

# POLICIES AND REGULATIONS

## ACADEMIC INTEGRITY (CHEATING)

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 the college will be a model for the professional integrity they practice when they complete the college work. Accordingly, Chaffey College has classified academic dishonesty into the following categories:

- Cheating
- Plagiarism
- Unauthorized Collaboration
- Facilitating Academic Dishonesty
- Interference or Sabotage
- Fabrication
- Retaliation

The entire policy is available in the Student Handbook and can be obtained in the Office of the Vice President of Instruction and Student Services (909) 652-6500 or can be accessed online at [www.chaffey.edu/stuactiv/student\\_handbook.pdf](http://www.chaffey.edu/stuactiv/student_handbook.pdf).

## BEHAVIOR CODE

All members of the Chaffey College community are expected to behave in an ethical and moral fashion, respecting the human dignity of all members of our community and resisting behavior that may cause danger or harm to others which shall include, but not limited to, violence, theft, or bigotry. All members of the Chaffey College community are expected to observe established standards of scholarship and academic freedom by respecting the intellectual property of others and by honoring the right of all students to pursue their education in an environment free from harassment and intimidation. The entire policy is printed in the Student Handbook and can be obtained in the Office of the Vice President of Student Services (909) 652-6500, or by visiting our website at [www.chaffey.edu/stuactiv/student\\_handbook.pdf](http://www.chaffey.edu/stuactiv/student_handbook.pdf).

## COMPUTER USE

Chaffey College owns and operates a network and a variety of computer systems for use by its faculty, students, and staff. Chaffey College encourages the use of its network and computer systems for education, academic development, and other approved purposes. When using Chaffey College network and computer systems, all users are required to abide by the policy established by the Governing Board and the associate procedures and to use the system in an ethical and lawful manner.

Chaffey College does not currently block access to the Internet to students without a student ID card. Chaffey College reserves the right to employ filters and/or software to limit access to undesirable sites and/or unsolicited materials.

## DECLARACIÓN DE OPORTUNIDAD EQUITATIVA

Política de Hostigamiento y de Indiscriminación  
El distrito del Colegio Comunitario Chaffey se compromete en proporcionar oportunidades equitativas de educación y empleo. El distrito afirma su compromiso con políticas que incluyen un justo y igual trato para estudiantes y empleados prohibiendo la discriminación en su admisión, acceso y trato en los programas y actividades del colegio basada en la raza, el color, el grupo étnico, el origen nacional, la ascendencia, la religión, el credo religioso, el género sexual, la inhabilitación física o mental, la condición médica (incluyendo el cáncer), la edad, el estado civil, la orientación sexual, o el estado como veterano de la guerra de Vietnam.

Basado en las regulaciones del título IX, el distrito ofrece oportunidades académicas, laborales y extracurriculares equitativas sin importar en género del individuo. El distrito, autorizado bajo las leyes federales para matricular a estudiantes extranjeros, y en concordancia con las regulaciones del título V, afirma que la falta de dominio de la lengua inglesa no será una barrera para la admisión y la participación en los programas del distrito.

Aquellas personas que necesiten información o quieran encontrar una solución a actos o hechos de discriminación, diríjase a Lisa Bailey, oficial encargada del distrito y directora de las oficinas de Recursos Humanos en Chaffey College, 5885 Haven Av., Rancho Cucamonga, CA 91737-3002; teléfono (909) 652-6532.

## Política de Hostigamiento Sexual

La política del distrito del Colegio Comunitario Chaffey es proveer a todos sus estudiantes y empleados de un ambiente laboral y educacional libre de todas las formas de acoso, explotación, intimidación o insinuaciones sexuales, requerimientos de favores sexuales o todo tipo de conducta verbal, visual o física como se define y prohíbe por el Acta de Empleo Justo de California, el Código Educacional de California, las regulaciones estatales o federales y las leyes específicas que prohíben el acoso sexual.

El distrito se opone rotundamente al acoso sexual y prohíbe que sus estudiantes y empleados sean hostigados por el profesorado, gerentes, supervisores, empleados, otros estudiantes o miembros del público en general. El colegio tomará cualquier acción para prevenir, corregir – y si es necesario – disciplinar la conducta inapropiada. Si se consigue evidencia del acoso sexual, al personal apropiado (profesorado, empleados o estudiantes) se le aplicará el rigor de la ley en acuerdo con el código educacional de California.

