



***S*udent
*S*ervices**

Student Services

Child Care Center

Child care services are available for children between the ages of 2 and 5 years in the GWC Child Care Center located at the southwest corner of the campus. Infant/toddler care for ages six months through two years is also available. For further information, please contact the Child Care Center at 895-8127.

Counseling

The Counseling Division can assist students in reaching their goals by providing the following services:

1. Counselor services to assist students in reaching their academic, career, and personal goals.
2. New student advisement program in planning college classes
3. Career and Employment Services Center
4. University Transfer Center
5. Re-Entry Center
6. CalWORKs Program

See the College Catalog for further description of these services, or for general information, call the Counseling Office at 895-8799; for Re-Entry or CalWORKs information call 895-8111.

Student Health Services

Student Health Services is located on campus, east of the gymnasium.

1. The goal of college Student Health Services is to assist students in maintaining physical, emotional and social well being so they may succeed in their academic and vocational programs.
2. Student Health Services is open from 8:30 a.m. - 6:00 p.m., Monday through Thursday, and 8:30 a.m. - 12:30 p.m., Friday for the Fall and Spring

semesters. Hours for Summer and Intersession may vary. Phone number: 895-8379.

3. The student health record is confidential.
4. The following free or low cost services are offered:
 - A. Medical/Health assessments
 - B. Mental health counseling
 - C. First Aid medical care
 - D. Blood pressure screening
 - E. Vision and hearing screening
 - F. Family planning
 - G. Immunizations/TB screening

In addition, optional low cost dental and accident/sickness insurance policies are available at a nominal price. Students enrolled and attending classes are eligible for the on-campus accident insurance policy. Details are described in a brochure available in Student Health Services. Report any accident to Student Health Services during hours of operation or to Public Safety after hours when Student Health Services is closed.

Student Support Services

ADMISSIONS AND RECORDS POLICIES & PROCEDURES

Introduction

The Admissions and Records Office assists instructors by registering students, recording attendance, and processing grades. We ask your cooperation in meeting deadlines in all of these areas to provide accurate records and prompt service for students as well as complying with state funding requirements and audit criteria. It is the instructor's responsibility to:

1. Take daily attendance in positive attendance courses (short-term and hours-arranged courses).
2. Submit three verification rosters each semester reflecting withdrawal for all inactive students.

3. Maintain a system to determine absences and officially drop all students prior to the 12th week (75%) of a semester-length course (deadlines for other length courses are listed below under Instructor Drop Procedure) when they are no longer participating in the class.
4. Assign grades to all enrolled students according to the grading method of the course listed on the roster.

Please contact the Admissions and Records Office if you have questions at any time regarding procedures.

Attendance/Enrollment Procedures

1. Registration Procedures for Open Classes

1st week of classes —

No permission required for open classes.

2nd week of classes —

Instructor written permission required.

No registration after 2nd week of classes.

NOTE: Do not permit students to attend who are not preprinted on your roster, unless they have a computer printout with the ticket/section number of your course on it.

2. Registration Procedures for Closed Classes

When a class has officially closed, students may register for it only if they obtain the written permission of the instructor. Instructors will be provided with pink Permits to Add a Closed Class which they may complete, sign, and issue to students for processing in the Admissions and Records Office prior to the end of the second week of classes. Students are not permitted to enroll in classes after the second week.

3. Class Rosters

For 18-week, 16-week and first eight-week classes, instructors will receive a temporary roster on the first day of instruction. It will contain the name of each student registered as of the date on the roster memo. These rosters should be used to keep attendance through the first three weeks of class and are to be returned to the Admissions and Records Office at the end of the semester. Students who are not on the roster should be asked to show their printed enrollment verifica-

tion prior to making a roster entry. To mark attendance, use the standard roster marking system described.

