

Pasadena City College Writing Center
November 4, 2008

TO: ALL ENGLISH 900, 901, AND 902 STUDENTS
FROM: MANUEL PEREA, WRITING CENTER COORDINATOR
SUBJECT: STUDENT CONDUCT CODE

Please read and be aware of the following:

It is the policy of Pasadena Area Community College District that Pasadena City College seeks to maintain a safe, orderly, and constructive campus environment in which there is freedom to learn and respect for the dignity of all members of the College community. Students are expected to be responsible, honest, and non-violent in exercising their rights to free inquiry and free speech.

The District shall establish procedures which describe expected student conduct, penalties for misconduct, and a student discipline process. (PACCD Policy No. 4520)

PROCEDURES

Student Conduct Code

The Student Conduct Code identifies conduct prohibited by College policy. Students who violate the Student Conduct Code will be subject to disciplinary action under the Student Discipline Process Procedures.

Types of Conduct Subject to Discipline

The following are some of the types of conduct for which students may be subject to disciplinary sanctions (a selection relevant to conduct in the Writing Center):

- Failure to comply with directions of College personnel acting in the performance of their duties [Note: **Writing Center employees are “College personnel.”**]
- Disruption or obstruction of teaching, research, administration, and disciplinary proceedings
- Physical or verbal abuse, intimidation, harassment, coercion, stalking and/or other such conduct involving any member of the College community
- Violation of applicable College policies, procedures or regulations
- Disorderly conduct
- Continual, disruptive behavior, continued willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of College personnel

Disciplinary Actions for Violation of Conduct Code

Violation of a Student Conduct Code is subject to the following types of disciplinary action that will be administered by appropriate College personnel:

Warning – A verbal admonition to the student that a College regulation has been violated. This action may be initiated by a college faculty member or manager and, if deemed necessary, sent in

writing to the Office of Student and Learning Services to determine if further disciplinary action should be imposed.

Temporary Class Removal – Removal of a student from a class by the instructor when the student's behavior has interfered with the teaching/learning process within the classroom/laboratory environment. A student may also be removed from the instructional setting if the instructor determines that the student's actions are unsafe and/or dangerous to self or others. In either case, the duration shall not exceed the day of the removal and the next class meeting. Temporary class removal may be undertaken only after the instructor has warned the student and given the student a chance to improve, except in cases where the violation is so flagrant that immediate removal from the class, clinic, or laboratory is in order. The instructor shall notify the Division Dean of the temporary class removal. [Note: **Students who are removed from the classroom must meet with the instructor, the Writing Center coordinator, or the English Division dean before being allowed to return to the classroom.**]

Reprimand – A written reprimand to the student at the discretion of the Vice President of Student and Learning Services or designee. A copy of the letter may be placed in the student's disciplinary file. The student will be notified of this action and given an opportunity to submit a written response.

Other actions include **Disciplinary Probation, Loss of Privileges, Restitution, Discretionary Sanctions, Administrative Class and/or Program Drop, Interim Suspension, Suspension, and Expulsion.**

If any part of this notice is unclear, or if you would like more information about the Student Conduct Code, see Manuel Perea in the Writing Center, C341, or English Division Dean Amy Ulmer in the English Division office, C245.