Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as
   A. stealing or passing off as one’s own the ideas or words of another, or
   B. using a creative production without crediting the source.

   The following cases constitute plagiarism:
   - paraphrasing published material without acknowledging the source,
   - making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
   - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
   - submitting under one’s own name term papers or other reports which have been prepared by others.

2. Students shall not cheat, which is defined as
   A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the instructor, or
   B. misreporting or altering the data in laboratory or research projects involving the collection of data.

3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an “F” on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

See Student Conduct for additional information.

Academic Renewal Policy

The Academic Renewal Procedure (51318, California Administrative Code) permits the alleviation of a student’s previously-recorded substandard academic performance which is not reflective of the student’s present demonstrated ability and level of performance. As a consequence, Academic Renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.

Therefore, within the regulations listed, Fullerton College may disregard particular previously recorded substandard work from a student’s cumulative grade point average.

The regulations for course alleviation follow:

1. Only units taken at Fullerton College may be alleviated, not units taken from another college(s). The maximum number of units that may be alleviated is 24.
2. A minimum of twelve (12) units must be completed at any accredited college or university, with a grade point average of 2.5 in all units since the last semester of requested renewal.
3. A minimum of 12 months must have elapsed since the most recent coursework to be alleviated was recorded.
4. Courses that meet the present educational goals of the students and are appropriate for repetition may be exempt from consideration for alleviation.
5. Courses used in awarding an Associate Degree cannot be alleviated.
6. A student may be granted academic renewal only once and is irreversible once posted to the transcript.
7. Academic renewal by Fullerton College does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institutions.
8. Only substandard grades (D, F, NP) can be alleviated.
Application for Academic Renewal:
To apply for Academic Renewal, students must complete the petition form in the Admissions and Records Office. Official transcripts of all academic work (from all accredited schools) must be on file in the Admissions and Records Office at the time of request for Academic Renewal.

Recording of Academic Renewal:
When academic work is alleviated, grades are not removed. They are noted and subtracted from the grade point average. All entries remain legible so that a true and complete record is maintained. There is no assurance that alleviated courses will be treated similarly by other educational institutions outside the District.

Children on Campus
Children are not allowed on campus unless supervised by a parent or guardian. Children may not attend classes or computer labs (unless the course is specifically designed to include children). Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas such as the library, student center, food services area, quad or college parking lots.

Drug-Free Environment
It is the policy of the North Orange County Community College District to provide a drug-free educational, employment, and business environment. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property during District-sponsored field trips, activities, or workshops, and in any facility or vehicle operated by the District. Any student who violates this policy will be subject to disciplinary action, which may include suspension, expulsion, and referral for prosecution. Information regarding the District’s Drug-Free Environment Policy may be obtained by contacting the campus Office of the Vice President (714) 992-5386 or the Office of the District Director of Human Resources at (714) 808-4818.

Compliance for Employees
The District intends to make every effort to provide and maintain a drug-free workplace. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas and satellite centers of the district. Any employee violating this policy will be subject to disciplinary action, which may include termination. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace or while on District business must report this conviction within five (5) calendar days to the Vice Chancellor, Human Resources.

Compliance for Students
The District intends to make every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas and satellite centers of the District. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension, and up to expulsion.

Legal Sanctions Under Federal, State and Local Laws are available in the following locations:
1. Student Affairs Office, Building 200, Room 223
2. Campus Safety Department, 1500 Building

Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information
Referral information and Social Service Directories for Orange, Los Angeles, and San Bernardino Counties are available for students in the College’s Student Health Center.

Electronic Devices
The use of radios, electronic recording devices, CD players, iPODs, or MP3 players without headphones is prohibited on campus except in connection with approved campus/classroom activities. NOTE: Electronic recording devices may not be used in classrooms without the permission of the instructor.