4. No Show Rosters

DEADLINE: NOON, FRIDAY OF THE SECOND WEEK OF THE CLASS. Instructors are requested to drop students whose names are on the temporary roster and who fail to attend. Use the "no show" rosters distributed with the temporary roster and submit to the Admissions and Records Office. Indicate the withdrawal on your temporary roster. These students' names will not appear on the permanent roster if the above deadline is met.

5. Instructor Drop Procedure

Unless a student has previously contacted the instructor, students may be dropped by the instructor if they fail to attend the first class meeting in order to allow other students to enroll. Do not permit a student to attend after his/her first class of attendance without verification that he/she has officially enrolled in the Admissions and Records Office. Verification of enrollment would include the student's name on the roster or a printout listing the class.

Withdrawal Through the Semester — Instructors may withdraw students at any time in the semester when the instructor determines the student is no longer participating. Non-participation means that the student has stopped attending and the instructor knows that the student will not return or has been absent so many days that he/she cannot make up the work and the instructor would not reinstate him/her if he/she did return.

Instructors may drop students by the following procedure after the first three weeks of class, but prior to the withdrawal deadline:

1. Complete a verification roster or an instructor withdrawal roster and submit it to the Admissions and Records Office.
2. Write "W" in the date space on your attendance sheets immediately following the last date of attendance.
3. Write "W" in the student's final grade column on the permanent roster.

6. Student Drop Procedure

In order to drop a class, a student must officially withdraw in person in the Admissions and Records Office or by using the Touch-Tone Telephone System prior to the withdrawal deadline for the course as printed on the permanent roster.

Withdrawals, "W", and No Credit, "NC"

1. Only those courses designated in the Catalog and on the course roster as Credit/No Credit or Graded or Credit Option can be assigned CR or NC grades.
2. The "W" grade will be assigned to students dropping or being dropped from the class prior to the withdrawal deadline listed on the permanent roster. After the withdrawal deadline, a grade must be assigned, and no withdrawals are permitted.
3. No entry will be made on a student's transcript if the student or faculty initiated withdrawal is processed within the first 30% of the class.

Dropping Students from Courses – Title 5, Section 5.8004 (GWC Academic Resolution approved 12/12/95)

A. No Shows

Be It Resolved that the Academic Senate adopt the following definition of NO SHOW—an individual who has not attended the class and/or lab at any time prior to the census week for that class/lab and did not contact the college and/or instructor regarding his/her non-attendance.

Be It Further Resolved that the college continue to exercise its fiduciary responsibility by informing faculty of their responsibility to report these students as NO SHOWS, and that the college initiate drops for these students and clear them from the rosters as required by law.

Be It Further Resolved that students who failed to initiate drops and did not attend class and/or labs and were, therefore, dropped by the institution because of non-attendance as a NO SHOW, be required to pay their class fees prior to re-enrollment in the institution.

- B. Students who attend at least one class meeting prior to census week

Be It Resolved that the President of the Academic Senate and the Vice President of Instruction draft a letter reviewing the options available to faculty, points of consideration, and potential impact on students and the college in relation to instructor-initiated drops.

Be It Further Resolved that such letter be distributed prior to the end of the Fall Semester.

- C. RE – Consideration of Resolution passed October 17, 1995

It is recommended that instructors inform students during the first week of class of attendance policies including extenuating circumstances, (i.e., accident, death in immediate family, etc.) and grading to be used in the course.

Important Information for Instructors of Short-Term, Late-Starting, and Open-Entry Courses

Registration

For classes starting during the first three weeks of the semester, registration will take place in the normal manner. For late-starting classes, registration will take place in the Admissions and Records Office and is available to students through the first week of the class. After the first week of class, instructor permission is required to enroll. After the second week, no enrollment is permitted. Registration for open-entry courses will continue until the class closes, up to six (6) weeks before the end of the semester. If the class is closed but you are able to accommodate more students, issue Permits to Add a Closed Class to students.

