



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
April 26, 2017**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: April 26, 2017
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: MD-155C

CHAIR: Adrian Gonzales **MEMBERS:** Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Hopp, Large, Magnuson, Meyers, Moore, Moss, Nguyen, Nunez, O'Brien, Perez-Corona, Shoop, Springer, Stockert, Titus and Williams.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of April 12, 2017		
B. <u>ACTION ITEMS/FIRST READING</u> – None.		
C. <u>ACTION ITEMS/SECOND READING</u> – None.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Update on Student Services District BP/AP	Exhibit A	10 minutes
a. AP 5520 – Student Discipline Procedures		
2. North Center Equipment and Staffing		20 minutes
3. South Center Equipment and Staffing		20 minutes
4. Career Center Director – Patrick O'Brien		15 minutes
E. <u>COMMITTEE REPORTS</u>		
1. Academic Review Committee		10 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
F. <u>OTHER BUSINESS</u>		

Next Meeting: Wednesday, May 10, 2017 in MD-155C



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
April 12, 2017**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Large, Magnuson, Meyers, Nguyen, O'Brien, Pell, Shoop, Stockert, Titus and Williams.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: Hopp, Moore, Moss, Nunez and Springer.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for March 22, 2017

MSC – (Titus/Cecere): The minutes for March 22, 2017 were approved and accepted into the record with abstentions from Abbie Cory and Ryan Williams.

Minutes, agendas and attachments are posted on the following Palomar College website:
<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS/FIRST READING – None.

C. ACTION ITEMS/SECOND READING – None.

D. INFORMATION/DISCUSSION ITEMS

- | | |
|---|-------------------------|
| <p>1. <u>Pronouns and Preferred Names</u> – Abbie Cory
 http://www.theblaze.com/news/2016/12/30/my-pronouns-are-college-library-workers-wear-buttons-announcing-preferred-gender-pronouns/
 Abbie Cory reviewed this website and passed around a sample button showing preferred gender pronoun names. Sherry Titus advised that she will take this information to the ASG and discuss funding the buttons through them. VP Gonzales mentioned bringing awareness of this forward during Plenary and Club rush during the fall of 2017 and then bringing it forward on a yearly basis. Sherry and Abbie will meet to discuss planning these events.</p> | 15 minutes |
| <p>2. <u>Need Member from SSPC to Serve on SSEC</u>
 VP Gonzales advised the Council that there is a position available on SSEC for a faculty member from SSPC. The SSEC will be holding meetings in the summer of 2017 due to the integration of the SSSP/SE/BSI plans. Abbie Cory showed interest and will advise the Council if she plans on serving.</p> | Exhibit A
10 minutes |
| <p>3. <u>Career Center Director</u> – Patrick O'Brien
 Patrick reported that historically the person in this position has been a Faculty Counselor who receives 50% release time to serve as the Career Center Director. The Counseling department has proposed changing this position to a full-time Educational Administrator. This change was listed as an action item on the Counseling department's agenda at the March 22, 2017 meeting and the motion passed. Patrick presented a list of pros and cons around this change. VP Gonzales reported that we will discuss this as an institution and review other Career Center models in the region. He recommended that each constituent group discuss this with their members and bring any feedback to the SSPC meeting on April 26, 2017.</p> | 15 minutes |
| <p>4. <u>Resources for Homeless Students</u> – Sherry Titus
 Sherry reported that the student food and housing insecurities have become more prevalent at our institution. She suggested we create a Task Force to support this group of students. Lisa Cecere, Mark DiMaggio, Dr. Kendyl Magnuson, Lori Meyers, Michelle LaVigueur and Sherry Titus offered to be part of this team to ensure that resources are available for this student group. Lori Meyers mentioned that the website http://www.211.org/ is a free and confidential service that helps the community find local resources.</p> | 15 minutes |