Grade Appeal Process
The College recognizes the legal right of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is the final authority in determining grades that are assigned to students and that appear in their permanent academic records. Students have a right to inquire how their grade was determined. Students have the right to have someone accompany them throughout the process. The following procedures apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. In general, all course grades are final when filed by the instructor in the end-of-term course grade report. Students have access to their end-of-term grades. These grades become a part of the official record.
2. Students have the right to formally appeal the final grade in a course. Students have the right to have someone accompany them throughout the process. As per California Education Code Section 476224(a), 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 mistakes, fraud, bad faith, or incompetency, shall be final. Appeals are limited to situations in which the student believes the grade is prejudicially, capriciously, or arbitrarily assigned.

3. A request for grade change should be initiated by the student within the next regular semester, but no later than two years, following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Request for Grade Change form shall be completed by the instructor in the Admissions and Records Office.

4. If the instructor determines there is not a valid basis for the change and denies the student’s request, the student may proceed to the appeals process described below. Prior to being accepted by the Office of Admissions and Records, the Change of Grade form shall be completed and signed by the instructor, noting the basis for the change, and approved by the division dean.

Appeal form must be directed to the instructor of the course and a signed copy maintained by student. If further action is necessary, the student should present the written complaint to the Division Dean, and if necessary, the Vice President of Instruction. (Students are referred to the college’s Student Complaint Procedures as stated in the catalog and available at division offices.) Once the grade change request has entered the formal process, it cannot be resolved informally.

**Nondiscrimination Statement**

It is the policy of the North Orange County Community College District to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status, or physical or mental disability as defined and prohibited by state and federal statutes. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.

Students who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District’s Unlawful Discrimination Policy, should contact the Office of the District Director of Human Resources at (714) 808-4818 or the Office of Equity and Diversity at (714) 808-4819.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

**Name:** Jeffrey O. Horsley  
**Position:** Vice Chancellor, Human Resources  
**Address:** 1830 W. Romneya Drive  
Anaheim, CA 92801-1819  
**Telephone:** (714) 808-4822

**Victims of Sexual Assault**

Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the campus Director of Health Services at (714) 992-7093 or the Director of Campus Public Safety at (714) 992-7080. Except as may otherwise be required by law, all inquiries will be maintained in confidence.

**Afirmación Sobre No Discriminación**

Las normas generales del North Orange County Community College District proveen un entorno educacional, laboral y comercial en el que ninguna persona es expuesta a la discriminación ni al acoso u hostigamiento sexual, como tampoco a ninguna vejación castigada por la ley, ni a negarle, contrario a la ley, acceso total y equitativo a los beneficios y actividades de los programas del Distrito, debido al grupo étnico al cual pertenece, nacionalidad de origen, religión, edad, género, raza, color, ancestros, inclinaciones sexuales, estado civil, o discapacidad física o mental, tal como lo definen y prohíben los estatutos estatales y federales. Todo estudiante que discrimine, acose u hostigue ilegalmente a otra persona, en contravención de las normas generales, quedará sujeto a que se tomen medidas disciplinarias contra esa persona, lo cual puede incluir suspensión o expulsión de este centro educacional.

Todo estudiante que crea ha sido objeto de discriminación ilícita, incluyendo acoso u hostigamiento, o que desee obtener información con respecto a las Normas Generales del Distrito sobre Discriminación Ilícita (District’s Unlawful Discrimination Policy), debe comunicarse con la oficina del Director Distrital de Recursos Humanos (714) 808-4818 o la oficina de Equidad y Diversidad (714) 808-4819.
La persona que mencionamos más adelante, ha sido designada por el North Orange County Community College District, como el Funcionario Responsable/Coordinador de la Sección 504/Derecho IX, ante quien se debe presentar la información para coordinar la investigación de todas las quejas de discriminación ilegal interpuestas, conforme a lo estipulado en la sección 59328 del Derecho 5 de las Reglamentaciones del Código de California, y para coordinar el acatamiento de la Sección 504 del Decreto de Rehabilitación de 1973 y del Derecho II del Decreto de 1990 que ampara a los Americanos con Discapacidades, Derecho IX de las enmiendas de la educación de 1992, y responder a las quejas por discriminación relacionada:

