

Transfer Day

The Transfer Opportunity Center (TOC) coordinates an on-campus Transfer Day in the Fall Semester. Representatives from a wide variety of universities, including the California State University, University of California and independent colleges are available to students to discuss admission and transfer policies of their universities and colleges. Event is usually held in October. Call the TOC at (650) 738-4232 for additional information.

STUDENT ACTIVITIES OFFICE

Building 6, Room 6212

(650) 738- 4275, skystudentactivities@smccd.edu

The Student Activities Office is an excellent resource center for students interested in creating or participating in campus events, gaining leadership skills and enhancing their overall education experience through participation in extracurricular activities.

Programs and services include:

- Support of the ASSC (Student Government) and Student Clubs
- Leadership Development
- Student Handbook publication
- Event Planning Guidelines
- Posting Regulations
- Food Sales guidelines
- Room and Space Reservations
- Resolution of students complaints

For additional details, contact the Student Activities Office.

STUDENT CLUBS AND ORGANIZATIONS

A wide variety of leadership and volunteer opportunities are available within campus clubs and organizations. Becoming part of a campus organization is a great way to enhance your experience at Skyline College. These groups focus on a wide variety of student interests such as career options, academics, cultural support, social events and interest, political service and religion. Students are also encouraged to start new clubs and organizations to suit their interests.

The following is a list of chartered clubs and organizations at the time of the publication of the Student Handbook. For an updated list of student groups, contact the ASSC Office at (650) 738-4327.

American Medical Student Association (AMSA)

Advisor: Nick Kapp

(650) 738-4415, kapp@smccd.edu

AMSA, also known as the Pre-Med Club, provides assistance and support for medical field majors and sponsors forums discussing health issues.

Anthropology Club

Advisor: Lori Slicton

(650) 738-4152, slicton@smccd.edu

The Anthropology Club is for students who are interested in anthropology. All majors welcomed. Members can expect involvement in a wide array of activities from educational presentations to diverse cultural programming.

**Associated Students of Skyline College
(Student Government)**

**Advisor: Amory Cariadus
(650)738-4327, cariadusa@smccd.edu**

The Associated Students of Skyline College (ASSC) is Skyline College's student government organization. ASSC represents the interests of students to college and district administrators and campus committees, allocates funds to clubs, and works for the general welfare of students.

Black Student Union (BSU)

**Advisor: Tony Jackson
(650)738-4156, jacksont@smccd.edu**

BSU's goal is to establish a supportive and positive community for African American students and to increase campus awareness of issues related to the African American community. Membership is open to all students. Members can expect involvement in a wide array of activities ranging from cultural presentations to conferences.

Cosmetology Club

**Advisors: Lori Biagi
(650)738-4420, biagi@smccd.edu**

The Cosmetology Club's main purpose is to assist students to be more responsible, educated, and dedicated to their profession; raise funds to help support students in competitions, field trips and seminars, and to generate money for scholarships.

Democrats Club

**Advisor: Mike Messner
(650)378-7301x19560, messnerm@smccd.edu**

The Democrats Club presents an opportunity to meet fellow Democrats, elected officials, and other community leaders, learn about political issues, make a difference in your community and have fun in the process.

Differently-Abled Club

**Advisor: Lucia Lachmayr
(650)738-4146, lachmayrl@smccd.edu**

The Differently-Able Club has been organized to provide a network of support for all students and a voice for advocacy as well as equal opportunities for students with disabilities.

Environmental Club

**Advisor: Nancy Kaplan-Biegel
(650)738-4297, kaplann@smccd.edu**

The Environmental Club was established to help build a campus community committed to "going green." Club activities promote and demonstrate how to live more sustainably.

Filipino Student Union (FSU)

**Advisor: Liza Erpelo
(650)738-4119, erpelo@smccd.edu**

FSU's mission is to promote Filipino-American community ties and instill the Filipino history and culture among students.

Gay Straight Alliance (GSA)

**Advisor: Alec Bates
(650)738-4374, batesa@smccd.edu**

GSA was established to increase the visibility of gays, lesbians, and bisexual students on campus and to dispel heterosexist myths. The club is a resource for gays on campus to meet in a safe, discreet environment and to discuss pertinent issues.

Hermanos Club

Advisor: Pablo Gonzalez
(650)738-4139, Gonzalez@smccd.edu

The Hermanos program is designed to promote education in the Latino community. The organization shall discuss, advocate, and educate students and members of the community about issues that affect Latinos/Chicanos/Hispanics. The club provides services, creates unity, and promotes advocacy and education to the members of the campus.

Hoops Club

Advisor: Justin Piergrossi
(650)738-4367, piergrossi@smccd.edu

Skyline Hoops serves the members of the college and community by offering opportunities to participate in the game of basketball. These opportunities are presented through youth camps, clinics, and tournaments. In addition to teaching the fundamentals of the sport, the Skyline Hoops Club also promotes lifelong benefits of playing basketball.

Honors Transfer Club

Advisor: Katharine Harer
(650)738-4412, harer@smccd.edu

The Honors Club seeks to reflect the ideals and standards that the Honors Transfer Program emphasizes. The club's mission is to become the active link between the program and its students, to create a strong sense of community, to foster scholarship and academic excellence, and to communicate to the student body at large that the program is within their reach.

Journalism Club

Advisor: Nancy Kaplan-Biegel
(650)738-4297, kaplann@smccd.edu

The Journalism Club was established with the dual purpose of fostering interest in journalism as a career path and of educating the campus on media literacy issues as they pertain to journalistic practices. Activities focus on providing further training for campus journalists, giving students interested in journalism as a career path more exposure to the field, and offering a forum to discuss ethical and professional issues.

Kababayan Dance Troupe

Bonifacio Valera
(650) 738-4271

Latin American Student Organization (LASO)

Advisor: Lucia Lachmayr
(650)738-4146, lachmayrl@smccd.edu

LASO cultivates future Latino leaders by promoting social and cultural awareness among its members and the Skyline community. LASO utilizes the experience of mentors and the knowledge gained through conferences, workshops and personal development to create a supportive environment that promotes student advancement.

Middle Eastern Club

Advisor: Johannes Masare
(650)738-4288, masare@smccd.edu

The Middle Eastern Club brings students of Middle Eastern cultures and non-Middle Eastern cultures together to encourage understanding and celebrations of all communities

Phi Theta Kappa (Academic Honor Society)

Beta Theta Omicron Chapter
Advisor: Christine Case
(650)738-4376, case@smccd.edu

www.SkylineCollege.edu/boo

Phi Theta Kappa is an internationally acclaimed honor society serving two-year institutions that offer associate degree programs. It is recognized by the American Association of Community Colleges as the official honor society for two-year colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Skyline College's Chapter has earned five-star status. Applications are available on the Skyline College Phi Theta Kappa website or in Pacific Heights 214. Please submit the application, along with an unofficial transcript, to the Phi Theta Kappa Office with a one-time membership fee of \$65.00.

Photography Club

Advisor: Arthur Takayama

(650)738-4208, takayama@smccd.edu

The Photo Club is committed to further the understanding and practice of photography as a significant visual art including color, black and white, digital and various other methods. The Photo Club strives to play a creative role in the Skyline College community through skill sharing workshops and weekly membership labs.

P.O.D.E.R.

