



Reference: *Education Code Section 66300, 66301, and 76120;*  
*ACCJC Accreditation Standards I.C.8 and 10*

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under Board Policy 3433, Prohibition of Sexual Harassment Under Title IX:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Open contempt for any safety rules and regulations of the District.
3. Disruption or obstruction of teaching; research; administration; disciplinary proceedings; other West Hills Community College District (WHCCD) activities, including its public service functions on or off campus; or other authorized non-WHCCD activities when the act occurs on WHCCD premises.
4. Possession, sale, or otherwise furnishing any firearm, knife, explosive, dangerous chemicals, or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the College President.
5. Unlawful possession, use, sale, offer to sell, furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of,

offering, arranging or negotiating the sale of any drug paraphernalia as defined in California Health and Safety Code Section 11014.5.

6. Committing or attempting to commit robbery or extortion.
7. Causing or attempting to cause damage to District property or to private property on campus.
8. Stealing or attempting to steal District property or private property on campus, possession of or knowingly receiving stolen District property or private property on campus.
9. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
10. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District (see Board Policy and Administrative Procedure 3540, Sexual and Other Assaults on District Property).
11. Committing sexual harassment as defined by law or by District policies and procedures (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; and Administrative Procedure 3435, Discrimination and Harassment Investigations).
12. Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, marital status, political affiliation, or any other status protected by law. These acts or behaviors may not rise to the level of a crime or a violation of state or federal law, but may constitute the creation of an unsafe, negative, or unwelcome environment for the targeted individual.
13. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
14. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
15. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
16. Academic misconduct such as cheating, plagiarism (including plagiarism in a student publication), fabrication and facilitating, or engaging in other academic dishonesty.
  - The term "cheating" includes, but is not limited to:
    - Use of any unauthorized assistance in taking quizzes, tests, or examinations;

- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or acquisition, without permission, of tests or other academic material belonging to a member of the WHCCD faculty or staff.
  - The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the buying or selling of term papers or other academic materials.
17. Dishonesty, forgery, alteration, or misuse of college documents, records, identification, key, or electronic device; or knowingly furnishing false information to the District.
  18. Failure to identify oneself to, or comply with, the directions of a District or college official, employee, law enforcement officer, or other public official when requested to do so; or resisting or obstructing such official in the performance of or the attempt to perform their duties.
  19. Unauthorized entry upon or use of District or college facilities.
  20. Lewd, indecent, or obscene conduct on District owned or controlled property, or at District sponsored or supervised functions.
  21. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college or district premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
  22. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
  23. Violation of published WHCCD policies, rules, or regulations, including those concerning student organization and the use of District or college facilities or the time, place, and manner of public expression or distribution or posting of materials.
  24. Violation of federal, state, or local law on WHCCD premises or at WHCCD sponsored or supervised activities.
  25. Participation in a campus demonstration which disrupts the normal operations of WHCCD and infringes on the rights of other members of the WHCCD community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on WHCCD premises or at WHCCD sponsored or supervised activities.

26. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction including, but not limited to, handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
27. Theft or other abuse of phones, electronic devices, or computer time including, but not limited to:
- a. Unauthorized entry into a WHCCD system file to use, read, or change the contents or for any other purpose.
  - b. Unauthorized or illegal transfer or downloading of files.
  - c. Unauthorized use of another individual's identification and password.
  - d. Unauthorized use of electronic devices in the classroom including, but not limited to, headphones, cellular phones, and tablets.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or WHCCD staff member.
  - f. Use of computing facilities to download or view material deemed to be lewd, indecent, and/or obscene matter that is not education related.
  - g. Use of computing facilities to send obscene or abusive threatening messages.
  - h. Use of computing facilities to interfere with the normal operation of WHCCD computing systems.
28. Abuse of the Standards of Student Conduct including, but not limited to:
- a. Failure to obey the summons of a Student Conduct Hearing Panel or appear at the request of a WHCCD official.
  - b. Falsification, distortion, or misrepresentation of information.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding or Student Conduct Hearing Panel.
  - d. Institution of a judicial proceeding or Student Conduct Hearing Panel knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the WHCCD judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding or Student Conduct Hearing Panel.
  - g. Failure to comply with the sanctions imposed under the Student Code of Conduct and/or Education Code.
  - h. Influencing or attempting to influence another person or commit an abuse of the judicial system.
29. Failure to repay debts to the District; return District property; or return the property of any member of the District community.
30. Any attempt to steal, take, carry, lead, or take away the personal property of another, or fraudulently appropriate property which has been entrusted to a student, or knowingly and designedly, by any false or fraudulent representation or pretense, defrauds any other person of money, labor or property, or who

causes, procures, or obtains credit and thereby, or fraudulently, gets or obtains possession of money or property, or obtains the labor or service of another.

31. Unauthorized gambling on District property or at any District function.
32. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any student or other person.
33. Inflicting mental harm upon any member of the District community; taking any action for the purpose of inflicting mental harm upon any member of the District community; taking any reckless, but not accidental action, from which mental harm to a member of the District community could result; causing a member of the District community to believe that the student or his/her/their agent may cause mental harm to that person or any member of his/her/their family or any other member of the District community; any act which purposefully demeans, degrades, or disgraces any person.
34. Transferring, lending, borrowing, altering or unauthorized creation of identification or login rights.
35. Engaging in sexual misconduct including, but not limited to unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; Administrative Procedure 3435, Discrimination and Harassment Investigations; and Board Policy and Administrative Procedure 3540, Sexual and Other Assaults on District Property).
36. Stalking behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the college disciplinary officer to create substantial emotional distress, torment, create fear, or to terrorize the person (see Board Policy and Administrative Procedure 3430, Prohibition of Harassment; Administrative Procedure 3435, Discrimination and Harassment Investigations).
37. Sexual stalking directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest. Such stalking behaviors may include pursuing or following; unwanted communication or contact including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
38. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures,

vehicles, or facilities, including the unauthorized use of the District's name, insignia, or seal without permission or authorization.

39. Tape recording any person on District property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
40. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
41. Violation of any health, safety, or related regulations, rules or ordinances on District property or at any District function.
42. Violation of any federal, state or local law on District property, at a District function or involving a member of the District community.
43. Violation of any rule or regulation posted on District property by the District or the college, or printed in any District publication.
44. Violation of published computer/network usage policies, procedures, or guidelines (see Board Policy and Administrative Procedure 3720, Computer and Network Use; and Board Policy and Administrative Procedure 3725, Information and Communications Technology Accessibility and Acceptable Use).

See Administrative Procedure 5520

Board approval date: 7/27/10  
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