Permanent Rosters and Grade Rosters

Rosters will be provided for late start classes prior to the first class meeting. Grade rosters will be issued for courses as follows:

1. Classes ending during the first eight weeks will be issued during the seventh week.
2. Classes ending during the second eight weeks will be issued during the 15th week.

Rosters will be provided for open-entry classes at the beginning of the semester and upon request.

Guidelines for Student Transfers from One Class Section to Another

When a student requests a transfer after the third week of the semester from one class section to another, he/she should be aware of the following:

1. Students have the responsibility to seek written permission from the receiving instructor and to turn it in to the Admissions and Records Office.
2. Such transfers are possible only if the receiving instructor gives a written note accepting the student for transfer — which the student must take to the Admissions and Records Office.
3. The receiving instructor will request the transfer of all current classroom records from the instructor of record.
4. If the student encounters difficulty in accomplishing the transfer, and if the student has a documented case of personal hardship, he/she should be referred to the administrator in Admissions and Records.

Graduation/Certificate Petitions

Completed petitions are filed in the Admissions and Records Office.

Grade Reporting Procedures

The state-mandated grading policy for community colleges requires the following grading practices. Please read this section carefully.

Final Grades

Grade	Meaning	Value
A	Excellent	4 points per unit
B	Good	3 points per unit
C	Satisfactory	2 points per unit
D	Passing, less than satisfactory	1 point per unit
F	Failing	0 points per unit
CR	Credit, satisfactory or better	Not counted in GPA
NC	No Credit, less than satisfactory	Not counted in GPA

1. Prior to the final grade period, each instructor will receive a grade roster listing all students officially enrolled in class and the options available for grade assignment. The grades listed on the grade roster are the ONLY grades that may be assigned.
2. When grades have been determined, they should be entered in ink in the appropriate col-

umn of the permanent class roster. Grades marked on the grade roster must reflect the grades in this column.

3. Grade Options:

- A. **Letter Grade (A, B, C, D, F)** — Letter grades are assigned in all courses otherwise designated in the Catalog. The "W" will not be issued unless the student has officially withdrawn, or has been officially withdrawn by the instructor through the Admissions and Records Office prior to the deadline date printed on the permanent roster.
- B. **Credit/No Credit** — A few classes have been designated as Credit/No Credit. The roster and college Catalog indicate the grading method. CR = C or better and the NC = unsatisfactory completion (D or F).
- C. **Grade Option Classes** — Some courses have the optional grading method of letter grade or the Credit/No Credit option. Students must request the Credit/No Credit grade method in the Admissions and Records Office within the first 30% of the class. The grade roster indicates the option based on the student's fourth week decision as reported to the Admissions and Records Office.

4. **Incomplete** — An incomplete grade may be assigned by the instructor when a student requests an extension of time to complete a course due to unforeseen, emergency, or for justifiable reasons. Incompletes should generally be given only where the student has earned an F or NC, since a D or better is considered completion. The instructor will report to the Admissions and Records Office the conditions for completion, as well as the grade to be assigned if the work is not completed after one year. The incomplete will be included in the determination of academic probation and suspension status. Upon completion of the missed work, the instructor will assign a final grade.

5. **Individualized Study/Special Topics** — Students may enroll in a course on an Individualized Study or Special Topics basis by completing a petition during the first eight weeks of the semester. If you have a student enrolled in your class on this basis, use the same procedure for assigning grades as indicated in the above paragraph.

6. **Credit by Examination** — Students enrolled in this program are assigned grades (pass/no pass) on a separate form which will be sent to the instructor.
7. **IP Grade (In-Progress)** — Used only in classes that cross semester lines. Prior approval must be given by the Admissions and Records Office in order for the IP grade to be used. Contact the Admissions and Records Office for specific procedures.
8. **Posting Grades** — Instructors wishing to post grades outside their classrooms should be aware that State and Federal law prohibits the use of the Social Security Number as the student identifier. Instructors should either use the last four digits of the SS# or they may assign a unique designator to each student in the class.