(emPowering Ourselves to Demand Educational Rights)

Advisor: Jacquie Escobar

(650)738-4305, escobarj@smccd.edu

P.O.D.E.R.'s goal is to empower students to demand educational rights, and serve the community by promoting educational awareness specifically related to state laws and regulations.

Respiratory Therapy

Advisor: Ray Hernandez

(650)738-4457, hernandezr@smccd.edu

The purpose of the Respiratory Club is to discuss respiratory therapy related functions. You must be actively enrolled in the Respiratory Program to join.

Running Club

Advisor: Sunny Diaz

(650)378-7301x19069, diazs@smccd.edu

The Skyline Running Club is organized to further understanding the dynamics of running and walking as a significant part of health. Discussions and workshops on athletic attire, hydration and nutrition will assist all club members in obtaining their personal goals.

Science and Math Club

Advisor: Stephen Fredricks

(650)738-4244, fredrickss@smccd.edu

The Science and Math Club meets to discuss subjects regarding Science and Mathematics. It provides an environment that helps students with science and math majors to follow the right academic path related to their major. This club organizes field trips and activities that benefit members both recreationally and academically.

Skyline Fellowship (Christian)

Advisor: Eloisa Briones

(650)738-4227, briones@smccd.edu

The Skyline Fellowship provides an environment in which Christians of various denominations and affirmations may gather on campus to build friendships and encourage each other in their faith, and to provide opportunities for students not familiar with the Christian faith to learn more about Christianity.

Skyline Organization and Club Council**Advisor: Amory Cariadus****(650)738-4327, cariadusa@smccd.edu**

The S.O.C.C. provides student clubs and organizations and vital linkage between student groups, the A.S.S.C. and the campus community. The primary function of the S.O.C.C. is to aid the clubs of Skyline College in providing quality activities and services that meet the needs of their membership, the Student Body, and the campus community.

Society of Hispanic Professional Engineers (SHPE)**Advisor: Stephen Fredricks****(650)738-4244, fredrickss@smccd.edu**

SHPE's objective is to increase the success rate of Hispanic students who major in Engineering, Computer Science, and Math at Skyline College. It offers leadership opportunities for SHPE. SHPE provides contacts and networking opportunities with local industries for employment and personal growth. Members are given the opportunity to create hands-on projects related to the field of engineering and to attend both regional and national conferences.

SPACE (Child Development Center's Club – Student Parent Association for Child Enrichment)**Advisor: Judy Heldberg****(650)738-7070; heldberg@smccd.edu**

S.P.A.C.E. provides enriching and stimulating activities, as well as a positive environment, for children in the community.

United Nations**Advisor: Katharine Harer****(650)738-4412, harer@smccd.edu**

This club fosters multicultural unity among our students, understanding of international issues and provides outreach to the community.

Women in Transition (WIT)**Advisor: Lori Slicton****(650) 738-4157, slicton@smccd.edu**

The purpose of this organization is to educate community college students about the accomplishments of women and to integrate students into the current women's right movement. It offers women opportunities to learn leadership skills through service to women's organizations on campus and in the community, and it provides a network for women and men to share life experiences and socialize.

Want to Start a New Club?

Any student can start a new student club or organization. Interested students can pick up a copy of the Student Organization and Club Manual from the Student Activities Office, Room 6212 or download the information from the Student Activities website:

<http://skylinecollege.edu/future/whatstudentsdo/associatedstudents>. The manual contains policy and procedure information, club rosters, advisor contracts and sample constitutions - everything you will need to get your new student group started. For more information about starting a new club, contact Jacqueline Solorzano, ASSC Vice President at (650) 738-4327.

STUDENT PUBLICATIONS

THE SKYLINE VIEW (Student Newspaper)

<http://www.theskylineview.com>

The Skyline View is an award-winning, student-run newspaper that covers the campus community and is produced bi-weekly by the journalism students of Skyline College. As a First Amendment protected publication, the paper functions as an open forum, providing the campus community several opportunities for expression, including guest opinion columns, letters to the editor, and advertising.

Students who would like to gain practical experience in creating and producing a newspaper and who would like to be a part of the editorial staff may sign up for Journalism 300-Newspaper Staff. Students are encouraged to explore Skyline College's journalism course offerings for additional opportunities. For more information, please contact *The Skyline View* advisor, Nancy Kaplan-Biegel, at (650) 738-4297 or at kaplann@smccd.edu.

TALISMAN (Student Literary Magazine)

Talisman is the literary magazine produced by the English 161/162 Creative Writing class each May. It contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing. For additional information and questions regarding submissions and awards contact Katharine Harer via email harer@smccd.edu or call (650) 738-4412.

Academic Calendar 2009-2010

FALL SEMESTER 2009	
August 19	Day and Evening Classes Begin
September 1	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
September 1	Last Day to Add Semester Length Classes
September 5,6	Declared Recess
September 7	Labor Day (Holiday)
September 4	Final Payment Due (Semester Length Class)
September 11	Last Day to Drop Semester Length Classes Without Appearing on Record Last Day to reverse Student Body Fee
October 2	Last Day to Apply for Degree or Certificate
November 11–12	Faculty Flex Day- No Day or Evening Classes
November 13	Veterans' Day Observed (Holiday)
November 14,15	Declared Recess
November 18	Last Day to Withdraw from Semester Length Classes
November 25	Declared Recess – Evening Courses Only
November 26	Thanksgiving Day (Holiday)
November 27– 29	Declared Recess
December 13 –19	Final Examinations (Day and Evening Classes)
December 19	Day and Evening & Weekend Classes End
December 24 – January 1, 2009	Winter Recess, Offices Closed

SPRING SEMESTER 2010	
January 18	Martin Luther King Jr Day (Holiday)
January 19	Day and Evening Classes Begin
February 1	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
February 1	Last Day to Add Semester Length Classes
February 12	Lincoln's Birthday (Holiday)

February 13 –14	Declared Recess
February 15	Presidents' Day (Holiday)
February 16	Last Day to Drop Semester Length Classes Without Appearing on Record
March 5	Last Day to Apply for Degree – Certificate
March 10,11 &12	Flex Day- No Classes
April 3 – 9	Spring Recess
April 29	Last Day to Withdraw From Semester Length Classes
May 22 – 28	Final Examinations (Day and Evening Classes)
May 28	Day and Evening Classes end
May 29 – 30	Declared Recess
May 31	Memorial Day (Holiday)

COLLEGE POLICIES & PROCEDURES

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation require community colleges to establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to have equal access to instruction. The San Mateo County Community College District is responsible for making reasonable modifications to academic requirements and practices as necessary, without any fundamental alteration of academic standards, courses, educational programs or degrees, to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed procedures for responding to accommodation requests involving academic adjustments in a timely manner. For additional information about this policy contact the Disabled Student Services Program Office, Building 2 or call (650) 738-4280.

ACADEMIC INTEGRITY

The college community has the responsibility to make every reasonable effort to foster academic honesty and conduct. Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses, degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities that exemplify academic dishonesty:

CHEATING:

- Copying, in part or in whole, from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts, which defraud or misrepresent one's own academic work.

PLAGIARISM:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY:

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or college official to improve your grade.
- Altering graded work after it has been returned, then submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations.
- Having your work corrected for spelling or grammar, if contrary to the rules of the course.
- Forging signatures on drop/add slips or altering other college documents.

