S. 15. Supreme Court of the United States, 1973):
 - (1)** The average person, applying local community standards, looking at the work in its entirety, appeals to the prurient interest
 - (2)** The work must describe or depict, in an obviously offensive way, sexual conduct, or excretory functions
 - (3)** The work as a whole must lack "serious literary, artistic, political, or scientific values"
- AA.** Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to, handwritten or typewritten class notes, except as permitted by any Chaffey College policy or administrative procedure
- BB.** Engaging in an act of bullying or retaliation against anyone, including but not limited to, through means of an electronic act through use of Chaffey College facilities, Chaffey College electronic communication equipment, or Chaffey College e-mail/Websites/portals/forums
- CC.** Engaging in any act of bullying by means of any electronic act, whether off or on campus and whether or not through use of the user's personal electronic equipment/device(s) or non-Chaffey College e-mail / websites / communications / forums, when directed toward a student, college personnel, or Governing Board member of Chaffey College, or when directed against any individual if the act has a nexus to school attendance/activities by posing a threat or danger to the safety of students, college personnel, or property of Chaffey College, or if it materially and substantially disrupts the school environment.
- DD.** Engaging in academic dishonesty as defined by Chaffey College's Student Academic Integrity Code.
- EE.** Violation of any applicable federal, state, or local health orders or directives, or any District requirements in place to help reduce the risk of contracting or spreading infectious diseases is impermissible. This specifically includes any vaccination, face covering, physical distancing, or similar requirements that may be adopted or amended from time to time and posted or published in a manner reasonably developed to inform students of its provisions.

Appendix C – Standards of Student Conduct Sanctions

General Sanction Provisions

The Dean of Student Affairs will consider the Student Incident Report and all accompanying documentation and evidence, along with the information gathered during the meeting with the student or student's written statement, as well as the student's conduct history in determining what sanction if any, is appropriate.

Repeated convictions for violations of the Standards of Student Conduct, regardless of the seriousness of the individual offense involved, or any aggravated violation, may result in either suspension or expulsion from Chaffey College.

Nothing in this section shall be construed to prohibit the Dean of Student Affairs from imposing a lesser disciplinary sanction than suspension or expulsion when suspension or expulsion is permitted. A lesser sanction may include, but need not be limited to, a written reprimand, probation, or ineligibility to participate in extracurricular activities.

All sanctions become part of the student's permanent discipline record at the college.

If a student is suspended, expelled, or denied admission or readmission they shall not participate in any College activity and may not enter onto any District property without prior written permission from the Dean of Student Affairs or their designee.

Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment, does not excuse a violation of the Student Behavior Code.

Sanctions

Students found responsible for violating any of the Standards of Student Conduct are subject to sanctions defined as follows:

- A. Administrative Hold:** Consists of the withholding of transcripts and/or other student records and/or services. An administrative hold may be imposed if a student does not comply to sanctions, or requests such as, but not limited to, missing a required meeting or appointments.
- B. Disciplinary Probation (not in good standing):** Consists of written notice to the student that he/she has violated this Standards of Student Conduct and that for a specified period of time (up to two (2) years), the student must meet certain conditions as imposed by the Dean of Student Affairs. Any subsequent violations by the student during the term of the probation or the student's failure to comply with any condition of the probation imposed will result in additional sanctions.

After the specified duration of probation is complete, a student will revert to the status of good standing with Chaffey College, unless a reoccurrence of a violation of the Standards of Student Conduct occurs.

- C. Expulsion:** Expulsion is defined as a permanent separation of the student from the District and renders the student ineligible for readmission at any time in the future. Additionally, the student shall not participate in any College activity and may not enter onto any District property without prior written permission from the Dean of Student Affairs or their designee.

- (1) The Governing Board is authorized to expel a student for good cause when other means of correction fail 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.
- (2) No student shall be suspended for more than ten (10) instructional days or expelled without first being afforded the right to request a hearing.

D. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to come onto District Property. The Dean of Student Affairs must receive a letter from a licensed mental health professional stating that in their professional judgment the student will no longer continue the behavior which gave rise to the disciplinary action against them or that the student's continued presence on campus is not a threat to themselves or others. The mental health professional must be licensed by the State of California and the Dean of Student Affairs or their designee must verify that the mental health professional is credentialed to render a professional opinion. The student shall bear the cost and expense of obtaining mental health clearance.