- 5. Student Health Centers:** 15 minutes
- a. **SHC Departmental Visits** – Judy Harris and a Behavioral Health Counselor have been attending department meetings to inform them about our student health services.
 - b. **HIPAA/FERPA Seminar** – This seminar which is sponsored by the Chancellor’s Office will be held on Friday, 4/21/17 in SSC-1. There will also be a Subpoena workshop immediately following at 2:30 p.m. in the same location.
 - c. **Mini Grant for May Mental Health Month** – The Student Health Centers received a \$1,000.00 mini grant to help support Mental Health Awareness.
- 6. Update on Student Services District BP/AP** Exhibit B 10 minutes
VP Gonzales reported that the following Student Services Board Policies and Administrative Procedures were sent to the Council for feedback. There were no suggested edits from the Council. They will be moved forward to Policies & Procedures, SPC and then to the Governing Board for final approval.
- a. AP 5130 – Financial Aid, Veterans’ & Scholarship Services
 - b. AP 5055 – Enrollment Priorities
- E. COMMITTEE REPORTS** 10 minutes
- 1. Academic Review Committee – Dr. Magnuson reported that they have two petitions they are reviewing.
 - 2. Behavioral Health & Campus Wellness Committee – Dean Stockert reported they will meet on April 13, 2017. They are working on their website, peer educator and mental health training.
 - 3. Campus Police Committee – Mark DiMaggio reported that Connie Sterling has agreed to be the Chair of this committee. They are re-routing cars around the Early Childhood Education Lab School to improve safety.
 - 4. Registration Committee – Dr. Magnuson reported that they met last month and covered the following:
 - a. New legislation was released from the Chancellor’s Office stating that students with a homeless insecurity can achieve priority registration I and BOGW eligibility for up to 6 years.
 - b. The FYE program submitted a request which was approved for students in their 2nd term to receive priority registration level 4.
 - 5. Scholarship Committee – Dr. Magnuson reported that they received 390 applications and 140 did not complete all the steps. 250 were submitted and completed and \$157,000 was awarded.
 - 6. Student Program Eligibility Appeals Committee – Dr. Magnuson reported that they have not received any petitions this year.
- F. OTHER BUSINESS**
- 1. VP Gonzales reported that Sexual Assault Awareness posters were created and are being posted in each classroom.
 - 2. VP Gonzales reported on the following hiring updates:
 - a. The VPHRS search has failed twice and we will be going out for a third search.
 - b. The new VPI will be announced this week.
 - c. Kathy Kailikole, Ed.D. has been selected as the permanent Dean of Mathematics and the Natural and Health Sciences. Her effective date will be July 1, 2017.
 - d. The search committee for the Foundation Executive Director is meeting this week. The goal is to have a new director in place this June 2017.
 - e. The search committee for the permanent Student Health Services Director is in place.
 - f. The search committee for the Chief of Police is in place.
 - g. A DRC Director has been selected, pending Governing Board approval on May 9, 2017.
 - 3. VP Gonzales reported that we are working on establishing better parameters around applying for grants. Supervisors and managers should be advised of any grants that an employee may apply for.
 - 4. Building projects:
 - a. We are in the process of developing plans for the new Student Services building and the new Athletics complex.
 - b. The work on the South Center and North Center are under way.
 - c. The Veterans Center should be ready for fall 2017.
 - d. The Camp Pendleton Education Center will be relocating to a new building by spring 2018.
 - 5. VP Gonzales reported that we have received over 750 applications for FYE and of those; over 500 were eligible for the Palomar Promise.
 - 6. Lori Meyers reported that there have been some challenges at the DRC with multiple measures. VP Gonzales suggested that she meet with Michelle Barton to address this concern, as IRP already has a group of people addressing this.

Meeting was adjourned at 11:05 a.m.

Next Meeting: April 26, 2017

STUDENT SERVICES

Revised 4/13/17

AP 5520 STUDENT DISCIPLINE PROCEDURES

References:

Education Code Sections 66017, 66300, 69810-69813, 72122, 76030, 76031, 76032, 76037, 76120, 76210, and 76220 et seq.;

Government Code Sections 3540 et seq.;

Penal Code Sections 626.2 and 626.4;

Title 5 Sections 41303 and 54600 et seq.

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed to them by the California and United States Constitutions. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the California and United States Constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

DEFINITIONS

District -- The Palomar Community College District

Superintendent/President -- The chief executive officer, or that person's designee, shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the state and federal law and regulations.

Administrator -- An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Director of Student Affairs -- The Director of Student Affairs of the District, or the Superintendent/President's designee, is responsible for implementation of the disciplinary procedures.

~~Professor (Faculty Member)~~ Instructor -- Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Date Approved: SPC 05/06/2008

(Replaces current Palomar College Policies 430.1, 430.2, and 430.3)

35 **Student** -- Any person currently enrolled as a student at Palomar College or in any
36 program offered by the District during the time of the incident.