CONSEQUENCES OF ACADEMIC DISHONESTY:

Academic sanctions may be applied in cases of academic dishonesty. Depending upon the seriousness of the infraction, you may:

- Receive a failing grade on the test, paper, or examination
- Have your course grade lowered, or possibly fail the course
- Under the standards of Academic Sanctions, you may be subject to:
 - A warning
 - Temporary exclusion from an activity or class
 - Censure
 - Disciplinary Probation
 - Suspension
 - Expulsion

The Dean of Enrollment Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard course work may be alleviated and disregarded in the grade point average computation. The following conditions will apply:

- Standard work is a grade of D, F, NC or NP.
- No more than two semesters and one summer session may be alleviated. The terms needed not be consecutive.
- A period of at least one year must have elapsed since the course work to be alleviated was completed.
- The student seeking alleviation must have completed:

<u>Units</u>	<u>Grade Point Average</u>
9	3.5
15	3.0
21	2.5
24	2.0

- The course work to be alleviated must have been taken at Skyline College, Cañada College, and College of San Mateo. The course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency. Academic renewal may be requested when alleviation is necessary to qualify a student for financial aid admission to a program, transfer to another institution, or for the completion of a certificate program.
- To request academic renewal, submit an Academic Renewal Petition form to the Office of Admissions and Records. Forms are available at the Admissions and Records Counter in the Student Services Center. When academic course work is alleviated from the computation of a grade point average, the permanent record shall be annotated to ensure that a true and complete record of academic history is maintained. Although course work is being alleviated from the computation of the grade point average, the courses and the actual grades will remain on the transcript.

ACADEMIC STANDARDS POLICY

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (“C”), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient. Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of

letter graded (GPA) units. Academic standing, including determination of probation or dismissal status, is based upon all course work completed at Skyline College, Cañada College, and College of San Mateo. Special program academic eligibility requirements for financial aid, athletics, Veteran's Educational Benefits, etc., may differ. Students should consult with their specific program coordinators for program eligibility requirements.

ACADEMIC PROBATION - A student will be on academic probation for either or both of the following reasons:

- a. Grade point average: A student enrolled in at least 12 semester units, and earned less than a 2.0 ("C") grade point average.
- b. Failure to maintain satisfactory progress: A student enrolled in at least 12 semester units, but the percentage of all units with a "W", "I" and/or "NP" exceeds 50%. (See Semester Calendar in the Class Schedule for deadline dates for withdrawal.)

Students on probation status are strongly encouraged to participate in the Student Success Program or contact a counselor. (650) 738-4317.

REMOVAL FROM PROBATION - A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation for failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category is no longer 50 percent or above.

DISMISSAL - A student shall be subject to dismissal if either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled, for which entries of "W," "I," and "NC" has been recorded, reaches or exceeds 50 percent.

A dismissed student may not enroll in day and evening classes for one semester before petitioning for reinstatement. In order to be approved for reinstatement, students will be required to meet with a counselor and participate in the Student Success Program.

For further information concerning student grievances or rights of appeal regarding the Student Success Program and reinstatement, students should please contact the Counseling Department in Building 2, Room 2230, or call (650) 738-4317.

ATTENDANCE REGULATIONS

After registering for a class, regular attendance in class and laboratory sessions is expected of every student. Regular attendance enables the student to learn the content/subject matter of the course. It is the student's responsibility to withdraw when several absences have occurred. (Absence means nonattendance for whatever reason.) Absences cause grades to decline. A professor can drop a student from a course if excessive absences have placed the student's success in jeopardy. If the student believes that there were extenuating circumstances related to the absences that resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. For additional information about filing a petition, contact the Admissions and Records Office (650)738-4251.

AUTHORITY OF PROFESSORS

- Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so.
- Students are also expected to perform the work of the course in a timely and systematic manner.

- The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course.
- The professor may seek to exclude from a course any student whose conduct is disruptive. The instructor has the authority to remove the student from his/her class from the time of an incident and the next class meeting.
- The student must make an appointment with the Disciplinary Officer before returning to class. Any student who refuses to leave a classroom when requested to do so by the professor or by an administrator of the College, is subject to disciplinary action. See Disciplinary Codes & Student Grievances and Appeals in the catalog for further information.

REGISTRATION: Students may not attend a class unless officially registered for the class prior to the last day to enroll. A student seeking permission for late registration must go to the Admissions Office for permit to enroll.

TEMPORARY ABSENCE - Students who will be absent for more than one week should notify their professors.

WITHDRAWAL FROM COLLEGE

1. After the "Last day to withdraw from a semester length class" Or the deadline for withdrawal from a short term class has passed, all petitions for Withdrawal, along with all supporting documentation, must be submitted for review by the Academic Standards and Policies Committee to determine eligibility for a late withdrawal. Students will be notified within seven calendar days of the committee's decision.
2. Students, who have completed a short course or completed units in a variable unit course prior to the effective date of a withdrawal, will be issued those units and will be liable for any applicable fees. Petitions for a late withdrawal are not granted automatically and must be filed with all supporting documentation, to avoid the possibility of receiving penalty grades.
3. Exceptions to the policy will be granted for military activation or circumstances caused by an act of nature.

CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment, the College has established procedures in compliance with Federal Public Law 101-542. Skyline College publicly reports campus crime statistics to students and staff. The campus crime statistical report is updated yearly. To view a current copy of Skyline College campus crime statistics, please visit the website at <http://www.SkylineCollege.edu/sts/security.html> or stop by the Campus Public Safety, Building 6, Room 6106 or (650) 738-4301 for a printed copy of the report.

CREDIT BY EXAMINATION

A student may be permitted to obtain credit for a course if he/she is especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate Division. Credit by examination is not allowed if a student has earned credit in an equal or more advanced course of the same sequence. Credit by examination is not allowed in order to improve a grade already received for a course. A maximum of 12 units toward an associate degree or 6 units toward a certificate may be applied for credit earned by examination. Credit by examination does not satisfy unit load requirements for programs such as financial aid, Veteran's, or graduation residency requirements. The student's academic record will be annotated to reflect that credit was earned by examination. A student may complete a course by credit by examination only once.

COURSE REPETITION

A. Repeat for Credit- A student may repeat certain courses for credit a maximum of three times (total four class enrollments). These courses require increasing levels of student performance or must provide significantly different course content each subsequent semester. "May be repeated for credit" will be

noted in the course description. Courses not so designated may not be repeated under this policy. Further information on this policy is available from the Office of Admissions and Records or in the catalog.

B. Grade Alleviation - A student **who has received a substandard grade of "D", "F", or "NC"** in a credit course taken at Skyline College, Cañada College, and/or College of San Mateo may repeat the course two times to improve a grade. Upon satisfactory completion of the repeated course, the grade earned in the repeated course will be used in the computation of the grade point average. The unit value of the repeated course will be counted once. The student's permanent academic record shall ensure that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

C. Special Circumstances - Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Enrollment Services before such course repetition will be authorized. Courses repeated under this provision shall be subject to the same terms and conditions outlined in "Grade Alleviation" in Section B above. Additional information and petitions for course repetition based on unusual circumstances may be picked up, in the Admissions and Records Office (Bldg 2).

DRUG-FREE CAMPUS POLICY

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property or at any function sponsored by the District or Colleges. Students found to be in violation of the Drug-Free Campus policy by manufacturing, distributing, dispensing, possessing or using a controlled substance, as defined in California statutes, on any College property will be subject to disciplinary measures up to and including possible cancellation of registration.