E. Non-Student: Admission or readmission may be denied to any person who, while not enrolled as a student, commits acts which would, were they enrolled as a student, be the basis for student discipline. Before the offending individual is denied admission or readmission, they may request a conduct meeting with the Dean of Student Affairs within five (5) instructional days from the date on the resolution notice. During the conduct meeting they will be afforded the opportunity to demonstrate why they should be admitted or readmitted. The conduct meeting and subsequent sanction(s) shall be conducted in accordance with the Student Discipline process stated in Section IV of this policy.

If the non-student violation(s) does not warrant a denial of admission or readmission, the Dean of Student Affairs will place an Administrative Hold on their student account, if one exists. Non-student violation(s) may also be dealt with as a police matter.

F. Other Sanction: Other sanctions may include, but are not limited to:

- (1) Removal from any or all College organization or offices.
- (2) Denial of privileges or participation in any or all College or student-sponsored activities or services.
- (3) Referral to any College or Community resource deemed necessary for the assistance of the student.
- (4) Requirement to complete one or more counseling or behavioral modification programs or classes including but not limited to drug/alcohol diversion program, anger management workshop, interpersonal communication workshop, life-skills class, and academic or psychological counseling appointments.
- (5) Work assignments, service to the college or community.
- (6) Restricted access, for a specified period of time, areas and/or facilities of the District and/or District Property.
- (7) No-contact orders, for a specified period of time, with specific individuals within the District community.

(8) Writing an educational essay or letter of explanation. The Dean of Student Affairs determines the specific topic and format of the paper.

(9) Any other related discretionary assignments.

G. Restitution: A student may be required to repay the District or any person for the cost of replacing or repairing any property taken, destroyed or damaged by the student. Arrangements for payment or replacement of damaged or stolen property will be established through the Office of Student Affairs.

H. Short-Term Removal from Class by Faculty (Education Code 76032): A short-term removal from class for a period not to exceed two class meetings, may be imposed by any faculty on a student who is disrupting the class or otherwise interfering with the other students' educational process. Before removing a student from class, a faculty shall first give or make reasonable efforts to give the student notice of their intent to remove the student and a reasonable opportunity for the student to modify their behavior.

The faculty member shall submit complete the online Student Incident Report form (https://chaffey-advocate.symlicity.com/public_report/) immediately following the removal. In the report, the faculty will provide detailed information about the alleged violation(s) and will upload any documents or correspondence that support the Student Incident Report.

The student may not return to the class until they have met with the Dean of Student Affairs, who will contact the student to arrange such a meeting. During the period of removal, a student shall not be return to the class from which they were removed without the concurrence of the Dean of Student Affairs and the faculty member. The student should however continue to go to their other scheduled classes.

Faculty are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the two (2) class periods of removal.

I. Suspensions: Suspensions prohibit a student from participating in any College activity or entering onto any District property for a specified period of time, imposed by the Dean of Student Affairs. A suspension of a student may be imposed when deemed necessary to protect lives or property and to ensure the maintenance of order with the District community.

Faculty are not obliged to provide makeup opportunities for class work, including quizzes, tests or examinations, missed during the period of a suspension.

Suspensions and Termination of Financial Aid: In the event a student is suspended for willfully and knowingly disrupting the orderly operation of the campus, this action will result in ineligibility for State Financial Aid, as defined in Education Code Sections 69810 and 69813, for the period of suspension.

There are three (3) types of suspensions: immediate interim suspension, short-term suspension, and long-term suspension.

(1) Immediate Interim Suspension: A period of one (1) to ten (10) instructional days.

- (a) Immediate interim suspensions shall take effect immediately and a student who is suspended on an interim basis is subject to all of the same restrictions as if they have been suspended as a final sanction.
- (b) The Dean of Student Affairs shall notify the student involved of the immediate interim suspension imposed upon them pending investigation into the alleged violation(s) of the Standards of Student Conduct.
- (c) If the investigation into the alleged violation(s) of the Standards of Student Conduct during an immediate interim suspension result in a long-term suspension or expulsion sanction, the student shall be afforded the right to a hearing within ten (10) instructional days of notice of the sanction.

(2) **Short-Term Suspension**: A period of one (1) to ten (10) instructional days.

(3) **Long-Term Suspension**: A period of eleven (11) instructional days to two (2) years.

- (a) No student shall be suspended for more than ten (10) instructional days or expelled without first being afforded the right to request a hearing.

