

**Student Services**

**AP 5500 STANDARDS OF STUDENT CONDUCT**

**References:**

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10

Students who violate any of the Standards of Student Conduct as outlined in BP 5500 Standards of Student Conduct will be subject to the discipline as delineated in AP 5520 Student Discipline Procedures.

All complaints of alleged misconduct made against a student by any person should be submitted to the Vice President of Student Services or designee (VPSS/designee), with a copy to the area administrator. These complaints must be made in writing, specifying the time, place, and nature of the alleged misconduct. Identifying information for the complainant is also required. If the VPSS/designee determines the complaint to be capricious, the complaint may be dismissed.

The VPSS/Designee shall conduct an investigation of the reported incident as is appropriate. The VPSS/Designee will confer with the accused student for the purposes of advising the student of the report and of the student's rights under college rules and regulations. The VPSS/Designee may also procure information relating to the report from the accused student and other persons, including an assessment of damage to property or injury to persons. Such investigations shall be treated as confidential and shall not be placed in the student's file unless a charge is upheld, and a decision is rendered by the VPSS/Designee against the student.

Following investigation, the VPSS/Designee will render a decision in writing to the student as well as the person filing the complaint against the student (if appropriate) within five (5) working days. The VPSS/Designee may find that the complaint lacks merit; or deliver a written statement to the accused student formally charging that student with misconduct.

This statement will specify one or more of the following actions that will be taken in the case:

1. Place on record a verbal or written reprimand.
2. Apply restorative justice or restitution practices which require the student to take specific actions.

3. Place the student on probation, temporary exclusion, or suspension.
4. Recommend expulsion to the District Board of Trustees via the President of the College and the District Chancellor.
5. Assign the case for further review to a formal Hearing Committee.

The student may do one of the following:

1. Accept the VPSS/Designee decision.
2. Notify the VPSS/Designee in writing within two (2) working days to initiate a formal hearing.

### **Definitions**

District means Chabot-Las Positas Community College District.

College means Chabot College or Las Positas College.

Student includes all persons taking courses at the College, both full time and part-time studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the (College) are considered "students".

Faculty member means any persons hired by the (College/District) to conduct classroom activities.

Manager includes any person employed by the (College/District) performing assigned administrative, professional, or staff responsibilities.

Agent of the college includes any person who is a student, faculty member, classified professional, (College/District) official or any other person employed by the (College).

(College) premises includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the (College) including adjacent streets and sidewalks.

College community includes any person who is a student, faculty member, staff, (College/District) official or any other person employed by the (College).

Organization means any number of persons who have complied with the formal requirements for (College) enrollment/registration.

Behavior includes conduct and expression.

Hazing means any method of initiation into a student organization, or any pastime or amusement engaged in with regard to such an organization or causes, or is likely to cause bodily danger, or physical or emotional harm, to any member of the college community.

Deadly weapons include any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, or any knife having a blade longer than five inches, pistol, revolver, or any other firearm, any razor with an unguarded blade, any metal pipe or bar used or intended to be used as a club.

Shall is used in the imperative sense.

May is used in the permissive sense.

Policy is defined as the written regulations of the (College/District) as found in, but not limited to, the Student Code, and College Catalog.

Cheating includes, but is not limited to: fraud deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in questions, such as: copying or attempting to copy from others during an exam or on an assignment, communicating answers with another person during an exam, preprogramming a calculator to contain answers or other unauthorized information for exams, using unauthorized materials, prepared answers, written notes, or concealed information during an exam, or allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.

Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared; by another person or agency engaged in the selling of term papers or other academic materials.

Designee is the person(s) designated by the college or District. The Vice President of Student Services or college President may name a designee for Vice President of Student Services. The campus safety administrator or President may name a designee for campus safety administrator. The Chancellor may name the college President or another designee for Chancellor.

Day means a day during fall and spring semesters when the College is in session and regular classes are held, excluding Saturdays and Sundays. For the summer session, days—for purposes of notice and response under this Administrative Procedure—may be reasonably extended to ensure the responsible parties are able to appropriately attend to the issue. Notice of extension will be provided to the student.

District community refers to the entirety of the public that interacts with the District, its Colleges, and District operations. This includes students, employees, visitors, and contractors.

Also see BP 5500 Standards of Student Conduct and AP 5520 Student Discipline Procedures.

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**Adopted:** March 18, 2014; Revised August 2016

**Board Reviewed:** January 18, 2022

(Replaces former Administrative Rules and Procedures 5512)