Admissions & Records
895-8129 or 895-8130
Mon. - Thurs. 8:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 3:00 p.m.

Registration Deadlines

Admissions & Records Office

REGISTRATION HOURS: Monday - Thursday 8:00 a.m. - 7:00 p.m. Friday 8:00 a.m. - 3:00 p.m.

	Week 1 Late Registration	Week 2 Permit Registration	
ADDS FOR 16 WEEK CLASSES	Only closed classes require instructor written permission.	Instructor written permission and initial date of attendance required. NO ADDS AFTER 2ND WEEK IN THE SEMESTER	Official student program or current I.D. card must be presented at the time of all adds and drops. There is a \$1.00 fee for duplicate student programs.
ADDS FOR SHORT-TERM COURSES STARTING AFTER THE 1ST WEEK OF THE SEMESTER	Only closed classes require instructor written permission.	Instructor written permission required in all courses. No adds after 2nd week in short-term courses.	
DROPS FOR 16 WEEK CLASSES	No transcript entry for drops turned in to the Admissions and Records Office prior to the end of the 4th week of the semester. Identification required.		No drops permitted after the 12th week for 16 week classes. Grade must be assigned.
DROPS FOR SHORT-TERM COURSES	No transcript entry for drops turned in to the Admissions and Records Office prior to completion of 30% of the course.		Drop deadline for all short-term courses is prior to completion of 75% of course.
Cr/NC REQUESTS	Students enrolled in courses designated Grade Option in the Schedule of Classes may choose the Cr/NC grading method by filing a petition in the Admissions & Records Office within the first 30% of the class. Students who do not petition in those courses will automatically receive a letter grade.		

Withdrawal Deadlines for Fall & Spring Courses

The state grading policy of community colleges mandates deadline dates for instructor and student withdrawal. The summary chart below indicates these deadlines.

<i>Number of weeks for scheduled class</i>	<i>Deadline to withdraw without a "W" appearing on the transcript</i>	<i>Deadline to withdraw and receive a "W" on the transcript</i>
1 week	1st day	4th day
2 weeks	1st three (3) class days	7th class day
3 weeks	1st week	2nd week of class
4 weeks	1st week	3rd week of class
5 weeks	1st week	4th week of class
6 weeks	1st two (2) weeks	4th week of class
7 weeks	1st two (2) weeks	5th week of class
8 weeks	1st two (2) weeks	6th week of class
9 - 10 weeks	1st three (3) weeks	7th week of class
11 weeks	1st three (3) weeks	8th week of class
12 weeks	1st three (3) weeks	9th week of class
13 - 14 weeks	1st three (3) weeks	10th week of class
15 weeks	1st four (4) weeks	11th week of class
16 weeks	1st four (4) weeks	12th week of class
17 weeks	1st four (4) weeks	13th week of class
18 weeks	1st four (4) weeks	14th week of class

ALCOHOLIC BEVERAGES

Possession or consumption of alcoholic beverages on the Golden West College campus or in facilities used by the college is not permitted. Violators are subject to stern discipline in accordance with the California Business and Professions Code.

ASSESSMENT CENTER

The Assessment Center offers testing and placement, where appropriate, in reading, writing, listening, study skills, English as a second language, and mathematics. Assessment testing in writing, reading, and mathematics is recommended for all students and required for new students pursuing a degree or certificate, or for students interested in enrolling in courses for which these tests are prerequisites.

For further information call ext. 58388.

COLLEGE HOUR

The Student Activities Office program encourages a College Hour for students Monday through Friday to provide students the opportunity to participate in campus events/activities, club activities, and the Associated Students. Some activities involve a level of amplification from performances that could affect instruction. The Student Activities Office takes into consideration the needs of the campus and works to ensure quality participation from both students and faculty.