J. **Withdrawal of Consent to Remain on Campus**: Withdrawal of consent by the Campus Police for any person to remain on campus in accordance with California Penal Code Section 626.4, where the Campus Police have reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus. If the person is on campus at that time, the person must promptly leave or be escorted off campus. If the person is a student, Campus Police shall notify the Dean of Student Affairs that a student has been issued a withdrawal of consent to remain on campus.

(1) Upon reviewing the report, if the Superintendent/President or their designee finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he or she may enter written confirmation upon the report of the action taken by the officer or employee.

- (a) If the Superintendent/ President or their designee does not confirm the action of the officer or employee within 24-hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.

(2) Any student for whom consent has been withdrawn, a meeting will be scheduled to meet with the Dean of Student Affairs within the period of the withdrawal. The meeting shall be scheduled no later than seven (7) days from the date of the withdrawal.

- (a) Failure to appear for the scheduled meeting may result in further disciplinary action.

(3) In no case shall consent be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn.

(4) Any person to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been

withdrawn, without written consent from the Office of Student Affairs for a meeting or hearing, is subject to arrest under Penal Code Section 626.4.

(5) Request for Hearing for a 626 – You may submit a written request for a hearing about the withdrawal to remain on campus. Please submit your request for a hearing via email to student.discipline@chaffey.edu. You must submit the request prior to the expiration of the 7 or 14-day withdrawal period. If you request a hearing, the District will contact you with information about the hearing (time, location, etc.).

K. Written Reprimand: An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct.

TITLE IX POLICY

The Chaffey Community College district is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex or gender.

In particular, Title IX of the Educational Amendments of 1972 prohibits Chaffey College from discriminating on the basis of sex and gender in educational programs and activities, including employment and admissions. Specifically, Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Concerns related to discrimination or harassment based on sex, gender identity, sexual orientation, pregnancy or parental status fall under the purview of requirements included in Title IX of the Educational Amendments of 1972 as well as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ('Clery Act') and the Violence Against Women Act ('VAWA') amendments to the Clery Act and are therefore subject to the procedures outlined in the Student Code of Conduct.

Sexual Discrimination means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq., and/or California Government Code §11135.

Sexual Harassment is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the college. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Please see further information in Chaffey College's Sexual Violence Prevention and

Education Statement & Common “Myths and Facts” about the Causes of Sexual Violence.

Sexual Violence means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability. Please see further information in Chaffey College’s Sexual Violence Prevention and Education Statement & Common “Myths and Facts” about the Causes of Sexual Violence.

Chaffey College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed.

For detailed information regarding Title IX, the type of behavior covered and Chaffey College’s procedures for addressing discrimination or harassment, please see the College’s Board policies and administrative procedures for Nondiscrimination (BP/AP 3410), Prohibition of Harassment (BP/AP 3430), and Sexual and Other Assaults on Campus (BP/AP 3540).

In accordance with Title IX regulations, concerns and complaints should be filed with the District’s Title IX Compliance Officer: Tomeika Carter, Interim Director of Human Resources and Diversity, Equity, and Inclusion

Location: Student Services and Administration (SSA) Building, room 202

Phone: (909) 652-6536

Email: Tomeika.Carter@chaffey.edu

If you have a complaint against a Chaffey College faculty or staff member for sexual harassment, sex discrimination, or sexual assault, you should contact the Interim Director of Human Resources and Diversity, Equity, and Inclusion.

Tomeika Carter, Interim Director of Human Resources and Diversity, Equity, and Inclusion

Location: Student Services and Administration (SSA) Building, room 202

Phone: (909) 652-6536

Email: susan.hardie@chaffey.edu

If you wish to file a complaint about the handling of a sexual harassment or misconduct complaint, you may contact the following:

U.S. Department of Education, Office of Civil Rights (OCR):

Phone: (800) 421-3481

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

If you wish to fill out a complaint form online with the OCR, you may do so at:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

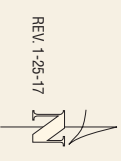
This link will take you to a webpage that provides detailed information on filing a complaint with OCR

Chino Campus

Ruben S. Ayala Park



- Main Instructional Building (CHMB)**
 - Admissions and Records
 - Administration
 - Bookstore
 - Campus Dean
 - Counseling
 - EOPS
 - Financial Aid
 - Library
 - Classrooms
 - Success Center
- Health Science Center (CHHC)**
 - Vocational Nursing Labs
 - Science Labs
- Community Center (CHCM)**
 - Banquet Facility (joint use with City of Chino)
 - Culinary Arts
 - Fashion Design and Merchandising
 - Hospitality Management
 - Interior Design
- Blue Phones**