The College Health Center will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

EVENT PLANNING

All student clubs and organizations, off-campus groups or vendors who want to host a special event, hold a fundraising event, sell products, or hand out information must make a space reservation at the Student Activities Office by calling (650) 738-4275. Information on college policies, costs, facilities reservations, security, insurance requirements and other considerations for special events is available at the Student Activities Office. **Please note: Facilities reservations must be booked a minimum of three weeks prior to any event.**

FREE SPEECH

Free speech areas have been designated on the campus to allow for freedom of expression without disruption of the instructional mission of the College. Details regarding free speech are listed in the Time, Place and Manner Policy. For additional information regarding free speech areas, contact the Student Activities Office at (650) 738-4275.

FINES

Fines are assessed for failure to comply promptly with library regulations, and students are required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities. Future admission/registration maybe denied until these delinquencies are removed.

GRADING SYSTEM

There are three systems of grading at Skyline College:

LETTER GRADES - Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero points, using only the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	less than satisfactory	1
F	Failing	0

PASS/NO PASS - Each division of the College may determine certain courses in which all students are evaluated on a "Pass/No Pass" basis only. These courses will be identified in the College catalog and use the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
P	Pass (at least satisfactory – C or Better)	0
NP	No Pass (less than satisfactory or failing)	0

Grade option courses allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average.

Students electing a "Pass/No Pass" option must make this choice on WebSMART within the first 30% of the period of instruction. Changes will not be permitted after this time.

The utilization of courses graded on a "Pass/No Pass" basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with the appropriate members of the division faculty. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a "Pass/No Pass" option.

Four-year colleges and universities vary widely in the number of units of "Credit/ No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard. Grades are also available at www.SkylineCollege.edu, click on Web SMART.

NON-EVALUATIVE SYMBOLS

I - Incomplete - This symbol is used cases of incomplete academic work and for unforeseeable emergencies, and justifiable reasons. The professor shall set forth conditions for the removal of the "Incomplete" in a written record that also indicates the grade to be assigned in lieu of the removal. The student will receive a copy of this record and a copy shall be filed with the Dean of Enrollment Services. The professor will assign a final grade when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time, the Office of Admissions and Records will enter the grade previously determined by the professor in the permanent record.

An "Incomplete" may be made up no later than **ONE YEAR** following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. Students who have received an "Incomplete" will not be able to register in the same course while the "Incomplete" is in effect. The "I" symbol shall not be used in the computation of grade point average.

IP - In Progress - This symbol confirms enrollment and indicates that work is "in progress" and that the assignment of unit credit or grade will be given when the course is completed. The "IP" symbol shall not be used in the computation of grade point average.

RD - Report Delayed - This symbol indicates there has been a delay in recording the grades reported by an instructor. It is replaced by a permanent symbol as soon as possible. The "RD" symbol shall not be used in the computation of grade point average.

W - Withdrawal - See "Withdrawal from class (es)".

GRADE POINT AVERAGE - Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See Academic Standards Policy).

SCHOLASTIC HONORS - A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who have completed 12 units or more of letter-graded course work at Skyline College, Cañada College and College of San Mateo with a 3.3 grade point average or above. Recognition of a student's academic excellence will be given at graduation based on their grade point average according to the following scale:

<u>GRADE POINT AVERAGE</u>	<u>ACKNOWLEDGMENT</u>
3.3	Honors
3.5	High Honors
4.0	Highest Honors

FINAL GRADE REPORTS - Each student is held responsible for his/her own academic progress. Final grades are available online at www.SkylineCollege.edu. Please click on Web SMART. Dates of final grade availability for specific semesters are published in the current Schedule of Classes. All fees must be paid and kept current in order to access grades.

CHANGE OF GRADES - An earned grade of A, B, C, D, F, W, CR, or NC may be changed by the professor within **ONE YEAR** if an error has occurred. Grades cannot be changed on the basis of a student completing course work subsequent to the assignment of the final grade.

TRANSCRIPTS - An official "District" transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. Each additional transcript costs \$5.00.

ENROLLENT (MATRICULATION) POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives and goals. The agreement acknowledges the responsibilities of both parties; this enables students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those who are exempted, based on locally established criteria, are expected to complete the components of matriculation. Please refer to the current Class Schedule for specific exemptions.

The College provides matriculation services organized in several interrelated components.

- **ADMISSIONS** - Collects information from each applicant, and assists students when registering in a program of courses to attain their educational goals.
- **SKILLS ASSESSMENT AND PLACEMENT TESTING** - Measures a student's abilities in English, reading, mathematics, and learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.

- ORIENTATION - Acquaints students with College facilities, special programs and services, rules and regulations, and academic expectations and procedures.
- ADVISEMENT/COUNSELING AND COURSE SELECTION - Allows a student to meet with a counselor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
- STUDENT FOLLOW-UP - Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes, but is not limited to, assessment results, previous coursework, and employment experience. However, each component of matriculation is subject to the student appeal process.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon admission and be willing to declare a specific educational goal completing 15 semester units of degree applicable credit coursework.
2. Attend classes regularly and complete assigned course work.
3. Collaborate with counselor in the development of a student educational plan.

The student is entitled to:

1. Participate in the process of developing his/her Student Educational Plan. (A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the Coordinator of Matriculation, Room 2218, Student Services Center.)
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. (A student who alleges he/she has been subjected to unlawful discrimination may file a complainant with the Human Resource Department of the San Mateo County Community College District or with Skyline College's Vice President to Student Services.)
3. Challenge any prerequisite, co-requisite, or other limitation on enrollment by filing a petition with the appropriate instruction Division Dean (on one or more of the following grounds:
 - a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite
 - b. the prerequisite or co-prerequisite is discriminatory or is being applied in a discriminatory manner
 - c. the prerequisite or co-requisite has not been established in accordance with the district's process for establishing pre-requisites or co-requisites
 - d. the student will be subjected to undue delay in attaining the goal of his/her educational plan because the prerequisite or co-prerequisite has not been made reasonably available.)
4. Obtain a Petition to Challenge a Prerequisite or Co-Requisite from the Student Services Information Center, Matriculation Coordinator, appropriate instructional Division Dean, or on the web site, www.SkylineCollege.edu.
5. Request a waiver from any matriculation requirement based on extraordinary circumstances, by completing a petition available from the Student Services Information Counter, Student Services Center, Bldg. 2.
6. Review the matriculation regulations of the California Community College District and exemption criteria established by the San Mateo Community College District and file a complaint when he/she believes the College has engaged in any practices prohibited by these regulations. The regulations

are available, and complaints may be filed by, contacting the Coordinator of Matriculation: (650)738-4317.

MILITARY WITHDRAWAL

Military Withdrawal may be processed when a student who is a member of an active or reserve United States military service receives activation orders and must withdraw from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course. Military withdrawals are not counted in progress probation and dismissal calculations. All enrollment fees will be refunded unless academic credit has been awarded.

PARKING CITATION APPEAL PROCEDURE

Request forms for an Administrative Review are available at the Public Safety Office, Building 6, Room 6106. Requests for Administrative Review must be postmarked within 21 days of the issuance of the citation or within 10 days of mailing of the Notice of Delinquent Parking Violation. For further information regarding the appeals process, time requirements and costs contact the Public Safety Office at (650) 738-4199.