37 **Informal Due Process Hearing** – Student is afforded an initial opportunity to present
38 his/her evidence regarding the alleged conduct violation to the Director of Student
39 Affairs.

40 **Disciplinary Appeals Panel** -- A Disciplinary Appeals Panel shall be composed of one
41 administrator at large, one full-time faculty instructor member, and one student.

42 **Immediate Interim Suspension** (Education Code Section 66017) -- The
43 Superintendent/President, or that person's designee, may order immediate suspension
44 of a student where he or she he/she concludes that immediate suspension is required to
45 protect lives or property and to ensure the maintenance of order. In cases where an
46 interim suspension has been ordered, the time limits contained in these procedures
47 shall not apply, and all hearing rights, including the right to an appeals hearing where a
48 long-term suspension or expulsion is recommended, will be afforded to the student
49 within ten (10) days.

50 **Short-term Suspension** -- Exclusion of the student for good cause from one or more
51 classes for a period of up to five (5) consecutive instructional days.

52 **Long-term Suspension** -- Exclusion of the student by the for good cause from one or
53 more classes for the remainder of the school term, or from all classes and activities of
54 the District for one or more terms.

55 **Expulsion** – Exclusion of the student by the Governing Board from the District for one
56 or more terms.

57 **Removal from class** -- Exclusion of the student by a an professor instructor for the day
58 of the removal and the next class meeting.

59 **Written or verbal reprimand** -- An admonition to the student to cease and desist from
60 conduct determined to violate the Standards of Student Conduct. Written reprimands
61 shall become part of a student's permanent record at the District. A record of the fact
62 that a verbal reprimand has been given may become part of a student's record at the
63 District for a period of up to one year.

64 **Withdrawal of Consent to Remain on Campus** -- Withdrawal of consent by the
65 District for any person to remain on campus in accordance with California Penal Code
66 Section 626.4 where the District has reasonable cause to believe that such person has
67 willfully disrupted the orderly operation of the campus.

68 **Day** -- Days during which the District is in session and regular classes are held,
69 excluding Saturdays and Sundays.

Date Approved: SPC 05/06/2008

(Replaces current Palomar College Policies 430.1, 430.2, and 430.3)

70 **Notice** -- Delivery of notice shall be emailed to Palomar College student email account.
71 Secondary notices may be delivered by United States (US) mail. Two Three business
72 days are allowed for US mail delivery.

73 **DISCIPLINARY ACTIONS**

74 **Verbal reprimand** may be given to a student who violates the Standards of Student
75 Conduct by an professor instructor or administrator. The professor instructor or
76 administrator may request a record of the verbal reprimand become part of a student's
77 record at the District for a period of up to one year. The request shall be made to the
78 Director of Student Affairs.

79 **Written reprimand** may be given to a student who violates the Standards of Student
80 Conduct by an professor instructor or administrator. The professor instructor or
81 administrator shall within five (5) days of giving the reprimand send a copy of the
82 reprimand to the Director of Student Affairs. The Director of Student Affairs shall ensure
83 that the reprimand becomes part of the student's permanent record at the District.

84 ~~**Removal from Class** (Education Code Section 76032) -- Any professor instructor may
85 order a student removed from his or her class for the day of the removal and the next
86 class meeting. The professor shall immediately report the removal to the Director of
87 Student Affairs. The student shall not return to the class during the period of the
88 removal without the concurrence of the instructor professor. Nothing herein will prevent
89 the Director of Student Affairs from recommending further disciplinary procedures in
90 accordance with these procedures based on the evidence which led to the removal.~~

91 **Removal from Class** (Education Code Section 76032): Any instructor may order a
92 student removed from his/her class for the day of the removal and the next class
93 meeting. The instructor shall immediately submit the incident report of the removal to
94 the Director of Student Affairs and advise the Division Dean. The Division Dean shall
95 arrange for a conference between the student and the instructor regarding the removal.
96 The student shall not be returned to the class during the period of the removal without
97 the concurrence of the instructor. Nothing herein will prevent the Director of Student
98 Affairs from recommending further disciplinary procedures in accordance with these
99 procedures based on the facts which led to the removal.