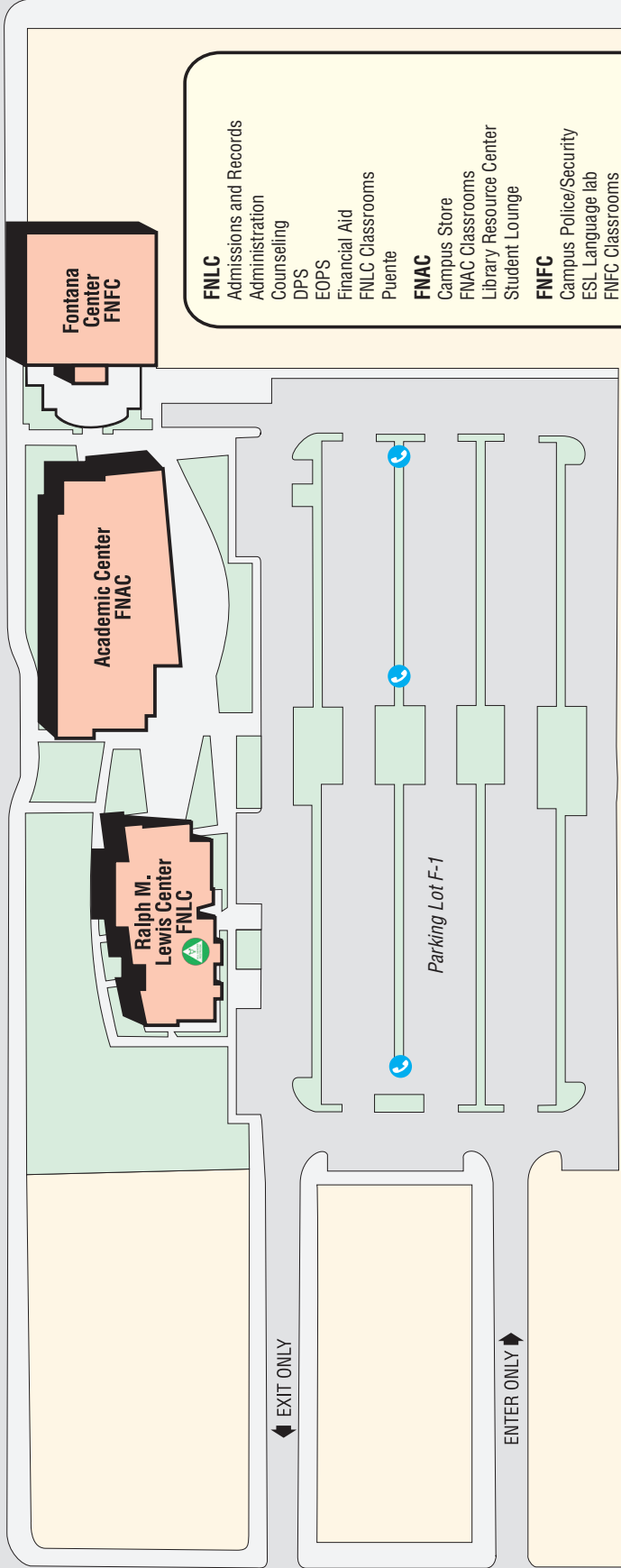
Chaffey College

5897 College Park Avenue, Chino, CA 91710
 909/652-8000
www.chaffey.edu/chino

Fontana Campus

MERRILL AVE

SIERRA AVE



- FNLC**
 - Admissions and Records
 - Administration
 - Counseling
 - DPS
 - EOPS
 - Financial Aid
 - FNLC Classrooms
 - Puente
- FNAC**
 - Campus Store
 - FNAC Classrooms
 - Library Resource Center
 - Student Lounge
- FNFC**
 - Campus Police/Security
 - ESL Language Lab
 - FNFC Classrooms
 - GPS Center
 - Success Center
 - Upward Bound

