

# COLLEGE POLICIES

## COLLEGE CONDUCT

### Honor Code/Honor Council

Santa Monica College is committed to the academic, social, and ethical development of our students. We strive to create a learning environment that is challenging and supportive of the community at large. We are committed to upholding fundamental values of honesty, trust, fairness, respect, responsibility, civility, and community.

The College has instituted an Honor Code that students are expected to uphold, and has established an Honor Council responsible for promoting, addressing, and resolving issues pertaining to academic integrity.

General principles that guide the Honor Code and Honor Council include the following:

- **Honesty:** means fairness and straightforwardness of conduct, and implies a refusal to lie, steal, or deceive in any way;
- **Integrity:** implies that one is true to a trust and adheres to a code of moral values;
- **Social Responsibility:** demonstrated by adherence to policies of the institution, departments, labs, libraries, and individual classes; and
- **Respect and Civility:** implies that one will conduct oneself in a courteous and respectful manner in communications and actions toward members of the campus community.

All students are expected to uphold the Honor Code as testament to their commitment and readiness to join the Santa Monica College academic community. At the time students enroll, they are expected to certify the following statement:

*In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue.*

A complete copy of the text for the "Honor Code/Honor Council" (SMC AR 4412) — which spells out the details of the Honor Code and the structure and responsibilities of the Honor Council — is available online (see [smc.edu/AdminRegulations](http://smc.edu/AdminRegulations)).

### Academic Conduct

#### Code of Academic Conduct

Santa Monica College is a community-oriented, open-door educational institution whose purpose is to educate and enlighten members of the community who seek knowledge. In order to uphold the academic integrity of the institution, all members of the academic community — students and faculty alike — must assume responsibility for providing an educational environment of the highest standards, characterized by a spirit of academic honesty.

**Under no circumstances will academic dishonesty be tolerated at Santa Monica College.**

#### Academic Dishonesty Defined

Santa Monica College defines academic dishonesty as the act of or assistance in deceiving, including fraud or deception in any academic exercise. Academic dishonesty includes, but is not limited to, certain actions not authorized by the instructor or testing officer, such as:

1. Using notes or testing aids such as calculators, tape recorders, or other electronic devices during any examination;
2. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips, or attendance;
3. Falsifying or attempting to falsify grade and/or attendance records;
4. Representing the words, ideas, or work of another (including materials from commercial term paper companies) as one's own (plagiarism) in any academic exercise;

5. Changing answers on a previously scored test, assignment, or experiment, with the intent to defraud;
6. Copying or allowing another student to copy from one's paper or answer sheet during an examination or for a graded assignment;
7. Inventing information for the purpose of completing a laboratory experiment, case study analysis, or field trip with the intent to defraud;
8. Giving and/or taking information during an examination by any means, including sign language, hand signals, secret codes, or electronic transmission; and
9. Accessing or reproducing exams in any form, without the prior authorization of the instructor, for the purpose of sharing, selling, or publishing them.

#### Consequences for Violating Academic Conduct

If a violation of academic honesty occurs, any or all of the following actions may be imposed:

1. The instructor may assign a failing grade to an examination or assignment in which cheating or plagiarism occurred;
2. In more serious instances, the instructor may refer the student to appear before the Honor Board;
3. The instructor may dismiss the student from the class or activity in progress for up to two class sessions; and/or
4. In more severe incidents of academic dishonesty — including, but not limited to, impersonation, stealing exams or research papers, or repeated violations of academic honesty — the College Disciplinarian may suspend the student or recommend expulsion of the student from the College.

#### Student Responsibilities

In order to maintain an environment of academic integrity, students at Santa Monica College are expected to:

1. Conduct themselves in a manner that encourages learning and upholds academic integrity; and
2. Act with fairness toward other students, which includes not seeking an unfair or undue advantage over other students in the classroom or when completing an assignment, taking an examination, or engaging in any other kind of academic activity; and
3. Make every attempt to prevent any unauthorized access to or use of their work by other students in the classroom, for an assignment, in an examination, or when engaging in any other kind of academic activity.

#### Faculty Responsibilities

In order to maintain an environment of academic integrity, members of the faculty at Santa Monica College are expected to:

1. Make every attempt to conduct their classes in a manner that encourages honorable behavior and learning, supports student success, and discourages academic dishonesty;
2. Inform students of course requirements, grading procedures, and expectations for acceptable academic conduct and behavior;
3. Inform students of the College's Code of Academic Conduct and the consequences and disciplinary action(s) that will be implemented if any behavior counter to the Code of Academic Conduct occurs;
4. Inform students of their right to due process should they wish to contest an allegation of cheating or engaging in any other form of academic dishonesty; and
5. Ensure that the appropriate process for reporting a violation of the Code of Academic Conduct is followed.