100

101 **Short-term Suspensions, Long-term Suspensions, and Expulsions**

102 Before any disciplinary action to suspend or expel is taken against a student, the
103 following procedures will apply:

- 104 • **Notice** -- The Director of Student Affairs will provide the student with written
105 notice of the conduct warranting the discipline. The written email notice will
106 include the following:

Date Approved: SPC 05/06/2008

(Replaces current Palomar College Policies 430.1, 430.2, and 430.3)

- 107 ○ the specific section of the Standards of Student Conduct that the student
108 is accused of violating
- 109 ○ a short statement of the evidence supporting the accusation
- 110 ○ the nature of the discipline that is being considered
- 111 ○ the due process right of the student to meet with the Director of Student
112 Affairs to discuss the accusation, or to respond in writing.
- 113 ○ the time and date for the informal due process hearing before the Director
114 of Student Affairs
- 115 • **Time limits** -- The notice must be provided to the student within ten days of the
116 date on which the conduct took place, or from the date the District became aware
117 of the conduct. In the case of continuous, repeated, or ongoing conduct, the
118 notice must be provided within five ten (10) days of the date on which conduct
119 occurred which led to the decision to consider disciplinary action.
- 120 • **Informal Due Process Hearing** – The purpose of the due process hearing is to
121 determine whether disciplinary action is warranted. The hearing must occur no
122 later than ten (10) days after the notice is provided. At the hearing, the student
123 must again be told the evidence leading to the accusation, and must be given an
124 opportunity to respond verbally to the accusation. The student shall prepare a
125 signed written statement of the incident and provide it to the hearing officer at the
126 time of the hearing. The student shall bring supporting evidence to the hearing.
- 127 • **Hearing Officer** – The Hearing Officer shall be the Director of Student Affairs.

128 **Short-term Suspension** -- Within five (5) days after the hearing described above, the
129 Director of Student Affairs shall decide whether to impose a short-term suspension,
130 whether to impose some lesser disciplinary action, or whether to end the matter.
131 Written notice of the decision shall be provided to the student. The notice will include
132 the length of time of the suspension, or the nature of the lesser disciplinary action. The
133 Director of Student Affairs decision on a short-term suspension shall be final.

134 **Long-term Suspension** -- Within five (5) days after the due process hearing described
135 above, the Director of Student Affairs shall decide whether to impose a long-term
136 suspension. Written notice of the Director of Student Affairs' decision shall be provided
137 to the student. The notice will include the right of the student to request an appeal
138 before a long-term suspension is imposed, and a copy of this policy describing the
139 procedures for an appeal.

140 The Superintendent/President shall report all suspension of students to the Governing
141 Board.

142 **Expulsion** -- Within five (5) days after the due process hearing described above, the
143 Director of Student Affairs shall decide whether to recommend expulsion to the
144 Superintendent/President and the Governing Board. Written notice of the Director of
145 Student Affairs' decision shall be provided to the student. The notice will include the
146 right of the student to request an appeal before expulsion is imposed, and a copy of this
147 policy describing the procedures for an appeal.

148 **APPEAL PROCEDURES**

149 **Request for an Appeal**

150 Within five (5) days after receipt of the Director of Student Affairs' decision regarding a
151 long-term suspension or expulsion, the student may an appeal the decision to an
152 Disciplinary Appeals Panel. The request must be made in writing to the Director of
153 Student Affairs.

154 **Schedule of an Appeal Hearing**

155 The appeal hearing shall be held within fourteen (14) days after a formal written request
156 for an appeal is received.

157 **Disciplinary Appeals Panel** – At the beginning of each academic year, the Director of
158 Student Affairs shall call for appointments from the Vice President for Student Services,
159 the President of the Faculty Senate, and the ASG President shall each, at the beginning
160 of the academic year, establish a list of at least five persons who will serve on student
161 disciplinary appeals panels. The Director of Student Affairs and the student shall
162 appoint a Disciplinary Appeals Panel from the names on these lists. However, no
163 administrator, faculty member instructor or student who has any personal involvement in
164 the matter to be decided, who is a necessary witness, or who could not otherwise act in
165 a neutral manner shall serve on a Disciplinary Appeals Panel.

166 **Disciplinary Appeals Panel Chair**

167 The Disciplinary Appeals Panel shall select its own chair. The decision of the chair shall
168 be final on all matters relating to the conduct of the formal hearing unless there is a vote
169 by both other members of the panel to the contrary.

