

# Student Rights and Responsibilities

## STANDARDS OF STUDENT CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment and to engage in the sustained and independent search for truth.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All visitors making use of the facilities or grounds of any college of the District will be asked to sign a statement that they have received the Standards of Conduct and the rules relating to campus visitors adopted by the Board of Trustees. A signature will not be a prerequisite to activities on campus. A record will be kept of all persons who use the facilities or grounds of the college.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations, may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of conduct on campus rules and regulations include but are not limited to the following:

### Board Rule 9803.10

Willful Disobedience. Willful disobedience to directions of College officials acting in the performance of their duties.

### Board Rule 9803.11

Violation of College Rules and Regulations. Violation of College rules and regulations, including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

### Board Rule 9803.12

Dishonesty. Dishonesty, such as cheating, or knowingly furnishing false information to the colleges.

### Board Rule 9803.13

Unauthorized Entry. Unauthorized entry to or use of the college facilities.

### Board Rule 9803.14

College Documents. Forgery, alteration, or misuse of college documents, records, or identification.

### Board Rule 9803.15

Disruption of Classes. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.

### Board Rule 9803.16

Theft of or Damage to Property. Theft of or damage to property belonging to the college, a member of the college community, or a campus visitor.

### Board Rule 9803.17

Interference With Peace of College. The malicious or willful disturbance

of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise, or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

### Board Rule 9803.18

Assault or Battery. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.

### Board Rule 9803.19

Alcohol and Drugs. Any possession of controlled substance which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:

- opiates, opium and opium derivatives
- mescaline
- hallucinogenic substances
- peyote
- marijuana
- stimulants and depressants
- cocaine

### Board Rule 9803.20

Lethal Weapons. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, Sheriff, and other governmental employees charged with policing responsibilities.

### Board Rule 9803.21

Discriminatory Behavior. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's non-discrimination policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, sexual orientation, age, handicap or veterans status.

### Board Rule 9803.22

Unlawful Assembly. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous or tumultuous manner.

### Board Rule 9803.23

Conspiring to Perform Illegal Acts. Any agreement between two or more persons to perform illegal acts.

**Board Rule 9803.24**

Threatening Behavior. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.

**Board Rule 9803.25**

Disorderly Conduct. Conduct which may be considered disorderly includes; lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding, or inciting another person to breach the peace of the college premises or functions.

**Board Rule 9803.26**

Theft or Abuse of Computer Resources. Theft or abuse of computer resources including but not limited to:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
- e. Use of unlicensed software.
- f. Unauthorized
- g. Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
- h. Use of computing facilities to interfere with the regular operation of the college or district computing system.

**Board Rule 9803.27**

Performance of an Illegal Act. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, State, or federal law.

**Board Rule 9804**

Interference with classes. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceeding one year, or both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with other, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.

**Board Rule 9805**

Interference with performance of duties of employees. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.

**Board Rule 9805.10**

Assault or abuse of Instructor. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public sidewalks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.

**Board Rule 9806**

Unsafe Conduct. Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct: Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.); failure to follow safety direction of District and/or college staff; willful disregard to safety rules as adopted by the District and/or college; negligent behavior which creates an unsafe environment.

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**STUDENT DISCIPLINE PROCEDURES**

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The Los Angeles Community College District has complied with this requirement by adopting Board Rule 9803, Standards of Student Conduct (See above).

The District has adopted Board Rule 9804, Student Discipline Procedures, to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established Standards of Student Conduct. These provisions do not apply to grievance procedures, or residence determination and other academic and legal requirements for admission and retention.

Disciplinary measures may be taken by the College independently of any charges filed through civil or criminal authorities, or both.

Copies of the Student Discipline Procedures are available in the Vice President of Student Services Office, A-129.

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**COMPLIANCE OFFICER**

Pursuant to the Student Grievance Procedure, the College compliance officer has been appointed by the President to assist the student in obtaining informal resolution of his or her grievance. If an informal resolution is not obtained, then the compliance officer will arrange for the formation of a Grievance Hearing Committee to hear the student's grievance and will facilitate the hearing process pursuant to District Administrative Regulation E-55. The Compliance Officer may be contacted at (213) 763-7066.

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**STUDENT GRIEVANCE PROCEDURES**

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances, per Board Rules 91101-91102.

The procedures enumerated in Administrative Regulation E-55 shall be available to any student or applicant for admission, who believes a College decision or action has adversely affected his or her status, rights, and/or privileges as a student. The procedures shall include, but not be

limited to, alleged violations of Title IX of the Higher Education Amendments of 1972 (and applicable regulations), grievances relating to disabled students as defined by Section 504 of the Rehabilitation Act of 1973, and grievances relating to course grades to the extent permitted by Education Code Section 76224(a). Section 76224(a) 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.”

For additional information regarding the procedures for filing a student grievance, or for copies of the adopted Student Grievance Procedures, contact the college Compliance Officer.

## STUDENT RECORDS AND DIRECTORY INFORMATION

The Los Angeles Community College District, in compliance with Federal and State law, has established policies and procedures governing student records and the control of personally identifiable information. The Los Angeles Community College District recognizes that student records are a confidential matter between the individual student and the College. At the same time the District has a responsibility to fulfill public information needs (i.e., information about students participating in athletics, announcement of scholarships and awards, etc.). To meet this responsibility the District may release Directory Information unless the student states in writing that he or she does not want it released. The responsibility for carrying out these provisions is charged to the College Registrar, designated by the chief administrative officer on each campus. The Registrar may be contacted via the Office of Admissions. Copies of Federal and State laws and District policies and procedures are maintained by the Registrar and are available for inspection and inquiry.

All student records maintained by the various offices and departments of the College, other than those specifically exempted by law, are open to inspection by the student concerned. The accuracy and appropriateness of the records may be challenged in writing to the Registrar. A student has the right to receive a copy of his or her record, at a cost not to exceed the cost of reproduction. (Requests for transcripts should be made directly to the Office of Admissions).

No student records, including Directory Information, will be released without the written consent of the student concerned except as authorized by law. A log of persons and organizations requesting or

receiving student record information is maintained by the Registrar. The log is open to inspection only to the student and the community college official or his or her designee responsible for the maintenance of student records.

Directory Information includes the student’s name, city of residence, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. This information will not be released to anyone if the student marks “NO” on question “permission to Release Student Information” on the College Application or if the student marks “NO” on the [College’s Release of Directory Information](#) form. This form is available in the Admission Office.

In addition, under federal law, the military is entitled to receive the following student information for recruitment purposes: student directory information as defined above, student address, telephone number, date and place of birth, and major field of study. This information will not be released to the military if the student marks “NO” on question “permission to Release Student Information” on the College Application or if the student marks “NO” on the [College’s Release of Directory Information](#) form.

All inquiries regarding student records, Directory Information, and policies for records access, release, and challenge should be directed to the Registrar via the Office of Admissions. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

## STUDENT RIGHT TO KNOW

Los Angeles Trade-Technical College in compliance with the Federal Student Right to Know and Campus Security Act of 1990 provides campus crime statistics in the college schedule of classes and on the college website at [www.LATTC.edu](http://www.LATTC.edu).

## ACCESS TO CAMPUS FACILITIES

Most campus buildings are open from 6:00 a.m. to 10:00 p.m. Monday through Thursday. Persons may be asked to produce identification if there is a question regarding their authorization to be in a certain area. Campus buildings are normally locked from 5:30 p.m. Friday to 6:00 a.m. Monday. The college Sheriff will open specific areas for Saturday classes and special events.