PARKING REGULATIONS

All persons driving an automobile, truck or van who utilize campus-parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen. One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in Parking Lots 4, 5, 8, 9, 11, and Pacific Heights. Refer to the campus map for Ticket Machine locations.

Students may pay for their parking permits at the time of WebSMART registration, or in person at the Cashier's Office, Building 2, Room 2225. Paid permits may be picked up at the Public Safety Office, Bldg. 6, Room 6-106 or the Cashier's Office in the Student Services One Stop Center.

Day and evening students must park in student lots only. All other staff lots are reserved for staff at all times. Refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of Fall and Spring semester, a grace period of two weeks will be in effect in student parking lots only. The grace period does not apply to staff lots and other restricted areas. Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space.

Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk, however, any such incidents should be reported to the Campus Public Safety Office, Bldg. 6, Room 6-106, or (650) 738-4199.

DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must also purchase a student-parking permit issued through Skyline College (refer to the Campus Parking Regulations). Disabled parking is available in student or staff lots. Transportation from student lots to campus may be arranged through the Disabled Students Program and Services Office at (650) 738-4280.

POSTING REGULATIONS

Items posted on campus must be approved and date stamped by the Student Activities Office. Posting is allowed in designated areas only. For additional information, please refer to the Time, Place and Manner Policy in the College Policies and Procedures section of the Student Handbook or contact the Student Activities Office at (650) 738-4275. Faculty posting advertisements for Skyline College courses are not required to have flyers stamped, but posting must remain in designated areas.

PET POLICY

Pets are required to be on a leash at all times while on campus. Only assisted-living companions are permitted campus buildings. San Mateo County leash laws apply.

PRIVACY RIGHTS OF STUDENTS

Students have certain rights outlined in the Family Rights and Privacy Act (FERPA) with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of submitting a written request to the Dean of Enrollment Services, Office of Admissions, Room 2225.
- The right to request an amendment to the student's education records that the student believes are inaccurate and misleading.
- The right to consent or not to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent (listed below).
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services (Office of Admissions and Records, Building 2, Room 2225) that certain or all such information not be released without his/her consent. The non-disclosure form is available at the Admissions and Records counter. Such restrictions will remain in effect for one year. "Directory Information" in the San Mateo County Community College District includes: (1) student's name and address; (2) participation in recognized activities and sports; (3) dates of enrollment; (4) degrees and awards received; (5) the most recent previous educational agency or institution attended; and (6) height and weight of members of athletic teams.

A copy of the College Policy, the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) and other pertinent information and forms are available in the Office of Admissions and Records, during normal business hours. 650-738-4251.

SECRET ORGANIZATIONS

Sororities, fraternities and secret organizations are banned on community college campuses under the Education Code of the State of California.

SEXUAL HARASSMENT POLICY

The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The comprehensive District Policy for Sexual Harassment and Complaint Procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures," and the comprehensive policy is in District Rules and Regulations, Section 2.25 and section 7.67.

Confidentiality

In recognition of the sensitive nature of sexual harassment complaints, each step in the complaint procedures must be conducted with discretion in order to maintain confidentiality. Information related to sexual harassment complaints will be disseminated only to those individuals who are required (or who need) to have the information in order to facilitate these procedures.

The District is committed to ensuring that employees, students and applicants for employment are not adversely affected for having brought forward a complaint of sexual harassment. All participants in these procedures shall be protected from retaliatory acts by the District and Colleges employees or students. If retaliation or reprisal does occur, disciplinary action will be imposed.

The District provides both an informal and a formal process for the resolution of sexual harassment complaints. Individuals who believe that they have been sexually harassed may elect to proceed under one or both of the procedures within one (1) year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint. The selection of complaint procedures is solely at the discretion of the complainant and may depend upon:

1. The comfort-level of the individual complainant.
2. The complainant's feeling about the appropriateness of such conversation.
3. The complainant's perception of the severity of the conduct. The complainant need not

participate in the Informal Procedure, may proceed directly to the Formal Procedure, and has the right to file a complaint with the Office of Civil Rights of the U.S. Department of Education.

The San Mateo County Community College District Human Resources Office investigates complaints of sexual harassment. Students wanting to file a complaint may pick up complaint forms and the San Mateo County Community College District Policy & Procedures for Unlawful Discrimination & Sexual Harassment Complaints pamphlet at Building 1, Room 1315, (650) 738-4333, at the Office of Vice President of Student Services or at the District Human Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about the Sexual Harassment complaint process, please call (650) 574-6600.

Smoke Free Policy

Skyline College is committed to providing its students, employees, guests, and children in the Child Development Center with a safe and healthy environment. Based on this commitment, the College is implementing a new smoke free policy beginning the Fall semester 2009. Smoking is now only permitted in designated areas, which are clearly marked and equipped with ashtrays.

The active participation and cooperation of all students, faculty, staff, and guests in promoting a healthy and safe environment at Skyline College is greatly appreciated. All college constituencies and guests are expected to observe the new smoke free policy. Tobacco-free resources are available in the Student Health Center, located in Building 2, Rm. 207, telephone number (650) 738-4270 and on the Skyline College website. A printed Smoke Free Policy and Resource Guide is widely available in various locations on campus. For additional information regarding the new smoke free policy and designated areas, please contact the Vice President of Student Services at (650) 738-4333 or the Chief of Public Safety at (650) 738-4455.

STUDENT APPEALS

In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with the due process procedures established by the college. Refer to Disciplinary Codes & Student Grievances and Appeals Policies, the Student Grievance and Appeals Policy in the catalog for further information.

STUDENT COMPLAINTS

Students who have concerns regarding the quality of the services they have received at Skyline College can file a student complaint with the Student Activities Office. Information from the complaint will be

forwarded to the supervisor of the department, program or division. The student will also receive additional information regarding follow up and alternative courses of action as appropriate to the situation.

STUDENT RIGHT-TO-KNOW POLICY (SRTK)

TRANSFER AND COMPLETION RATES

"Student Right-To-Know,"(SRTK) refers to a federally mandated public disclosure of a college Completion Rate and Transfer Rate. The intent of SRTK is to provide a statistic of comparable effectiveness to consumers that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000. More information about SRTK may be found on the California Community Colleges Chancellors' Office website at <http://srtk.cccco.edu/index.asp>.

TIME, PLACE AND MANNER POLICY

(Postings, Booth set-up, Space or Room Reservations)

The scope of these regulations extends to all student-sponsored events and public forums. For the purposes of this regulation, such events include the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions and the sale of materials. The following regulations are designed to increase the student's opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to ensure that there will be no interference with the instructional program of the College.

The general purpose of all student groups as organized, recognized, and approved under the supervision of the college administration shall be in conformity with the provisions of the California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy, District Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, sexual orientation, race, color, religion, disabilities, or national origin is specifically prohibited. Membership in secret societies is prohibited.

RECOGNIZED STUDENT ORGANIZATIONS:

A. DEFINITION: A recognized student organization is defined as a group which:

Operates under the advisorship of a member of the College staff. Maintains a constitution, in the Student Activities Office, approved by the members of the organization and the Skyline Organization and Club Council, and a current list of officers. Membership is limited to registered students at Skyline College.

1. Holds regular meetings that are open to all students, and announces its meeting schedule in appropriate campus publications and postings. For current information, please stop by the Student Activities Office in Building 2, Room 2350B.
2. Deposits all organizational funds in a College account as required by established College procedures.