FIELD TRIPS/ASSOCIATED STUDENTS

Procedures and forms for all non-class (Associated Student Council or club sponsored) related field trips are available in the Student Activities Office.

MATERIALS DISTRIBUTION POLICY

Any individual or group wishing to distribute literature to Golden West College campus must file an intent to leaflet with the Student Activities Office.

Access to campus facilities will be open to distribution of all leaflets with the following exceptions and regulations:

1. Commercial advertising
2. Anonymous materials

3. Those items excluded by the following California Education Code Section 25425.2: "Students of the public schools have the right to exercise free expression . . . except that expression which is obscene, libelous or slanderous according to current legal standards, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school, shall be prohibited."

Leaflets may be distributed anywhere on the Golden West College campus, except for the interiors of all buildings and areas which impede the flow of traffic. Leaflets may also be distributed in the Student Center. Permission, however, may be granted for distribution within a particular facility by the person responsible for the activities held there.

The general area around the leaflet distribution point(s) must be cleaned up at the end of the day.

Leafleting parking lot areas is prohibited.

Any failure to comply with the above stipulations will bar this person, persons, or organization from further distribution of literature on campus until such time as approved by the Vice President of Student Services or his appointee.

Posting of Circulars of College Events

In order to maintain attitudes of respect and care for our facilities, student and faculty organizations should confine posting of bulletins, announcements and other approved materials to established bulletin boards.

After complying with ASGWC publicity regulations, the interior walls of the Student Center and the free-standing campus bulletin boards may be used for the posting of campaign posters and banners,

Exceptions to these regulations will be made on occasion of special events and in keeping with good taste and care of facilities. Under these circumstances, arrangements may be made through the Student Activities Office.

SPECIAL STUDENT SERVICES

This office makes a continuous effort to reach youth and adults of the community who might not otherwise seek educational or vocational assistance through Extended Opportunity Programs and Services based on state mandated guidelines for

emergency loans, counseling, high school outreach, etc., as well as financial aid, scholarships, and grants to eligible students. Please see the College Catalog for detailed description of services and application criteria.

STUDENT DISCIPLINARY ACTIONS

Academic Honesty Policy¹

Student disciplinary actions are handled by the Vice President of Student Services for violations of the Student Code of Conduct. In addition to these, actions may be taken for violation of the Academic Honesty Policy and the Sexual Assault Policy.

Golden West College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effort to fulfill the following responsibilities.

Faculty Responsibilities

Faculty have a responsibility to ensure that academic honesty is maintained in their classroom. In the absence of academic honesty it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are expected to:

1. Explain the meaning of academic honesty to their students.
2. Conduct their classes in a way that makes cheating, plagiarism and other dishonest conduct nearly impossible.
3. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Academic Dishonesty" which follow).

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.
3. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Administration Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to make cheating, plagiarism and other dishonest conduct nearly impossible.
3. Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism, and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Examples of Violations of Academic Honesty

Academic dishonesty includes, but is not limited to, the following:

Cheating

1. Obtaining information from another student during an examination.
2. Communicating information to another student during an examination.
3. Knowingly allowing another student to copy one's work.
4. Offering another person's work as one's own.
5. Taking an examination for another student or having someone take an examination for oneself.
6. Sharing answers for a take-home examination, unless specifically authorized by the instructor.

7. Using unauthorized material during an examination.
8. Altering a graded examination or assignment and returning it for additional credit.
9. Having another person or a company do the research and/or writing of an assigned paper or report.
10. Misreporting or altering the data in laboratory or research projects.

Plagiarism

Plagiarism is to present as one's own the ideas, words, or creative product of another. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

Other Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key.
2. Stealing or attempting to change official academic records.
3. Forging or altering grade change cards.
4. Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
5. Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment, or by creating a distraction meant to impair performance.
6. Forging or altering attendance records.

Collusion

Collusion occurs when any student knowingly or intentionally helps another student perform an act of academic dishonesty. Collusion in an act of academic dishonesty will be disciplined in the same manner as the act itself.