- Blue Phones
- All Gender Restroom



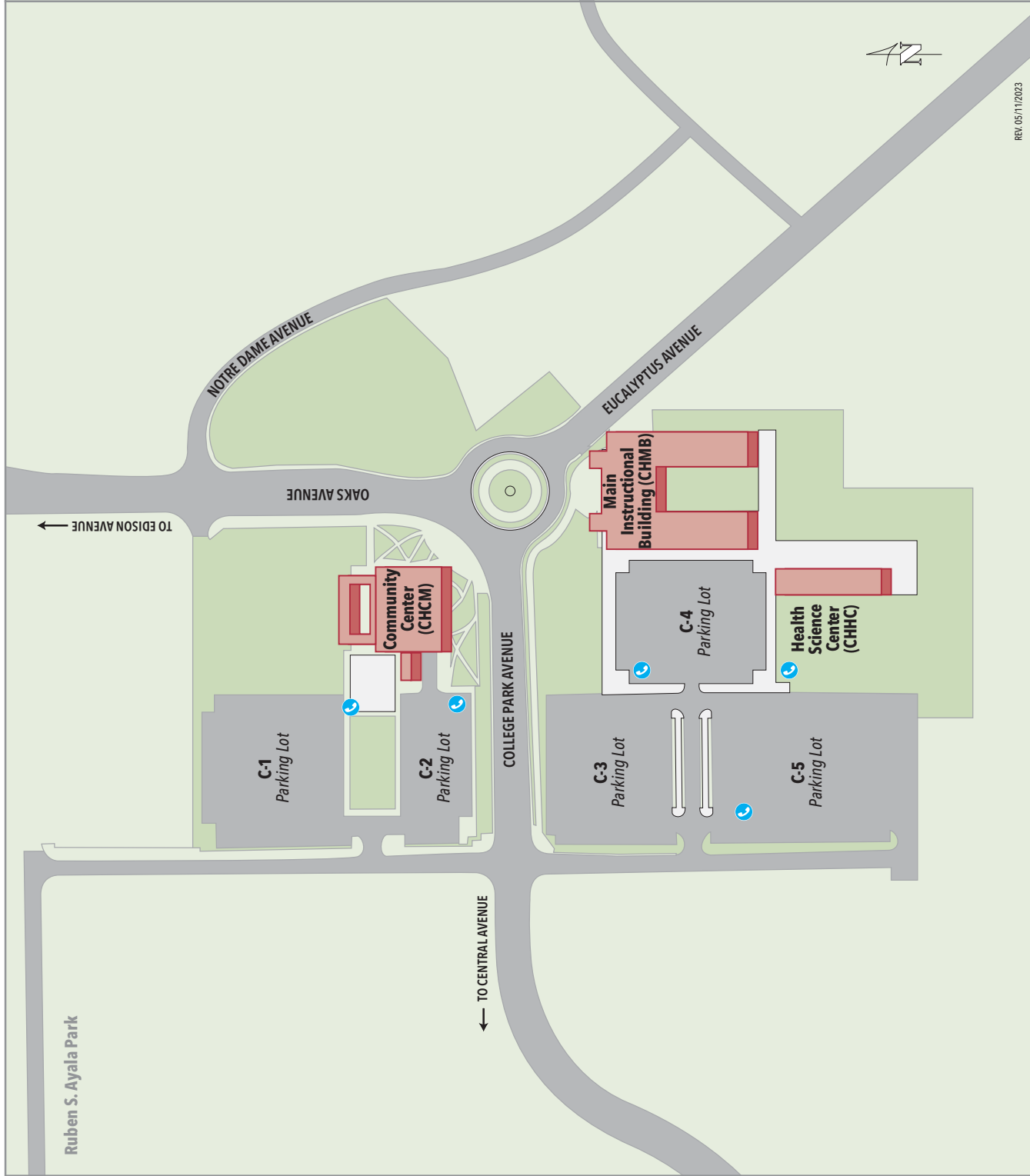
Chaffey College
 FONTANA CAMPUS
 16855 Merrill Avenue, Fontana, CA 92335 · 909/652-7400
www.chaffey.edu/fontana
 Se habla español.



EXIT ONLY

ENTER ONLY

Parking Lot F-1



CAMPUS DIRECTORY

CHMB Main Instructional Building

- Admissions and Records
- Administration
- Bookstore
- Campus Dean
- Counseling
- EOPS
- Financial Aid
- Library
- Classrooms
- Success Center