B. PRIVILEGES: The privileges of recognized student organizations include:

1. The use of the name of Associated Students of Skyline College and Skyline Organization and Club Council.
2. The use of the buildings, grounds, equipment and services of the College when available and officially scheduled.
3. Publicity through appropriate College channels, as funds permit.
4. Appropriate advice and assistance from the Student Activities Office.

C. PROCEDURE FOR THE PRESENTATION OF PROGRAMS

1. Programs intended solely for members of recognized student organizations require no approval other than that of the faculty advisor.
2. The presentation of programs by recognized student organizations which are open to the entire student body requires that the sponsor adhere to the following procedures
 - a. In order to obtain authorization to present the program, the sponsor is required to furnish the Coordinator of Student Activities with the appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized, and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of the data, the Coordinator of Student Activities will place the event, if approved, on the Student Activities Calendar. If approval is denied, the Coordinator of Student Activities decision is subject to appeal and review by the Vice President of Student Services.
 - b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President of Student Services may deny or cancel programs, which cannot meet this requirement.
 - c. Programs are must be presented in the appropriate and authorized area.
 - d. Programs will end by 1a.m. unless approval to extend the program time is granted by the College President.
4. Sponsors of events, which involve professional performers, speakers, artisans, or such, may pay these individuals for their services. The established rate is by agreement between the performer, the sponsor, and the Coordinator of Student Activities.

D. RESERVATION OF FACILITIES FOR MEETINGS /OTHER PURPOSES:

The sponsor of an approved program must reserve the desired facility in accordance with the established procedures. Please contact the appropriate department or department personnel below to reserve a facility.

- Student and Community Center Plaza (Outdoor)
Student Activities Office (650) 738-4275
- Classrooms, as appropriate
Building 5, Room 5131 (25 capacity)
Operations Office (650) 738-4431
- Gymnasium (1400 capacity)
Athletic Fields (Outdoor) (650) 738-4293
- Main Theatre (500 capacity)
Social Science/Creative Arts Office (650) 738-4121
- Gallery (99 capacity)
Social Science/Creative Arts Office (650) 738-4121
- Library Demonstration Area (25 capacity)
Library Reference Desk (650) 738-4312

1. Public facilities and classrooms are normally available for special program use at any hour of the week other than when being used in conjunction with the instructional program of the College.
2. Student Organization must process their requests for the use of facilities through the Student Activities Office. These requests require a minimum of 3 weeks to process before the event. Details of the program being proposed must accompany the request for facilities and be submitted to the Coordinator of Student Activities for review (see Section C2 for details). Once the program plans have been reviewed and approved, the facility reservation and program will be confirmed through the use of a Facilities Contract.

3. Programs must be produced in such a manner so as not to constitute interference with the instructional program or the delivery of student services. Sound amplification equipment may only be used out of doors when classes are not in session or during the College Hour (Friday 12 noon to 1:30 p.m.). The Vice President of Student Services may grant exceptions to this policy under any of the following instructions:

- a. The program includes a prominent speaker.
- b. The program is a response to an imminent or continuing national or local crisis.
- c. The program is of campus-wide interest and significance. Before a request for an exception may be submitted to the Vice President of Student Services, the sponsor of the program must make every effort to schedule the program into authorized facilities during hours when classes are not in session or during the College Hour. Sponsors must also verify that it is impossible to schedule during these hours.

E. DISTRIBUTION OF MATERIALS:

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Distribution of any material on campus is subject to the approval of the Vice President of Student Services or his/her designee. Distribution of any materials in classrooms is expressly prohibited. Distribution of such material through the College mail services and facilities is permitted only by recognized student organizations and with the approval of the Vice President of Student Services. The nature of the information to be disseminated in this manner, should be such, that the regular channels of campus communication cannot be effectively utilized.

The distribution or posting of commercial material will not ordinarily be permitted. The Vice President of Student Services or his/her designee must authorize specific exceptions.

1. Materials may not be distributed in any building on campus except for designated areas of the Student Center.
2. Tables may be set up in authorized areas of the Student Center or Cafeteria by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval.
3. Tables must be staffed at all times and a placard or other signage identifying the organization must be displayed.
4. Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
5. The collection of signatures for petitions is subject to the same regulations as those that govern the distribution of materials. Such matters as coordination with the Coordinator of Student, identification of the sponsor, and the restrictions as to the areas of circulation, govern the collection of signatures for petitions as well as distribution of materials.

F. POSTING OF MATERIALS

1. All materials to be posted must be date stamped by the Student Activities office.
2. Approved materials may be posted in the designated areas of the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional needs and policies. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office, are subject to removal.
3. Materials may not be posted on doors, painted surfaces, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting of material on a space-available basis. Sponsors are responsible for the removal of their material after a reasonable period of time or once the material becomes obsolete. Any member of the College staff may remove any obsolete material or material posted in unauthorized locations.
4. Permission may be granted to post materials on a space available basis, to educational institutions or public service agencies. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college buildings.
5. The number and size of posters any one organization may post is subject to limitation by the Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.

7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

G. TABLE TENTS

1. Table top space is made available for announcements about College events and services. Reservations for table tents can be made through the Student Activities Office. Approval for table tents will be given only to student clubs, College departments, or College sponsored events.
2. Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
3. Table space may be reserved up to one (1) week at a time, on a first-come basis. Table tents may be two, three, or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
4. It is the responsibility of the sponsoring club or department to place the table tents on the tables in the designated area. To maintain necessary sanitary conditions, cafeteria staff will dispose of table tents as they become stained or dirty. Clubs or departments may replace table tents each day during reservation.
5. Per request of Facilities personnel table tents may not be set up more than one (1) week prior to the event date.

II AD-HOC STUDENT ORGANIZATIONS:

An Ad-Hoc organization is a group that is organized for a specific and temporary purpose compatible with the policies and educational objectives of the College and is not a group which would be an on-going one. An ad-hoc student organization is eligible to attain recognized status under the following points:

1. In lieu of a constitution, the group must file a statement of purpose that clearly defines the organization and its goals and objectives. The Coordinator of Student Activities and the ASSC Governing Council must approve this statement.
2. The organization must satisfy all conditions necessary for a recognized student organization.
3. The ad-hoc organization cannot operate for a period to exceed 30 days.
4. A list of student participants and advisor contract must be on file in the Student Activities Office.

III ACTIVITIES NOT SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS:

A. PRESENTATION OF PROGRAMS:

1. Public Forums: Certain areas of the College have been designated as public forums and may be used by students, staff and members of the public, in a manner consistent with these regulations.

- a. Location of Public Forums: Quad between buildings 2 and 3, Quad between Buildings 1 and 2.
- b. Time: Event must not interfere with classroom instruction or student service delivery.
- c. Civic Center Use: College facilities may also be available for public use in accordance with District Regulations.

