

Sign and return this copy to the Department of Earth and Planetary Sciences. You will be given a copy of this form in your field trip notebook.

Santa Barbara Community College District

**STANDARDS OF STUDENT CONDUCT
FOR OFF-CAMPUS STUDY PROGRAMS**

Course Requirements. I understand that the Department of Earth and Planetary Sciences Geologic Field Studies Course is a Santa Barbara City College academic program and all standard Santa Barbara City College course requirements will be followed. My intent in participating in this course is to further my knowledge of the Earth Sciences, to do all academic assignments, and to attend all required meetings and activities both prior to and during the Geologic Field Studies Course.

Standards of Student Conduct for Santa Barbara City College Off-Campus Study Programs. The conduct of students during Santa Barbara City College off-campus study programs is of utmost importance. I therefore agree to conform to the standards of conduct, as outlined here, in a manner that reflects favorably on Santa Barbara City College. (Politeness and courtesy go a long way to insure our positive long-term relationship with the people we encounter on our trips.)

I further agree to adhere to all rules, regulations and policies of Santa Barbara City College.

We may be traveling in other states, national and state parks, and staying in campgrounds where individual rules apply. I am expected to abide by all applicable rules and regulations, including quiet hours, rock collection, etc. (Standard campground quiet hour is 10 pm local time)

Misconduct/Violations. Misconduct off-campus refers to the student's actions which in the judgment of the program director jeopardizes the welfare of students or the program. Violations of rules and regulations for which students enrolled in an off-campus study program are subject to disciplinary action, including dismissal from the program, include:

1. Placing into jeopardy one's own welfare, that of fellow students, the program directors, or the program.
2. Unauthorized absences from classes or required activities of the program.
3. Knowingly abusing the moral principles of the community or engaging in disruptive behavior in public.
4. Violating any governing laws.
5. Violating park or campground rules.
6. Engaging in academic dishonesty and/or cheating.
7. Willfully ignoring the instructions of faculty and/or staff.
8. Violating the rules, regulations and policies of the Santa Barbara Community College District.
9. Possessing, using, or distributing illicit drugs or alcohol.

According to the Standards of Student Conduct, possession, use or distribution of illicit drugs and alcohol on college property or during campus-relation activities are subject to disciplinary action. This can be up to, and including, expulsion from Santa Barbara City College, as well as punishment under California State law, including from six months to one year in county jail, or up to five years in state prison. For Standards information, call (805) 965-0581, ext. 2398.

If in the judgment of the program director (s), a student's actions are detrimental to the well-being of the program, he/she may be dropped from the program with no refund and instructed to return to Santa Barbara, California. If a student is dropped from the program, responsibility from Santa Barbara City College is terminated at that time.

Student Discipline Procedures

Notification of Hearing. Students charged with alleged violations of the Standards of Student Conduct will be provided a written notice to meet with the program director regarding the basis for possible disciplinary action. The notice should normally be given at least one day prior to the scheduled appointment.

The meeting with the program director shall contain the following:

1. A copy of the Standards of Student Conduct for Off-Campus Study Programs will be given to the parties involved.
2. A written statement of charges against the student.
3. A reasonable opportunity at the meeting for the student to personally answer the charges.
4. Notification to the student of disciplinary action(s) that may be or will be taken.
5. Written notification to the student of further meetings if deemed necessary by the program director.

Disciplinary Action. If, after reviewing the situation with the student, the program director concludes that a disciplinary action is appropriate, the program director shall deliver one or more of the following disciplinary actions:

- A. Warning. Written or oral notice to the student that continuation or repetition of misconduct may be cause for further disciplinary action, including immediate dismissal from the program.
- B. Reprimand. Action placing on record (in the student's cumulative folder) that the student's conduct in a specific instance does not meet the standards expected at the college. A person receiving an oral or written reprimand by the program director is thereby notified that continued conduct of the type described will result in further disciplinary action against the student, including dismissal from the program.
- C. Dismissal from Off-Campus Study Program. Disciplinary action terminating student's participation in the Off-Campus Study Program.

A dismissed student may be denied all privileges of the Off-Campus Study Program including class attendance, housing, and participation in program-sponsored activities for the duration of the program in which the student is enrolled. Dismissal from a Off-Campus Study Program is to protect the school from the immediate possibility of disorder or threat to the safety of students or the program. It also serves as a penalty against the student as a result of the failure of his or her conduct to meet the college's standards of Student Conduct for Off-Campus Study Programs.

The program director may dismiss a student for good cause from all classes and activities of the program. (Education Code 76033.)

The process for dismissing a student from a program is as follows. The student will be:

- 1. Given an oral or written notice of the charge against him or her.
- 2. Furnished with an explanation of the evidence against him or her, if the student denies the charges.
- 3. Given an opportunity to present his or her side of the situation to the program director, and if requested by the student, to the associate director and another student selected by the program director.
- 4. Furnished with oral and written instructions on how and when to return to Santa Barbara, California.
- 5. Informed that termination of his or her participation in the program for violation of the Standards of Student Conduct shall not diminish or otherwise affect his or her obligation to make to the college any and all payments specified in the contract for participation in the Off-Campus Study Program.
- 6. Informed that the college will not be responsible for any additional expenses incurred after dismissal from the program.

Miscellaneous

- 1. Whenever the student to be suspended or dismissed is under 18 years of age, his/her parents or guardian shall be notified in writing by SBCC's Vice-President of Student Affairs.
- 2. Upon suspension or dismissal of a student for violation of Penal Code 245 (assault with a deadly weapon likely to produce great bodily harm), the program director shall notify the appropriate law enforcement agency.
- 3. The fact of any disciplinary action and the reasons therefore shall be recorded on the student's records subject to access, review, and comment by the student as authorized by the Family Educational Rights and Privacy Act (20 USC Section 2332g) and Education Code Section 76200 et. seq. All access or release of such records to members of the public shall be according to applicable state and federal law.
- 4. Specified times may be shortened or lengthened by mutual concurrence of all parties.

I have read, understand, and hereby agree to the Santa Barbara Community College District Standards of Student Conduct for Off-Campus Study Programs.

Date

Please Print Name

Signature