170 **Conduct of the Formal Hearing**

171 The members of the Disciplinary Appeals Panel shall be provided with a copy of the
172 accusation against the student and any written response provided by the student before
173 the formal hearing begins. The evidence supporting the accusation shall be presented
174 by a District representative who shall be the Director of Student Affairs. The District
175 representative and the student may call witnesses and introduce oral and written

176 testimony relevant to the issues of the matter. Formal rules of evidence shall not apply.
177 Any relevant evidence shall be admitted.

178 The District representative and the student shall each be permitted to make an opening
179 statement. Thereafter, the District representative shall make the first presentation,
180 followed by the student. The District representative may present rebuttal evidence after
181 the student completes his/her evidence. The burden of proof shall be on the District
182 representative to prove **by the preponderance of the evidence** that the facts alleged are
183 true.

184 The student may represent himself/herself, and may also have the right to be
185 represented by a person of his or her choice. If the student wishes to be represented by
186 an attorney, a request must be presented in writing to the District representative not less
187 than five days prior to the date of the hearing. If the student is being represented by an
188 attorney, the District representative may request legal assistance through the Office of
189 the Superintendent/President. The Disciplinary Appeals Panel may also request legal
190 assistance; any legal advisor provided to the panel may sit with it in an advisory
191 capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

192 **Formal H**earings shall be closed and confidential unless the student requests that it be
193 open to the public. Any such request must be made no less than five days prior to the
194 date of the **formal** hearing.

195 In a closed **formal** hearing, witnesses shall not be present at the **formal** hearing when
196 not testifying, unless all parties and the panel agree to the contrary.

197 The **formal** hearing shall be recorded by the District **either** by **tape voice** recording **or**
198 **stenographic recording**, and shall be the only recording made. No witness who refuses
199 to be recorded may be permitted to give testimony. **In the event the recording is by tape**
200 **recording, At the beginning of the hearing,** the Disciplinary Appeals Panel chair shall, **at**
201 **the beginning of the hearing,** ask each person present to identify themselves by name,
202 and thereafter shall ask witnesses to identify themselves by name. **Tape Voice**
203 recording shall remain in the custody of the District at all times, unless released to a
204 professional transcribing service. The student may request a copy of the **tape voice**
205 recording.

206 All testimony shall be taken under oath; the oath shall be administered by the
207 Disciplinary Appeals Panel chair. Written statements of witnesses under penalty of
208 perjury shall not be used unless the witness is unavailable to testify. All testimony shall
209 be taken under oath and **tape voice**-recorded.

210 Within five days **(5)** following the close of the hearing, the Disciplinary Appeals Panel
211 shall prepare and send to the Vice President for Student Services a written decision.
212 The decision shall include specific factual findings regarding the accusation, and shall
213 include specific conclusions regarding whether any specific section of the Standards of

214 Student Conduct were violated. The decision shall also include a specific
215 recommendation regarding the disciplinary action to be imposed, if any. The decision
216 shall be based only on the record of the **formal** hearing, and not on matter outside of
217 that record. The record consists of the original accusation, the written response, if any,
218 of the student, and the oral and written evidence produced at the hearing.

219 **Vice President for Student Services' Decision**

220 **Long-term suspension** -- Within five **(5)** days of the Disciplinary Appeals Panel's
221 decision, the student may request an appeal to the Vice President for Student Services.
222 The Vice President for Student Services may accept, modify or reject the findings,
223 decisions of Disciplinary Appeals Panel. If the Vice President for Student Services
224 modifies or rejects the Disciplinary Appeals Panel's decision, the Vice President for
225 Student Services shall review the record of the hearing, and shall prepare a new written
226 decision which contains specific factual findings and conclusions. The decision of the
227 Vice President for Student Services shall be final.

228 **Expulsion** -- Within five **(5)** days following receipt of the Disciplinary Appeals Panel's
229 recommended decision, the Vice President for Student Services shall render a written
230 recommended decision to the Governing Board. The Vice President for Student
231 Services may accept, modify or reject the findings, decisions and recommendations of
232 the Disciplinary Appeals Panel. If the Vice President for Student Services modifies or
233 rejects the Disciplinary Appeals Panel's decision, he or she shall review the record of
234 the hearing, and shall prepare a new written decision which contains specific factual
235 findings and conclusions. The Vice President for Student Services shall make a written
236 recommendation to the Superintendent/President.