El acoso sexual debe ser denunciado inmediatamente al oficial designado por el distrito, Lisa Bailey, directora de la oficina de Recursos Humanos en Chaffey College, 5885 Haven Av., Rancho Cucamonga, CA 91737-3002; teléfono (909) 652-6532. También puede contactar a cualquier decano, director o gerente para ser reportado en seguida al oficial designado por el distrito. Si tiene una pregunta o una queja, contacte al oficial mencionado en este párrafo. Se hará todo lo posible por guardar la más estricta confidencia del caso.

## El Decreto de 1990 para Americanos con Inhabilitades

Este decreto prohíbe la discriminación contra aquellas personas que tienen una incapacidad cuando solicitan empleo o servicios públicos incluyendo transportación privada o pública, y servicios de adaptación y telecomunicaciones.

Las oficinas del programa de inhabilitados (DPS) proveen servicios de apoyo para estudiantes con incapacidades. Si necesita información acerca de los servicios para estudiantes, contacte (909) 652-6379 ó TDD/TTY (909) 466-2829. Los empleados (el profesorado o el personal administrativo) que requieran adaptaciones especiales deben contactar la oficina del director de recursos humanos, Lisa Bailey (909) 652-6532.

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### Sección 504

En concordancia con la sección 504 del decreto de Rehabilitación, el colegio Chaffey se atiene a la regulación que "ningún individuo incapacitado" deberá ser excluido de participar en los programas y los servicios ofrecidos por la institución "sólo por estar inhabilitado." La doctora Inge Pelzer, encargada oficial del decreto 504, puede proveer información y responder preguntas relacionadas al acceso para estudiantes inhabilitados. La doctora Pelzer se localiza en Chaffey College 5885 Haven Av., Rancho Cucamonga, CA 91737-3002; teléfono (909) 652-6457.

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## DISCIPLINARY AND GRIEVANCE APPEAL PROCEDURES

Procedures for grievance appeal hearings are found in the Student Handbook. Copies of the Student Handbook are available in the Student Activities Office. Student grievance policy and procedure guidelines are available in the Office of the Vice President of Instruction and Student Services, (909) 652-6500.

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## OPEN COURSES

It is the policy of this district that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the district, shall be fully opened to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

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## REGULATIONS AND STUDENT COMPLIANCE

Civil law and district policies give the college student a number of rights on campus that non-students do not enjoy. Similarly, the body of people who work and go to classes at Chaffey do so in the spirit of community, a fact which imposes responsibilities of college citizenship.

The Governing Board of Chaffey College has established rules and regulations governing the behavior of students and penalties for violations thereof, as required by the California Education Code Section 22635 of every community college.

Students are responsible for compliance with the regulations published in this catalog, in the Schedule of Classes, in the Student Handbook, and departmental rules and regulations. Student clubs are responsible for compliance with the Club Handbook.

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## SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited inside of any building, including restrooms and corridors; within 20 feet of a main exit, entrance, or operable window of any college-owned, leased, or operated buildings; and in any college-owned, leased, or operated vehicles.

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## STATEMENT OF EQUAL OPPORTUNITY

### Non-Discrimination and Prohibition of Harassment Policy

The Chaffey Community College District is committed to providing equal educational and employment opportunity. The District affirms its commitment with policies that include fair and equitable treatment of students and employees, and prohibits discrimination in its admission, access, and treatment in College programs and activities, and application for and treatment in College employment on the basis of race, color, ethnic group identification, national origin, ancestry, religion, religious creed, sex, physical or mental disability, medical condition (including cancer), age, marital status, sexual orientation or status as a Vietnam era veteran.

In accordance with Title IX regulations, the District offers equal academic, occupational, and extracurricular opportunities regardless of the sex of the individual. The District, authorized under federal law to enroll non-immigrant and alien students, and, in accordance with Title V regulations, affirms that the lack of English language skills will not be a barrier to admission and participation in the District's programs.

Persons who seek information and/or resolution of alleged acts of unlawful discrimination, retaliation, or harassment are directed to contact the District's Compliance Officer, Lisa Bailey, Executive Director of Human Resources, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone (909) 652-6532.

### Sexual Harassment Policy

It is the policy of the Chaffey Community College District to provide for all students and employees, an educational, employment, and business environment free of all forms of harassment, exploitation, intimidation, or unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature as defined and otherwise prohibited by the California Fair Employment and Housing Act, California Education Code, and State and Federal rules, regulations, statutes and laws prohibiting sexual harassment and retaliation.