Nombre: Jeffrey O. Horsley
Posición: Vice Chancellor, Human Resources
Dirección: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Teléfono: (714) 808-4822

Victimas del Acoso u Hostigamiento Sexual

Aquellos estudiantes que sean víctimas de asalto sexual dentro del predio del Distrito o en algún sitio fuera del terreno o establecimiento universitario, bajo la responsabilidad del Distrito, o que busque información o ayuda con respecto a un asalto sexual, debe comunicarse con el Director de Servicios de Salubridad, llamando al teléfono: (714) 992-7093, o con el Director de la Seguridad Pública del Terreno Universitario, llamando al (714) 992-7080. Excepto como de alguna otra manera lo exija la ley, toda pregunta e información se mantendrá en la más estricta confidencialidad.

Parked

All vehicles parking on campus must display a current parking permit or daily park-an-sell receipt on the lower driver side windshield facing outward with the number of the permit clearly visible. Daily parking permits are available from the yellow vending machines available in designated parking lots or at the Campus Safety Office.

Medical Parking

Purchase a student parking sticker at the time of registration. If you have a DMV placard, you must display both the placard and a student parking sticker. If you do not have a DMV placard, you need to bring your student parking sticker to the Campus Safety Office (Building 1500) along with a medical verification of your physical disability. They will assign you medical parking and provide you with information regarding where to park on campus.

Petitions and Appeals

Petitions for extenuating circumstances and general appeals that relate to policies on admissions, readmission after academic dismissal, graduation requirements, grades and credit, repetition of courses, academic renewal, or withdrawals, etc., should be directed to the Admissions and Records Office. The Academic Standards Committee convenes monthly to review petitions.

Appeals Petition (Request to Exclude “D,” “F,” or “NP” Grades)

If a student previously received a “D,” “F,” “NC” or “NP” in a course taken at Fullerton College, and repeats the same course and earns a higher letter grade, the student may file an Appeals Petition (Request to Exclude “D,” “F,” “NC” or “NP” Grades). On repetition, the highest grade earned will count toward the grade point average and the remaining grade(s) will be discounted or forgiven. The student's permanent academic record will be annotated such that all course work that has been taken and forgiven or repeated will remain legible, insuring a true and complete academic history. The former grade(s) are not removed from the permanent record, but are noted and subtracted from the cumulative grade point average. (The college can provide no assurance that repeated courses will be treated in this way by other institutions.) This policy is retroactive and applies to identical courses taken at Fullerton College or at another regionally accredited college without any limitation as to the number of courses that can be repeated for this purpose. Appeals Petition (Request to exclude “D,” “F,” “NC” or “NP” Grades) can be obtained in the Admissions and Records Office.
Probation and Dismissal Policy

In accordance with State regulations, the following probation and dismissal policy has been established. The primary purpose is to assure that a student is making progress toward an educational objective and to alert the student and the student's counselor to the possible need for additional counseling and/or special services.

Placement on Probation

A. Academic Probation. A student who has attempted at least 12 semester units at the college shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units taken at the college.

B. Progress Probation. A student who has enrolled in a total of at least 12 semester units at the college shall be placed on progress probation when the student receives grades of “W,” “I,” or “NP” in a total of 50% or more of all units for which the student has enrolled at the college.

Removal from Probation

A. Academic Probation. A student shall be removed from academic probation when the student's cumulative grade point average in all units completed at the College is 2.0 or higher.

B. Progress Probation. A student on progress probation shall be removed from probation when the percentage of units in the “W,” “I,” or “NP” category drops below 50% of all units for which the student has enrolled at the college.

Standards for Dismissal

A. Academic Dismissal. A student who has been placed on academic probation and earned a cumulative grade point average of 1.75 or lower in two consecutive semesters will be subject to scholastic dismissal.

B. Progress Dismissal. A student who has been placed on progress probation for two consecutive semesters shall be subject to scholastic dismissal.