237 **Governing Board Decision** -- (Education Code Section 72122) The Governing Board
238 shall consider any recommendation from the Superintendent/President for expulsion at
239 the next regularly scheduled meeting of the Board after receipt of the recommended
240 decision. The Governing Board shall consider an expulsion recommendation in closed
241 session, unless the student has requested that the matter be considered in a public
242 meeting in accordance with these procedures.

243 The student shall be notified in writing, by registered or certified mail **to the address on**
244 **file with the District** or by personal service, at least three **(3)** days prior to the meeting, of
245 the date, time, and place of the Governing Board's meeting. The student may, within
246 forty-eight **(48)** hours after receipt of the notice, request that the hearing be held as a
247 public meeting. Even if a student has requested that the Governing Board consider an
248 expulsion recommendation in a public meeting, the Governing Board will hold any
249 discussion that might be in conflict with the right to privacy of any student other than the
250 student requesting the public meeting in closed session.

251 The Governing Board may accept, modify or reject the findings, decisions and
252 recommendations of the Superintendent/President and/or the Disciplinary Appeals

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(Replaces current Palomar College Policies 430.1, 430.2, and 430.3)

253 Panel. If the Governing Board modifies or rejects the decision, the Board shall review
254 the record of the hearing and shall prepare a new written decision which contains
255 specific factual findings and conclusions. The decision of the Governing Board shall be
256 final. The final action of the Governing Board on the expulsion shall be taken at a public
257 meeting, and the result of the action shall be a public record of the District.

258 **Withdrawal of Consent to Remain on Campus** -- The Director of Student Affairs (**see**
259 **line 64 District**) may notify any person for whom there is a reasonable belief that the
260 person has willfully disrupted the orderly operation of the campus that consent to remain
261 on campus has been withdrawn. If the person is on campus at the time, he or she must
262 promptly leave or be escorted off campus. If consent is withdrawn by the Director of
263 Student Affairs a written report must be promptly made to the Superintendent/President.

264 The person from whom consent has been withdrawn may submit a written request for
265 an appeal hearing on the withdrawal within the period of the withdrawal. The request
266 shall be granted not later than seven days from the date of receipt of the request. The
267 hearing will be conducted in accordance with the provisions of this procedure relating to
268 interim suspensions. In no case shall consent be withdrawn for **longer than ten fourteen**
269 **days no more than fourteen (14) days** from the date upon which consent was initially
270 withdrawn. Any person as to whom consent to remain on campus has been withdrawn
271 who knowingly reenters the campus during the period in which consent has been
272 withdrawn, except to come for a meeting or hearing, is subject to arrest, in accordance
273 with Penal Code Section 626.4

274 **Time Limits** -- Any times specified in these procedures may be shortened or
275 lengthened if there is mutual concurrence by all parties.

276 Admission or readmission may be denied to any person who, while not enrolled as a
277 student, commits such acts which, were he/she enrolled as a student, would be the
278 basis for disciplinary proceedings under this policy. In addition, admission or
279 readmission may be denied to any person who, while a student, commits acts which are
280 subject to disciplinary action pursuant to this policy. Any conduct for which admission or
281 readmission may be denied must be college-related.

282 The fact of disciplinary action and the reasons therefore shall be recorded on the
283 student discipline records subject to access, review, and comment by the student as
284 authorized by the Federal Family Educational Rights and Privacy Act [20 U.S.C. 1232
285 (g)] and the administrative regulations adopted thereto (45 CFR Sections 99 et seq.)
286 and similar provisions of state law and the administrative regulations adopted pursuant
287 thereto.

288 The information shall remain recorded on the student records unless expunged in
289 accordance with state or federal law but shall not be released to prospective employers
290 unless the student consents in writing to such release.

291 In addition, such information will be released to other third parties, including law
292 enforcement agencies, as required or authorized by the state and federal law referred to
293 above.

294 For a period of two calendar years after the recording of such information, the
295 information may be used by appropriate District officials in determining the appropriate
296 sanction of any subsequent disciplinary action or for any other college-related purposes.

297 Office of Primary Responsibility: Student Affairs