2. Procedure for Presentation of Programs:

- a. All programs presented under these guidelines must be open to the public. A fee may be charged.
- b. Prior authorization is required to complete and submit a facilities contract to the Operations Office at least 3 weeks prior to the event with appropriate details regarding the planned program, including:
 - nature of the program,
 - date,
 - time,
 - anticipated attendance,
 - preferred location (taken from list of approved locations),
 - services needed (e.g., sound amplification, custodial, ushering, security),

- price of admission.
Upon review of the request, the Dean in charge of the building will approve or disapprove the activity, assign a time and location and calculate charges, if any, for use of District equipment, security, custodial or other necessary expenses. All fees are to be paid in the Business Office. In the event that the activity is not approved, the sponsor may appeal the denial to the Vice President of Student Services, whose decision shall be final.
- c. Program plans must demonstrate that the program will not present or create undue health or safety risks to students, staff, or the public.
 - d. Authorization may be denied only in cases where it is reasonably believed that the proposed activity is likely to cause a substantial disruption to the orderly operation of the College, is obscene or pornographic, is pervasively vulgar or indecent, or advertises a product or service not permitted for use under the law.
 - e. Approved programs must be confined to the time and place designated by the appropriate Dean and limited to the times and places set forth by the College.

B. DISTRIBUTION OF MATERIALS:

1. Pre-approval of materials: Skyline College has designated certain areas of the campus and certain bulletin boards as limited public forums. Persons or organizations seeking to distribute materials on campus shall provide a copy of the material to the Student Activities Office. The Student Activities Office will promptly review the proposed material and approve it unless it is libelous, discriminatory, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the College, or advertises a product or service not permitted under the law. In the event materials are not approved for distribution, the decision may be appealed to the Vice President of Student Services.
2. Materials shall not be distributed in a manner that disrupts instructional programs, any college activity or blocks or impedes the safe flow of traffic within corridors and entranceways at the College. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college buildings.
3. Available space for posting materials is limited at the College. In order to provide the maximum opportunity for a variety of individuals and organizations to post materials for review by students, the College will remove outdated materials on a regular basis. College personnel may remove posted materials at any time if the material posted in unauthorized locations and after 30 days of postings in approved locations. Any document, which does not bear a date stamp indicating the approval of posting, may be removed. Materials bearing a date stamp may remain on designated bulletin boards until the date stamped on the material has expired. Sponsors are responsible for removing posted materials upon expiration of the approved time period.
4. Materials may not be posted on doors, painted surfaces, windows, or on building walls.
5. The number and size of posters or leaflets that any one organization or person may post is subject to limitation by the appropriate Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. In the event the material is distributed from a table, the table may only be set up in approved locations. The table must be staffed at all times and the material must be removed from the table at the end of designated distribution period.
7. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.

****Please Note: Material that is libelous, invades the privacy of others, obscene or pornographic, pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the college or college activities or advertises a product or services not permitted for use under the law will not be approved.***

UNLAWFUL DISCRIMINATION POLICY

The policy of San Mateo County Community College District is to provide an educational and work environment in which no person shall be unlawfully denied access to, the benefits of, or unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability, in any program or activity that is funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). The comprehensive policy and complaint procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures."

The District provides both an informal and a formal process for the resolution of unlawful discrimination complaints. Individuals who believe that they have suffered unlawful discrimination may elect to proceed under one or both of the procedures within one year of the incident, or within one (1) year of learning of the incident. The selection of complaint procedure is solely at the discretion of the complainant and depends upon (1) the comfort-level of the individual complainant; (2) the complainant's feeling about the appropriateness of such a conversation, and (3) the complainant's perception of the severity of the event or conduct.

Copies of the "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures" document are available at the Vice President of Student Services, Building 1, Room 1315. The San Mateo County Community College District Human Resources Office investigates complaints of unlawful discrimination. Students filing a complaint can pick up a complaint form at the Vice President of Student Services Office or at the District Human Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about Unlawful Discrimination complaint process, please call (650) 574-6600.

VENDING COMPLAINTS AND REFUNDS

All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office, (650) 738-4275. Refunds for loss of money in the vending machines are available through the Pacific Dining at the SkyCafe, 1st Floor Building 6, and the Student Activities Office, Room 6212. Refunds are processed during regular business hours.

WITHDRAWAL FROM CLASSES

Official withdrawal is the responsibility of the student. To withdraw from a class, students should access Web SMART registration or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Withdrawal from a semester length class during the first four weeks of instruction will not appear on the permanent academic record. For courses less than a full semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction with no notation made on the student's academic record. After the fourth week of instruction, a student may withdraw from a semester length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction. A "W" grade shall be recorded on the student's academic record. In courses less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade other than "W" (see Grades and Grade Points). A student who must withdraw for verifiable extenuating circumstances after the deadline (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship) may petition the Academic Standards and Policies Review Committee for an exception to the policy. Any extenuating circumstances must be verified in writing (i.e. letter from physician, official accident report, obituary notice, etc.).

DISCIPLINARY CODES & STUDENT GRIEVANCES AND APPEALS POLICIES

STUDENT CODE OF CONDUCT

Students enrolled in the colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the colleges of the San Mateo County Community College District. The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of authority of, or persistent abuse of, college personnel.
2. Assault, battery or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct, which threatens the health or safety of any person (either on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus.
5. Interference with the normal operations of the College (i.e. obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities on College premises).
6. Unauthorized entry into, or use of, College facilities.
7. Forgery, alteration or misuse of College documents, records or identification.
8. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
9. Disorderly conduct or lewd, indecent or obscene conduct or expression on any College-owned or controlled property or at any College-sponsored or supervised function.
10. Extortion or breach of the peace on College property or at any College sponsored or supervised.
11. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs as defined in California statutes, on College property or at any function sponsored by the College.
12. Possession or use of alcoholic beverages on College property or College sponsored events.
13. Illegal possession or use of firearms, explosives, dangerous chemicals or other weapons on College property or at College sponsored activities.
14. Use of personal amplified a sound device that disturbs the privacy of an individual or an instructional program.
15. Failure to satisfy College financial obligations.
16. Failure to comply with directions of College officials, faculty, staff or campus security officers who are acting in performance of their duties.
17. Failure to identify oneself when on College property or at a College sponsored event, upon request of a College official acting in the performance of his/her duties.
18. Gambling.
19. Violation of other applicable federal and state statutes and District and College Rules and Regulations.
20. Sexual harassment or unlawful discrimination.
21. Smoking in classrooms or other unauthorized campus areas.
22. Violation of Skyline College Pet Policy.
23. Use of skateboards, scooters and/or inline skates on campus.

TYPES OF DISCIPLINARY ACTION

Decisions regarding the following types of disciplinary action are the responsibility of the campus Judicial Officer. Unless the immediate application of disciplinary action is essential, such action will not be taken until the established appeal procedures found in Rules and Regulations, Section 7.73, have been completed.

WARNING - A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.

TEMPORARY EXCLUSION - A faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if deemed necessary, for the day following. The professor shall immediately report such removal to the Division Dean or Judicial Officer for appropriate action.

CENSURE - The Vice President of Student Services or designee may verbally reprimand a student or may place on record a written statement that details how a student's conduct violates a District or College regulation. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

CANCELLATION OF REGISTRATION - The Vice President of Student Services or a designee may cancel a student's registration if education records, financial records or other related documents are falsified, or for failure to meet financial obligations to the District.

DISCIPLINARY PROBATION - The Vice President of Student Services or designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following:

- a. Removal from any or all College organizations or offices;
- b. Denial of privileges of participating in any or all College or student sponsored activities.

RESTITUTION - The Vice President of Student Services or designee may require a student to reimburse the District, College, or individual for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.