For purposes of “A” and “B” above, consecutive semesters shall exclude the summer session. The college shall make a reasonable effort to notify a student who is subject to academic and progress dismissal no later than the start of the fall semester each year.

A student on probation who registers for the next term will be considered a “conditional registrant.” Students are notified by mail when placed on probation or dismissed. Scholastic dismissal will be noted on the student’s transcript.

Re-Admission

A continuing student who has been dismissed because of either poor academic achievement or poor progress may be considered for re-admission provided the student files a Petition for Re-admission at the Admissions and Records Office. Petitions for re-admission are available in the Admissions and Records Office. After the petition is reviewed by the Academic Standards Committee, the student will be notified by email of the decision.

A student who is readmitted will be placed on a probationary status and shall be required to maintain a cumulative grade point average greater than 1.75 and a semester grade point average of 2.00. Failure to maintain the required probationary grade point average after re-admission from dismissal may lead to permanent dismissal from the College. Please note: If student is placed on academic or progress probation, the student will be dismissed the next semester if he/she does not follow the guidelines for being removed from Probation as stated above.

Smoking on Campus

Fullerton College is a smoke-free campus. (NOCCCD AP 3570, based on Government Code 7697)

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, were revised on October 23, 2007, and were drawn in compliance with Sections 66300, 66301, 760303, 76033, 76034 and 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, “A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.” Misconduct, which constitutes “good cause” for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

5. Misrepresentation of oneself or of an organization to be an agent of the District.

6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.

9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on North Orange County Community College District.

11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District’s computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance. Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

Summary Suspension

When serious violations of college regulation or procedures occur as a result of inappropriate student conduct, the college shall take immediate action (summary suspension) to resolve the problem. The action may occur as follows:

1. Removal from Class — the involuntary removal of a student from class by an instructor for a maximum period of two consecutive class sessions.

2. Removal from Facility — the involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.

3. Withdrawal of Consent to Remain on Campus — withdrawal of consent by the President or the President’s designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

Definitions:

1. Expulsion — The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees.

2. Formal Hearing — A hearing conducted before a hearing officer or hearing panel in accordance with administrative procedures during which the student and the District may call and examine witnesses and present documentary evidence.

3. Formal Complaint — This procedure is recommended for general serious or ongoing complaints or concerns regarding Fullerton College faculty, staff, services, instruction and/or classes. Any and all should be addressed as soon as the issue arises. Grade appeals follow the Grade Appeal Process. The student should refer to the Fullerton College Catalog for the specific processes for these exceptions: student-to-student conduct, grade appeal and sexual harassment.

4. Informal Hearing — A meeting between the student and the Student Discipline Officer or designee in accordance with administrative procedures to discuss the charges and provide the student with the opportunity to respond to the charges orally, or in writing.

5. Informal Complaint — Informal concerns of a non-serious nature may be reported to the appropriate Dean. Such complaints will be reviewed and considered; however, no formal response will be provided.

6. Suspension — The involuntary removal of a student for good cause from one or more classes or from the college by the President or designee for a limited period of time, which can be short-term or long-term suspension (up to ten consecutive days).

7. Removal from Class — The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.

8. Removal from Facility — The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College, for a maximum period of two consecutive days.

9. Disciplinary Probation — A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether or not the probationary conditions have been met, if the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.

10. Loss of Privileges — Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.
11. **Formal Reprimand** — Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A formal reprimand becomes part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.

12. **Informal Reprimand** — An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that an informal reprimand has been issued may be retained as part of a student's record for a period of up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention. It is the student’s responsibility to request that the record be removed upon expiration of the period of retention.

13. **Withdrawal of Consent to Remain on Campus** — Withdrawal of consent by the President or the President’s designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

**Procedures:**

**Informal**
The student shall resolve the issue directly with the faculty or staff member directly involved. If a student is uncomfortable speaking to the faculty or staff member, they have the right to have someone accompany them throughout the process.