Procedures for Dealing with Violations of Academic Honesty

Action by the Instructor

1. An instructor who has evidence that an act of academic dishonesty has occurred shall, after

speaking with the student, take one or more of the following disciplinary actions:

- A. Issue an oral reprimand (for example, in cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty).
 - B. Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, for a first time occurrence of a relatively minor nature).
 - C. Assign an "F" for the course (for example, in cases where the dishonesty is more serious, premeditated, or a repeat offense).
2. For any incident of academic dishonesty which is sufficiently serious for the instructor to take disciplinary action which can lower the student's grade (for example, an "F" given for all or part of an assignment), the instructor shall report the incident to the Vice President of Student Services on an "Academic Dishonesty Report" form.

NOTE: A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College's Instructional Grievance Policy.

Action by the Administration

Upon receipt of the first "Academic Dishonesty Report" form concerning a student, the Vice President of Student Services shall send a letter of reprimand to the student which will inform the student that:

- He/she will be on academic disciplinary probation for the remainder of his/her career at Golden West College.
- Another incident of academic dishonesty reported by any instructor shall result in a one year suspension from the College.

Upon receipt of a second reported incident of cheating by the student, the Vice President of Student Services shall suspend the student for one calendar year (two full semesters and one summer session).

For more serious incidents of academic dishonesty, the student shall be suspended from the College on the first offense for one calendar year. Offenses warranting suspension on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another student or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

If, after a student returns from a suspension for Academic Dishonesty, the Vice President of Student Services receives yet another "Academic Dishonesty Report" form, he/she shall recommend to the Coast Community College District Board of Trustees that the student be expelled from the District.

NOTE: Disciplinary actions taken by the Vice President of Student Services based on alleged cheating may be appealed as specified in the College's Disciplinary Grievance Policy.

¹ Portions adapted from the academic honesty policies of University of California Irvine, Cypress College, and California State University Long Beach as published in their catalogs.

Disruptive Student Behavior

The following information is suggested should a disruptive student in class or on the campus be encountered.

"Violent individuals are most rare. Violent behavior is rarely, if ever, sudden. It is preceded by behavior signaling trouble: growing anger, withdrawal, or 'spaced out' appearance."

1. Focus on behavior, not the causes. Concern for the causes of behavior should come after order is restored and the student code of conduct is applied.
2. Be aware of the range of support services the college provides:
 - A. Public Safety (58999) - on campus violations of the law.
 - B. Vice President of Student Services (58707) and Evening Administrator (58974) - on campus violations of the Coast Community College

District Student Code of Conduct.

- C. Student Health Center (58379) on "spaced out" looking individuals, inappropriate behavior, comments unrelated and bizarre, not disruptive to class or surrounding environs.

The following situations are meant to serve as guidelines for action by the observing staff member.

Situation

1. "Spaced out" looking individual not disruptive to class or surrounding environs.

Response

Talk to individual privately.

Register concern.

Comment on behavior.

Determine if student or non-student.

Student - contact Public Safety (58999) to assist OR personally offer to assist them to the Student Health Center (58379).

Non-student - Contact Vice President of Student Services (58707) or Evening Administrator (58974).

Situation

2. Individual disruptive to class. NOTE: You are the authority in your classroom. You define disruption. You should spell it out up-front.

Response

Isolate individual and talk to privately.

Emphasize firmness, control, and that student will face exclusion from class or school if student Code of Conduct is violated.

Emphasize dealing with the problem behavior and NOT counseling the student as to the cause for it.

If necessary, contact the Vice President of Student Services (58707) or Evening Administrator (58974)

Situation

3. Angry student acting out disruptive behavior in class.

Response

Isolate, approach calmly, talk to privately. Appears potentially violent. Emphasize - very matter of fact limit setting and remind them of civil, legal, and campus consequences of such behavior.