The District is strongly opposed to sexual harassment and expressly forbids sexual harassment of its students and employees by faculty, managers, supervisors, employees, other students or members of the general public. The College will take whatever action may be needed to prevent, correct, and, if necessary, discipline inappropriate behavior. Where evidence of sexual harassment is found, appropriate personnel (faculty, non-faculty, or student worker) or student disciplinary action shall be taken, in accordance with the California Education Code.

Sexual harassment shall be immediately reported to the District's Compliance Officer, Lisa Bailey, Executive Director of Human Resources, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone (909) 652-6532, or to any dean, director, or manager for immediate reporting to the District's Compliance Officer, or designee. Every effort will be made to ensure that confidentiality is maintained.

### Academic Freedom

The District is committed to academic freedom, but recognizes that academic freedom does not allow sexual harassment or any other form of unlawful harassment or discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall, in no event, constitute sexual harassment or other form of unlawful harassment or discrimination. It is recognized that an essential function of

education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in this policy shall be interpreted to prohibit bona fide academic requirements for a specific program, course or activity.

#### **Americans with Disabilities Act of 1990**

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, public services including public and private transportation, public accommodations, and telecommunications services.

Support services for students with a disability are provided through Disability Programs and Services. Anyone needing information about services for students with a disability should contact this office at (909) 652-6379 or TDD/TTY (909) 466-2829. The toll free numbers for the California Relay Service are 1-800-735-2929 or 1-877-735-2929 for TDD/TTY users. Employees (faculty, non-faculty, or student worker) requiring accommodations should contact the Executive Director of Human Resources, Lisa Bailey, at (909) 652-6532.

#### **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." Dr. Inge Pelzer, 504 Compliance Officer, can provide information and answer questions regarding access for disabled students. She may be reached at Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737-3002; telephone (909) 652-6457.

## **STUDENT PRIVACY RIGHTS AND ACCESS TO RECORDS**

In accordance with the Family Educational Rights and Privacy Act (FERPA), Chaffey College does not release student record information without the written consent of the student or under judicial order, except:

- A. To officials and employees of the District who have a legitimate educational need to inspect the record.
- B. To a member of the college's Governing Board.
- C. To a person employed by, or under contract to, the District to perform a special task, such as an attorney or auditor.

The law allows the College to release student directory information, except when students have specifically requested that directory information be kept confidential. Directory information may be released by exception upon determination of the Superintendent/President, the Vice President of Student Services, or the Director of Admissions and Records that such release is appropriate and not likely to put students at risk.

Chaffey College designates the following as directory information: name, address, phone number, dates of attendance, major field of study, awards and degrees received, most recent institution attended, participation in official college activities and sports, weight and height (for members of athletic teams), and part-time and/or full-time enrollment status. Students must specifically request non-release of their directory information by submitting a Student Update Form. Student Update Forms are available on the Chaffey website at [www.chaffey.edu](http://www.chaffey.edu) or in the Admissions and Records Office. Requested actions will be effective within 5 working days.

#### **SUBJECT TO CHANGE**

All Chaffey College policies, regulations and courses are subject to change without notice at the discretion of the Governing Board.

## **STUDENT RIGHT-TO-KNOW**

In accordance with the Code of Federal Regulations, Title 34, Part 668, Sections 668.41 through 668.46 (the "Student Right to Know" Act), institutions participating in any Title IV, HEA program shall make available to current and prospective students, and high school counselors, the completion and transfer-out rates of first-time, full-time, degree-seeking students who entered the institution on or after July 1, 1996. This information will be posted in all Chaffey College Student Service Offices, and is currently available at <http://srtk.cccco.edu/index.asp>.

## **TRAFFIC AND PARKING REGULATIONS**

Any motor vehicle classified as such under California State law and parked on the Rancho Cucamonga, Chino, or Fontana Campuses between the hours of 7 a.m. to 11 p.m. Monday through Friday and 7 a.m. to 3 p.m. on Saturday must display a valid parking decal or parking permit. Permits are not required on Sunday.

Parking decals may be purchased at the Rancho Cucamonga, Chino, or Fontana Campuses. Daily parking permits are purchased at dispensers located in parking lots throughout the campus. Vehicles not displaying a valid parking decal or daily parking permit are subject to citation for violation of the Chaffey College District policy, Chapter 7, Paragraph 7.8.17.

No person who has been issued a parking permit shall give, lend or allow any person to use such permit to obtain parking privileges to which he or she is not entitled.