**Formal**
1. It is the student’s responsibility to initiate the process. The college has a legal responsibility to deal directly with the student. Forms will be available in Division Offices.

2. Student should set up an appointment with the appropriate Dean or Director and submit the designated Complaint form.

3. If the student feels the issue is not resolved or if the complaint concerns the Dean or Director, the student can ultimately contact Fullerton College's Vice President of Student Services or the Vice President of Instruction. Both offices are located on the first floor of the 100 building.

4. The student will be notified in writing after each formal step using the Student Complaint form available in Division Offices.

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**Student Right-to-Know Act and Campus Security Act**

**Student Right-to-Know (SRTK)** is a federally-mandated public disclosure of specific college-related information, as per the U.S. Code of Federal Regulations (CFR): Title 34 — Part 668. The following highlights are sub-sections of the two basic laws that mandate specific college information:

**CFR: Title 34 — Part 668.46: Information on Completion or Graduation Rates**
The college completion rates or graduation rates (including transfer rates and student athlete rates — Part 668.49) will be made accessible to the public. The rates are derived from yearly IPEDS — Graduation Rate Survey submissions and are currently coordinated through the California Community College Chancellor’s Office under the terms of the “Student Right-to-Know Subscription Agreement.” SRTK rates are based upon approximately three percent (3%) of the student population.

Public Law 101-542: The Higher Education Act of 1965 was amended via the current Student Right-to-Know and Campus Security Act through Public Laws 102-26, 102-208 and 102-325. The regulations require the college to disclose information about campus safety policies and procedures and certain crime statistics. The statistics are currently available in the Campus Safety Department.

**Publication Requirements**
It is mandatory that the statistics are made public by January 1st of each year (unless otherwise indicated) to all current and prospective students and high school counselors in the areas of admissions, literature, brochures, catalogs, and websites, or anytime a student enters into a financial obligation with a school (excluding application fees).

**Completion and Transfer Rates**
Over 1,350 students transfer annually from Fullerton College to UC, CSU or regionally-accredited California independent or out-of-state colleges or universities.

- Fullerton College sends approximately 85-90% of all transfers to California State University campuses. The top CSUs in terms of number of Fullerton College transfers are: Cal State Fullerton, Cal State Long Beach and Cal Poly Pomona.
- Fullerton College transfers students state wide. The top UCs in terms of number of Fullerton College transfers are: UC Irvine, UC Los Angeles, UC Riverside and UC Berkeley.
- Fullerton College is in the top five California Community Colleges in terms of overall transfers to the University of Southern California (USC) for Fall 2008.
Campus Safety Institutional Security Policies and Crime Statistics

Part 1 — Crime

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</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Forcible Sex Offenses</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Special Category Arrest

- Drug Abuse Violation: 1 1 5
- Hate Crimes: 0 0 0
- Liquor Laws: 0 1 1
- Weapons Possession: 1 0 0

Safety for the Fullerton College Community

The information is published in accordance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act.

Crime Reporting Procedures

Working together, campus safety at Fullerton College is everybody’s business. No community, of course, can be totally risk-free in today’s society. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Fullerton College maintains a Campus Safety Department with personnel available 24 hours a day. A person may report any criminal action or any other emergency at any time — day or night — by calling (714) 992-7080 or by coming in person to the Campus Safety Department, located in Parking Lot C off Lemon Street at Fullerton College Drive. Emergency call boxes are located throughout the campus and will connect the caller directly to Campus Safety.

Access to Campus Facilities

BUILDINGS — Most campus buildings are open from 6:30 am to 10:30 pm, Monday through Friday. On weekends, opening of specific buildings is accomplished based upon scheduled use and/or special request. All Fullerton College students and staff members have been issued ID cards which they may be asked to produce if there is a question about their authorization to be in a specific area.

Individuals who need to be in campus buildings or areas other than during regularly-scheduled work hours should notify the Campus Safety Department of their presence and request permission and/or approval for necessary access.