CHHC Health Science Center

- Vocational Nursing Labs
- Science Labs

CHCM Community Center

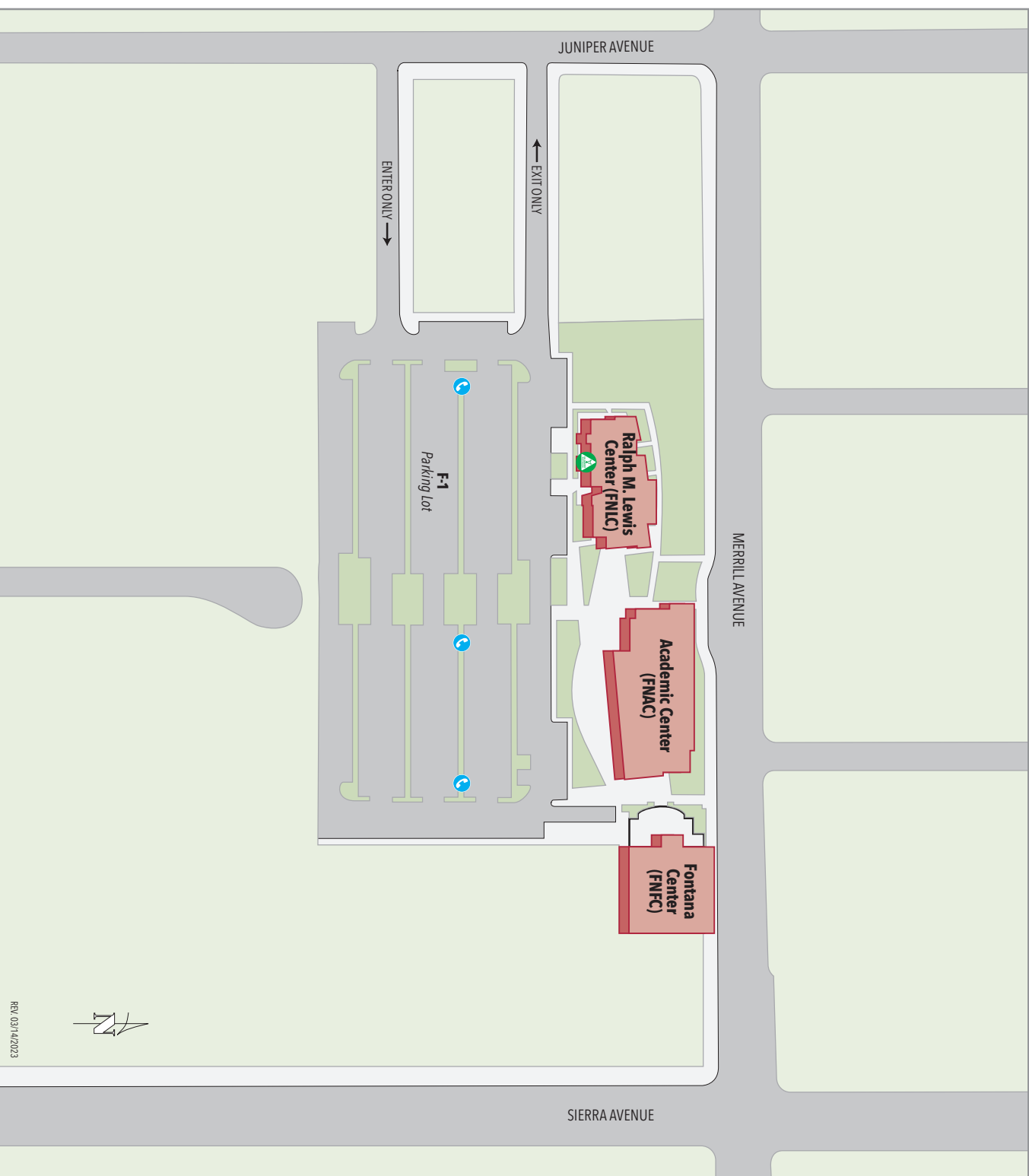
- Banquet Facility (joint use with City of Chino)
- Culinary Arts
- Fashion Design and Merchandising
- Hospitality Management
- Interior Design



Blue Phones



Scan to view a digital campus map.



CAMPUS DIRECTORY

FNLC Ralph M. Lewis Center

- Admissions and Records
- Administration
- Counseling
- EOPS
- Financial Aid
- FNLC Classrooms
- Puente

FNAC Academic Center

- Bookstore
- FNAC Classrooms
- Library Resource Center
- Student Lounge

FNFC Fontana Center

- Campus Police/Security
- ESL Language Lab
- FNFC Classrooms
- GPS Center
- Success Center
- Upward Bound



All Gender Restroom



Blue Phones



Scan to view a digital campus map.

REV. 03/14/2023