Don't psychologize or get into reasons for the conduct.

Emphasize behavioral self-control and consequences.

If reluctant to approach, immediately contact the Vice President of Student Services (58707), Evening Administrator (58974), or Public Safety (58999).

Situation

4. Exhibitionist

Response

Contact Vice President of Student Services (58707), Evening Administrator (58974), or Public Safety (58999).

Situation

5. Suicide in progress or imminent.

Response

Call Public Safety (58999).

1. Provide the following information:
 - A. Your name and position with the college.
 - B. Specific location of victim.
 - C. Nature of injury (not breathing, severe bleeding, choking, etc.).
 - D. Request paramedics immediately.
2. If after dialing (58999) there is no answer with 5 rings, call the H.B. Fire Department Paramedics (911) and provide the following information:
 - A. Your name and position with the college.
 - B. Specific location of the victim.
 - C. Nature of injury.

Situation

6. Violent behavior.

Response

Call Public Safety (58999).

1. Provide the following information:
 - A. Your name.
 - B. Specific location of scene.
 - C. Nature of suspect's behavior.
 - D. Ask for immediate assistance.

2. After dialing (58999) if there is no answer with 5 rings, call the H.B. Police Department (911) immediately and provide the following information:

- A. Your name.
- B. Specific location of scene.
- C. Nature of behavior.

Removal From Class

If a student is disruptive in a faculty member's class, and attempts to counsel the student about appropriate classroom behavior have gone unheeded by the student, the faculty member has the right to remove the student from the class for the day of the removal and the next class day. Before removing a student from class, the faculty member must first give the student notice of his/her intent to remove him/her and reasonable opportunity for the student to offer relevant comment on the proposed removal. If, after considering information provided by the student the faculty member decides to proceed with the proposed removal, his/her decision must be given to the student either orally or in writing. **His/her decision to remove the student may not be appealed.**

After removing the student, the faculty member must immediately notify the Vice President of Student Services either right after class or before he/she leaves campus that day. The notification must be in writing and include the following information:

- a. Student's name.
- b. Student's identification number.
- c. Description of the behavior.
- d. Actions the faculty member has taken.
- e. Faculty member's name.
- f. Class name and section number.

Disruptive Behavior Forms are available in the Vice President's Office for this purpose, or the faculty member can simply write up the report including the above information.

The student should not be permitted to return to class until she/he has met with the Vice President of Student Services. It is the student's responsibility to contact the Vice President to arrange such a meeting. The student must bring to the faculty member a permission form signed by the Vice President to gain readmission to class.

Sexual Assault Policy Statement

Statement of Philosophy

All people who participate in programs and activities of the Coast Community College District have the right to do so under safe conditions without physical or psychological threat. Toward that end, the District, through its three colleges, offers a comprehensive program of education and service to minimize the risk of sexual assault to all citizens who use its facilities.

The Coast Community College District considers sexual assault as a major offense. Identified sexual offenders who are required to register with local law enforcement officials (California Penal Code 290) may be restricted from using certain facilities and programs of the District.

Definition of Sexual Assault

This policy deals with sexual assault as defined in CCCD Policy 050-1-18. Please refer to CCCD Policy 050-1-6 (Sexual Harassment) and CCCD Policy 030-10-1 (Student Code of Conduct) for related issues.

Sexual Harassment

It is the policy of the Coast Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend or take personal or academic action affecting an employee or student, or who is otherwise authorized to transact business or perform other acts or services on behalf of the Coast Community College District to engage in sexual harassment as defined below.

Within the Coast Community College District, sexual harassment is prohibited regardless of the status and/or relationships the affected parties may have.

Definition of Sexual Harassment

Sexual harassment occurs when unwelcome sexual advances are made; sexual favors requested, or other verbal/physical conduct of a sexual nature is made either explicitly or implicitly a term or condi-

tion of an individual's educational or employment status and has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.