Disciplinary action shall not of itself jeopardize a student's grades nor will the record of such action be maintained in the student's academic file. A student subject to disciplinary action has a right to appeal the decision in accordance with District Rules and Regulations, Section 7.73.

SUSPENSION AND EXPULSION OF STUDENTS

SUSPENSION - The termination of student status for a definite period of time. A suspended student may not be present on campus and is denied College privileges including class attendance and all other student or College granted privileges.

SUMMARY SUSPENSION - Limited to that period of time necessary to insure that the school is protected from the immediate possibility of violence, disorder or threat to the safety of persons or property. Summary suspension is not necessarily considered a disciplinary action against the student.

DISCIPLINARY SUSPENSION - A temporary termination of student status and includes exclusion from classes, privileges or activities for a specified period of time as stipulated in the written notice of suspension.

The President of the College or his/her designee may suspend a student, as deemed appropriate, for any of the following time periods:

1. From one or more classes for a period of up to ten days.
2. From one or more classes for the remainder of the school semester or session.
3. From all classes and activities of the College, for one or more semesters or sessions.

In cases involving disciplinary suspension:

1. The student shall be informed of the nature of the violations and/or actions, which constitute the basis for the suspension.
2. The student shall have the opportunity to examine any materials upon which the charges are based.
3. The student shall be allowed to present his/her evidence refuting the charges to the President or his/her designee.
4. A letter explaining the terms and conditions of the suspension shall be sent to the student's address of record.
5. The student's instructors and counselor shall be informed in writing of the suspension.
6. If the suspended student is a minor, the parent or guardian shall be notified in writing by the President of the College or his/her designee.
7. The President of the College shall report all suspensions of students to the Chancellor.
8. A student under suspension at any District College may not enroll in any other District College during the period of suspension.
9. At the end of the period of suspension, the student must meet with the Vice President of Student Services before returning to classes.

EXPULSION - Expulsion of a student is a permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board on recommendation of the College President and the Chancellor-Superintendent. An expelled student shall not be allowed to register in any subsequent semester without the approval of the President of the College.

1. The President of the College shall forward to the Chancellor-Superintendent a letter of recommendation for expulsion, which includes a brief statement of charges and a confidential statement of background and evidence relating to the charge(s).
2. The Chancellor-Superintendent shall review the recommendation for expulsion with the Office of County Counsel.
3. The Chancellor-Superintendent, as Secretary for the Board, shall forward a letter to the student by certified mail advising him/her of the charges and of the intention of the Board to hold a closed executive session to consider his/her expulsion. A public hearing must be made in writing by the student within at least 48 hours prior to the scheduled hearing.
4. The student is entitled to be present during presentation of the case and may be accompanied by a representative. The student has the right to examine any materials upon which charges against him/her are based, and shall be given the opportunity to present his/her evidence refuting the charges to the Board. The students or his/her representative may cross examine and witness. The District bears the burden of proof.
5. The report of final action taken by the Board in public session shall be made a part of the public record and forwarded to the student. Other documents and materials shall be regarded as confidential and will be made public only if the student requests a public hearing.

STUDENT GRIEVANCE AND APPEALS POLICY

1. Skyline College is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the college community
2. Skyline College complies with Federal regulations designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability see (Title IX

of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992).

3. Students may file a grievance or appeal if the student believes that:
 - She or he has been subject to unjust action
 - Denied his or her rights
 - Decision or action taken in response to an alleged violation of the Student Code of Conduct or Academic Integrity Policy is harsh or unjust
 - Disciplinary procedures were not followed in accordance with College policies and District Rules and Regulations
4. Students filing grade grievances must be able to demonstrate the following:
 - mistake
 - fraud
 - bad faith
 - incompetence in the academic evaluation of their performance

In the absence of mistake, fraud, bad faith or incompetence, the grade determined by the instructor shall be final (Ed. Code Section 76224). Grade grievances must be filed within one year of issuance of the grade in dispute.

5. Filing all grievances and appeals must be done in accordance with the College policies and District Rules and Regulations
6. Complaints of sexual harassment, or discrimination should be directed to the Human Resources Department of the San Mateo County Community College District. For more information about procedures for filing these complaints, please visit the San Mateo County Community College District web site www.smccd.edu or stop by the District Office, 3401 CSM Drive, San Mateo CA, 94402

COLLEGE PROCEDURE

The following procedures summarize the appropriate college channels to be utilized by students.

Informal Level:

Before initiating a formal grievance procedure, the student should attempt to resolve the dispute informally with the professor, administrator or staff member concerned. If the dispute is not resolved, the student may initiate a formal grievance in accordance with the procedure set forth below.

Formal Level:

Level 1: The initial grievance must be filed with the administrator responsible for the area in which the dispute arose. In presenting a grievance, the student must submit a formal grievance form. Forms are available in the office of the Vice President of Student Services and in the office of the Dean of Enrollment Services. The written description of the grievance should include the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
 2. A description of the general and specific grounds on which the appeal is based.
 3. A statement of the steps initiated by the student to resolve the problem by informal means, as prescribed above.
 4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.
- The administrator of the division shall review and investigate the grievance. If a faculty or staff member is involved, the administrator will apprise the individual of the alleged grievance. A written notice of the decision shall be provided to the student normally within ten (10) business days of receipt of the student's grievance. In the event that the grievance is not resolved to the student's satisfaction, he or she may appeal the decision or action and will be advised in writing of the process to do so.

Level 2: In the event that the grievance has not been resolved at the first level, a student may follow one of the next options:

Grade Grievances:

1. Appeals must be in writing and should go directly to the Vice President of Instruction. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President of Instruction will render a decision within ten (10) business days after meeting with the student.

Appeals involving College Policies or Student Conduct Code violations:

1. Appeals involving college policies should be in writing and submitted to the appropriate Vice President. The appeal must be made within five (5) business days after receipt of the written decision or action taken in response to the initial grievance. The Vice President will render a decision within ten (10) business days after meeting with the student.
2. Appeals involving college policies can also be brought before the Academic Policy Appeals Committee. The student can submit the request to the Hearing Officer, the Dean of Enrollment Services. The Hearing Officer will convene the Academic Policy Appeals Committee (comprised of faculty, staff and a student). The Hearing Officer will convene the Academic Policy Appeals Committee within five (5) business days of the request. A decision will be rendered within ten (10) business days after meeting with the Committee.
3. In disputes involving degree and certificate requirements, the Vice President of Student Services or Vice President of Instruction will consult with the Academic Senate President or designee.

Level 3: In the event the President of Skyline College is not involved in the second level, the student may appeal in writing to the President to review the appeal within five (5) business days after receipt of the decision or action. The President shall provide the student with a hearing if requested and shall review the appeal. A written notice of the President's decision shall be provided to the student within ten (10) business days of the review of the student's written appeal. In the event that the President's response is not satisfactory to the student, he or she may appeal the President's decision or action to the Chancellor of the District. At each level of appeal, the student shall be advised of his/her further rights of appeal.

TIMELINE REGULATIONS

- a. If the appropriate staff member fails to transmit notice of the decision to the student within the specified time period, the student will be allowed to request a review at the next level of appeal as set forth in the procedures.
- b. Failure of the student to file a written appeal within the specified time period shall be deemed acceptance of the decision.
- c. The designated time periods of this policy should be regarded as maximum limits and every effort should be made to expedite the process. Time limits may be extended by mutual agreement if circumstances indicate the desirability of such an extension.