Some campus rooms and areas may be protected by intrusion alarms. Before entering such areas, the Campus Safety Department should be called. Campus buildings will normally be locked from 11:00 pm on Friday to 6:30 am on Monday. As previously stated, Campus Safety personnel will unlock doors for weekend classes and other events as published in the Master Calendar located at www.fullcoll.edu under “Campus Calendar.”

COLLEGE PROPERTY — No district property may be removed from the campus without expressed written permission from the Division Dean or Area Supervisor. Unauthorized removal of district property from the campus is a violation of the law and may be prosecuted by the District.

Campus Safety Services

It is the policy of the North Orange County Community College District’s Board of Trustees to protect the members of the total college community and to protect the property of Fullerton College. Under the general direction of the Vice President of Student Services, the Campus Safety Department shall ensure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution.

Fullerton College has a formal memorandum of understanding with the Fullerton Police Department to request assistance for incidents that require resources not available at Fullerton College. The college will summon the assistance of other agencies to provide services for incidents that require special resources.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Fullerton College to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this document and through student publications. The Fullerton College Hornet newspaper is the student publication. Staff are informed through in-house memos or bulletins and regularly-published newsletters.

Another critical element of a campus safety program is training. Campus Safety, Student Health Services, and the Student Affairs offices sponsor programs on various topics ranging from sexual assault awareness to substance abuse prevention.

Finally, all effective crime prevention programs include some measure of people watching out for one another. All staff and students are asked to be ALERT, SECURITY CONSCIOUS and INVOLVED. Call the Campus Safety Department at (714) 992-7343 whenever you see suspicious behavior.
Substance Abuse
In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College-sponsored or sanctioned activity.

Any students or employees in violation of this policy are subject to disciplinary action up to and including expulsion from Fullerton College or termination from employment for violations of the standards of conduct.

The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President.

The possession, use, and sale of alcoholic beverages by anyone on Fullerton College-controlled property is a misdemeanor as per California Business Code 25608 and a violation of the NOCCCD Policies Relating to Students. The use, sale, or possession of any illegal drug is a violation of State law and any person found in violation may be subject to arrest by Federal, State, local or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

For more information, contact:

**FC Admissions and Records**
(714) 992-7075
2000 Building — 1st Floor

**FC Campus Safety**
(714) 992-7080
1500 Building

**FC Student Affairs**
(714) 992-7095
200 Bldg, Room 223

**FC Cadena/Transfer Center**
(714) 992-7086
200 Bldg, Room 223

For a complete Campus Safety Plan and/or more detailed information regarding the Students Right-to-Know and the Jeanne Clery Disclosure, visit the Fullerton College website: www.fullcoll.edu/ — click on Campus Safety; then click on Student Right-to-Know; OR, click on Student Affairs; then click on Student Right-to-Know.

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**Withholding Student Records**

NOCCCD BOARD POLICY Section 5035 Student Personnel, Withholding Student Records, Adopted 6/14/05

**Probable Cause:** The President, or designee, may place a hold on a former or current student’s registration, grades and/or transcripts for a period of no more than three working days for probable cause. In the event that the President, or designee, continues this hold on a student’s records, the student must be informed in writing that such a hold is being placed on his/her record and the reason for that hold.

**Financial Obligations:** In accordance with Title 5, Subchapter 7.5, Section 59410, grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the district or a college. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

A hold may be placed on a student’s academic record and subsequent term registration when the student has an outstanding obligation to the college. Once the student satisfies the obligation, the hold will be released.

Students must contact the respective office/department listed below to clear any hold:

**Hold Type**
- Accounts Receivable
- Admissions Info Required
- Bursar's Hold
- Disciplinary
- Financial Aid
- International Student
- Library Materials/Fees
- Registrar's Hold
- Scholastic Dismissal
- Special Admit Form
- Transcript
- Unpaid Balance

**Office to Contact**
- Bursar
- Admissions and Records
- Bursar
- Student Support Services
- Financial Aid
- International Student Center
- Library
- Admissions and Records
- Admissions and Records
- Admissions and Records

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