Specific Examples

For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Making unsolicited written, verbal, physical and/or visual contact with sexual overtones.
 - a. Written. Includes but is not limited to suggestive or obscene letters, notes or invitations.
 - b. Verbal. Includes but is not limited to derogatory comments, slurs, jokes, epithets.
 - c. Physical. Includes but is not limited to assault, touching, impeding or blocking movement.
 - d. Visual. Includes but is not limited to leering, gestures, or display of sexually suggestive objects, pictures, cartoons, or posters.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisals, or implied threats of reprisals following rejection of sexual harassment, the following are examples of such reprisals:
 - a. Within the Work Environment. Either implying or actually withholding support for an appointment, promotion, or change of assignment. Included as part of a reprisal would be recommending a poor performance evaluation or that the employee will not be kept beyond an employment probationary period.
 - b. Within the Educational Environment. Either implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.

The District/College will provide annual notice of the Sexual Harassment Policy to students, employees, and others who may be affected while conducting business with the District/College. Posters which contain the basic legal requirements will be posted in places readily accessible to students, job applicants, existing employees, and the general public.

Discrimination and/or Sexual Harassment

Any individual who perceives, or has actually experienced conduct that may constitute discrimination and/or sexual harassment has the responsibility to ensure that the individual engaging in such conduct is informed that the behavior being demonstrated is offensive and must stop. If this behavior does not cease the individual has the responsibility of making it known to the institution. The district along with the individual campuses will endeavor to maintain an environment free of what may be constituted as discrimination and/or sexual harassment as prescribed by State and Federal mandates, as well as district policy. Inquiries and concerns should be directed to the College's Sexual Harassment officer. (3-24-86)

STUDENT GOVERNANCE

Golden West College and the Coast Community College District offer several opportunities for students who wish to participate in the governance process. Although a few of the positions are mandated, most have developed in recognition of the importance of students in educational governance and the values for students who participate in the governance systems. All positions provide experience in leadership, representation, cooperation, and group decision making, as well as other experiences that relate to future leadership roles. Faculty and staff are encouraged to inform students of student governance opportunities and roles and whenever possible, to serve as advisors through committees, clubs, organizations, and other events.

Student Trustee to District Board of Trustees

A student trustee is elected to the District Board of Trustees each May. The student trustee attends all board meetings (usually two per month) and attends the monthly Coast Community College Student Council.

Student Governance on Campus — Associated Students, GWC

1. The Student Council has seven voting members — all of them are elected in April. The officers are: President, Vice President, Student Advocate, Public Relations Officer, Club Consultant, Activities Commissioner, and Finance Commis-

sioner. The Student Council is the official board representing the students at Golden West College and meets weekly.

2. The Student Senate is an extension of the ASGWC Student Council. Interested students may volunteer as a senator provided ASGWC qualifications are met. The Student Senate has various committees for students to participate on, such as, activities, publicity, finance, student interest, broadcasting, and others. Each committee plays an integral role in the total development of the student government program at Golden West College.
3. Student clubs and organizations are governed by the Inter-Club Council (ICC). ICC assists clubs in fundraising and publicity and is responsible for coordinating and promoting club events on a cooperative basis. Student representatives from each club are asked to attend the ICC bi-monthly meetings. The ASGWC Club Consultant chairs this council. Faculty and staff members are encouraged to support student sponsored clubs and events in any way they can. New clubs are being developed each semester and advisors are always wanted.

For more information, contact the Student Activities Office (above the Student Center) or call 58261.

District and Campus Committee Positions

Student representatives to committees are appointed by the Student Council unless otherwise designated. Faculty are encouraged to nominate students and bring them to the attention of the Student Council. Appointments are normally made early in the fall or when positions are available.

District Committees

The Coast Community College District Student Council consists of three students from each college in the District. The GWC Student Council appoints its three representatives, one of whom must be a Student Council member. This council meets prior to the first District Board of Trustees meeting of the month.