#### Reporting a Violation

If an incident of academic dishonesty occurs, a faculty member should adhere to the following procedures:

1. Inform the student of the nature of the violation and the impending course of action; and
2. Complete and submit the Academic Dishonesty Report Form, along with any related evidence, the first copy of the form to the College Disciplinarian within ten (10) working days of the allegation. The College Disciplinarian will, in turn, notify the student, the College Ombudsperson, and the appropriate Department Chair, and place a

copy in the student's disciplinary records as defined in the Code of Academic Conduct Appeal Procedures. This information will remain a part of the student's records for two years, provided there are no further acts of misconduct on the part of the student.

### Appeal Procedure

If a violation of academic honesty is alleged to have occurred, a Santa Monica College student has the right to appeal the action taken by the faculty member through the appeal procedures established by the College. For details, please see the Student Complaints, Hearings, & Appeals section of this catalog.

### Student Conduct

#### Student Conduct Code

All students at Santa Monica College have an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. A complete copy of is available online. Some examples of offenses and misconduct that are considered "good cause" for imposing disciplinary sanctions on a student are:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of College personnel, or persistent abuse of College personnel;
2. Assault, battery, or any threat of force or violence upon anyone on the College campus;
3. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - a. Intentional touching of another person's intimate parts without that person's consent, or other intentional sexual contact with another person without that person's consent;
  - b. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
  - c. Rape, which includes penetration, no matter how slight, without the person's consent, of either of the following: (a) the vagina or anus of a person by any body part of another person or by an object, or (b) the mouth of a person by a sex organ of another person;
4. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the College, including, but not limited to, any of the following:
  - a. Prostituting another person;
  - b. Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
  - c. Distributing images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure and objected to the disclosure;
  - d. Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire;
5. Willful misconduct that results in the injury or death of a student or College personnel or visitors, or which results in cutting, defacing, or other injury to any real or personal property owned by the District;
6. Theft or willful misconduct that results in cutting, defacing, or other injury or damage to property of the College or a member of the College community or a campus visitor;
7. Willful or blatant misuse of e-mail or other inappropriate forms of communication to faculty, staff, or students, including communication by written notes, phone, voicemail, or any form of electronic communication;
8. Possession, use, sale, or being under the influence of any controlled substance or any poison classified as such by Schedule D in section 4160 of the California Business and Professions Code;
9. Smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;
10. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;

11. Dishonesty of any kind, including academic dishonesty;
12. Forgery, alteration, or misuse of College documents, records, or identification;
13. Obstruction or disruption of any teaching, research, administration, disciplinary procedures, or other College activities, including, but not limited to, community events or other authorized activities on College premises;
14. Unauthorized entry to or use of College facilities, supplies, and/or equipment;
15. Violation of College policies or of campus regulations, including, but not limited to, campus regulations concerning student organizations; the use of College facilities; the time, place, and manner of public expression; library procedures; College bills and debts; or residence;
16. Disorderly conduct or lewd, indecent, or obscene conduct or expression on property owned or controlled by the College or at activities or events sponsored or supervised by the College;
17. Failure to comply with directions from College officials performing their duties;
18. Possession or use of alcoholic beverages on campus property or at any College-sponsored event, or presence on campus or at any College-sponsored event while under the influence of alcohol;
19. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College-sponsored activities or events;
20. Stalking, hate crimes, or hate incidents; and
21. Except as authorized by the College, the sale, purchase, exchange, distribution, or receipt of add codes, class seats, and academic work (lab reports, term papers, exams, extra credit, etc.), including, but not limited to, misconduct described in AR 4411 (Code of Academic Conduct) and AR 4435 (Responsible Use of Computer Resources); and
22. Any other offense set forth in the California Education Code that constitutes "good cause."

With the exception of response to conduct specified in provisions 3 and 4 above, no student shall be removed, suspended, or expelled from SMC unless the conduct for which the student is disciplined is related to College activity or attendance.

#### Smoke Free Campus

Santa Monica College is committed to providing its students, faculty, and staff with a healthy, comfortable, productive environment that is free from the effects of second-hand smoke. SMC became a smoke-free campus in fall 2007, following the example of many colleges, universities, and other public institutions throughout the US. Smoking — including the use of e-cigarettes or vaporizers — is not permitted in any District building, vehicle, or facility, or on District grounds, with the exception of designated outdoor areas on the periphery of all campuses. These are temporarily designated as smoking areas, as a way for the College to transition into becoming entirely smoke free.

#### Alcohol & Drugs

The abuse of alcohol or other drugs causes serious risks to a person's health.

California State law prohibits the use, sale, or possession on campus of alcohol, or presence on campus of students who are under the influence of any controlled substance. (Cal. Ed. Code §§76032-76033)

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. Santa Monica College will impose disciplinary sanctions for the use, sale, or possession of alcohol or presence of any prohibited controlled substance. Disciplinary sanctions include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, ineligibility to participate in extracurricular activities, suspension, expulsion, and possible referral to local, state, or federal law enforcement agencies.

The Santa Monica College Center for Wellness & Wellbeing provides short-term psychological counseling, referral, and substance abuse/alcohol abuse information.