In compliance with California State law, each owner/operator of vehicles operated or parked on Chaffey College property is required to possess a current valid driver's license and current proof of insurance. Each such owner/operator shall furnish this license and proof of insurance to any peace officer/Campus Police Officer/representative upon request.

All persons driving vehicles on the campus are required to comply with the traffic laws of the State of California (Reference: Vehicle Code, Section 670, 21113).

Maximum speed limit on campus is 25 miles per hour, and the maximum speed limit in the parking lots is 15 miles per hour.

No vehicles will be driven on sidewalks, footpaths, lawn, patio or court areas except by special permission of the Chaffey College Department of Public Safety (Reference: Vehicle Code, Section 21113).

Barriers, fences, or posts may be placed at any point deemed necessary for safety or convenience. Removal of these barriers, fences, or posts is grounds for issuance of a citation.

Parking is permitted only in spaces specifically marked, and is prohibited in loading zones, posted areas, or along red curbs. Areas that are not clearly marked for parking are designated as "No Parking" areas.

Backing into parking stalls or taking up more than one parking stall is prohibited. Reserved parking spaces may be used only by vehicles displaying a reserved parking permit. Citations will be issued to those in violation.

Students with physical disabilities must purchase and display a campus parking decal for their vehicle. They may park in specially marked locations, identified by blue ground markings and/or a blue sign. If parked in these locations, they must also display either the DMV handicapped placard, or a permit obtained from the Disability Programs and Services Office.

Visitor parking spaces may be used by those who secure a guest parking pass from the Campus Police Office, or the department in which they are visiting. Neither registered students nor staff members may park in a visitor's space. A citation will result. Limited time parking spaces are strictly monitored and are marked with a green curb. Metered stalls are \$0.25 for every 15 minutes with a limit of one hour. Any person parked in a metered stall must pay the correct fee, even with a valid parking decal.

Violators of the above regulations with regard to traffic and parking are subject to a citation payable at the Campus Police Office. Continued violations of the above traffic regulations are subject to severe disciplinary action by the College administration.

For more detailed information, consult the Parking and Traffic Regulations brochure available in the Campus Police Office.

## USE OF CAMPUS FACILITIES

### RENTAL OF CAMPUS FACILITIES

Rental of campus facilities provides for the maximum use of the college facilities by students, employees, other educational entities, citizens and citizen groups. The use of district facilities may not interfere with the normal educational activities of the college.

Facility rental procedures and fees may be obtained from the Facility Rentals Office at (909) 652-6182.

### POLICY OF FREE SPEECH: TIME, PLACE, AND MANNER

The purpose of Chaffey College's policy of Free Speech: Time, Place, and Manner is to support the freedom of assembly and freedom of expression as guaranteed by the Constitution of the United States. Fundamental to these guarantees are the rights of free speech and peaceful assembly. It is also a core education value. Students and other members of the college community shall be free to express their views or to support causes by orderly means that do not disrupt the regular and essential operations of the college. In addition, the college requires members of the community to conduct their expressive activities in a manner that promotes and maintains freedom from intimidation, exploitation, or harassment and does not threaten health or safety. (Education Code Section 76120. Chaffey Procedure 5.6 Speech: Time, Place, and Manner.)

### DISTRIBUTION OF LITERATURE

Permission for distribution of literature on campus is obtained from the Student Activities Office. The following kinds of literature may not be distributed or displayed without the consent of the Student Activities Director: literature advertising off-campus activities sponsored by an individual or group not connected with the college; literature for which there is a charge or donation required or requested, either explicitly

or implicitly; literature whose legality is in question. No literature may be displayed or distributed which solicits funds except with the approval of the Student Activities Office. Soliciting is not encouraged. Advertisements by non-student parties are directed to the student newspaper, The Breeze.

Literature which is not in conflict with the above stipulations may be posted and otherwise displayed in the Campus Center complex, and the bulletin boards immediately adjacent to them in the patio area and the Campus Center Student Free Speech Area. Students or student groups wishing to post in other areas of the campus should confer with the Student Activities Office for the policies and procedures governing the areas. No literature may be taped or otherwise affixed to a painted or glass surface. Some bulletin boards in the Campus Center complex have been designated to serve specific functions. When in doubt, the student should contact the Student Activities Office. No flyers may be posted on cars!

### COLLECTION AND RAISING OF FUNDS

Students or faculty members may not be solicited to contribute funds to any organization which is not directly under the jurisdiction of Chaffey College without the express permission of the college administration.

Likewise, no non-student group or individual may collect funds on campus or have campus groups collect for them on campus without prior approval of the college administration.

