



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Board of Trustees Policy

### Chapter 5 – Student Services

#### BP 3100 - STUDENT RIGHTS, RESPONSIBILITIES, CAMPUS SAFETY AND ADMINISTRATIVE DUE PROCESS

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This policy enumerates the rights and responsibilities of all District students. It also outlines the District's commitment to a safe learning environment for all students.

##### 1. STUDENT RIGHTS

All students shall have the right to a safe campus learning environment free from interference and disruption including verbal, physical, sexual or violent acts. The District shall ensure to the best of its ability to afford students the rights contained herein.

- a. Students shall have the right to impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress including the method by which the final grade is determined.
- b. Students shall have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and wearing of buttons, badges, or other insignia, so long as the expression is not obscene, libelous or slanderous according to current legal standards. The expression shall not incite students so as to create a clear and present danger of:
  - 1) The commission of unlawful acts on community college premises;
  - 2) The violation of local, state, or federal laws and regulations; or
  - 3) The substantial disruption of the orderly operation of the community college. The District reserves the right to regulate the time, place and manner of all student activities. (Education Code Section 76120).
- c. Students shall have the right to be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence and other unlawful harassment as identified in Board Policy *BP 3430 Prohibition of Harassment*.
- d. No student with a qualified disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the District or be subjected to discrimination (see Board of Trustees Policy, BP 3430, Prohibition of Harassment, and Administrative Procedure, AP 3435, Discrimination and Harassment Investigations).
- e. Students shall have the right to be free from the imposition of disciplinary sanctions without proper regard for due process.

- f. Students shall have the right to take reasoned exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion. However, this does not preclude the expectation that a student must meet the course requirements.
- g. Students shall have the right to participate in the formation of policy affecting them in accordance with established procedures for Shared Governance.
- h. Students shall have the right to petition to organize interest groups and/or join student associations pursuant to Administrative Procedure, AP 3200, Associated Students Organization, Guidelines for Student Clubs and Organizations.
- i. Students shall have the right to develop student publications in accordance with standards established by current District and college policies, procedures and guidelines.
- j. Students with verified disabilities shall have the right to receive appropriate accommodations as specified in Title II of the Americans with Disabilities Act of 1990 as amended by the ADA Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 and District and college policies, procedures and guidelines.
  - 1) Students who believe this right has been violated may file a complaint by visiting the Complaint Process website.

## 2. STUDENT RESPONSIBILITIES

Student behavior must remain in accordance with specific academic and behavior requirements as specified in District policy and which may be outlined by the course syllabus.

- a. Students shall be responsible for defining and making progress toward their educational goal.
- b. Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed and online materials.
- c. Students with verified disabilities who believe they need academic accommodations are encouraged to identify themselves to instructors to discuss the details and timelines necessary to provide appropriate accommodations. Students who request accommodations or auxiliary aids are responsible for contacting the Disability Support Programs and Services (DSPS) office. Students who make a request directly to the faculty should be referred to DSPS (see Administrative Procedure, AP 3105.1, Academic Accommodations and Disability Discrimination for Students with Disabilities).

Students are responsible for providing professional documentation of a qualified disability to DSPS. The DSPS faculty, in consultation with the student, shall recommend appropriate accommodations. The recommendations shall be documented by DSPS and a copy provided to the student.

Students are advised to consult directly with a Disability Support Programs and Services (DSPS) Counselor Specialist regarding any accommodation. These students will be required to meet timelines and procedural requirements established by the DSPS Office.

### 3. STUDENT CODE OF CONDUCT

Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities.

- a. Academic misconduct or dishonesty as specified in Administrative Procedure, AP 3100.3, Honest Academic Conduct.
- b. Forgery, alteration, falsification, or misuse of campus/District documents, records, electronic devices, or identification.
- c. Providing false information to a college official or in the course of an investigation.
- d. All forms of nonacademic dishonesty, including but not limited to, fabricating information, any form of bribery, ~~or~~ knowingly furnishing false information, or reporting a false emergency to officials acting in an official capacity.
- e. Use of a recording device in a classroom without prior permission of the instructor or approval of an academic accommodation from Disability Support Programs and Services (DSPS).
- f. Act or threat of damage to, or theft of property belonging to, or located on District-controlled property or facilities.
- g. The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purpose for which they are on campus.
- h. Physical, verbal, or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance or a District employee's work performance. Complaints based on a protected class (national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics) will be handled under the procedures of Board of Trustees Policy, BP 3410, Nondiscrimination; Board of Trustees Policy, BP 3430, Prohibition of Harassment; and Administrative Procedure, AP 3435, Discrimination and Harassment investigations.
- i. Any expression which is obscene, libelous or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus/District.
- j. Physical altercation or threats of violence including assault or battery upon a student or District personnel on District premises or at any time or place while under the authority of District personnel.
- k. Unlawful conduct of a sexual nature including but not limited to indecent exposure,

prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.

j.l. Sexual assault or physical abuse including but not limited to rape, sexual assault, domestic violence, dating violence, or stalking as defined by California law below:

Consent – Affirmative consent to sexual activity by both parties. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other party. Lack of protest or resistance does not mean consent, nor does silence mean consent. Consent must be ongoing and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Sexual Assault – Includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse of the victim under California law; or by any other person against an adult or youth victim who is protected from that person’s acts under California law.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

k.m. Any conduct that threatens the health or safety of any person, including oneself.

l.n. Participation in hazing (California Education Code Sections 32050 through 32052).

m.o. Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.

n.p. Conduct which is in violation of federal, state, or local laws or ordinances; while on District premises or at District-sponsored or supervised activities. (Reference 76020, 76120.)

o.g. Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of District personnel providing such conduct is related to District policies, activities or college/campus attendance.

p.r. Smoking on District premises, or in vehicles provided by the District used for transporting students; except as permitted by applicable ordinances, laws, college and District guidelines and procedures.

- | ~~q.s.~~ Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- | ~~r.t.~~ Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on District premises.
- | ~~s.u.~~ Violation of Policies & Procedures for Student Organizations as enumerated in Administrative Procedure, AP 3200, Associated Students Organizations and Guidelines for Student Clubs and Organizations.
- | ~~t.v.~~ Violation of the Student Travel Contract.

Reference: Administrative Procedure 3200, Board of Trustees Policy 3105, Administrative Procedure 3540, Administrative Procedure 3105.1, Section 504 of the Federal Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendment Act of 2008, Education Code Section 76100, Administrative Procedure 3100.3

| Adopted: November 9, 2017

| Supersedes: ~~Policy 3100~~—05/10/79, 04/16/84, 08/11/94, 10/14/10, 12/11/14, 02/18/16, 09/08/16; 11/09/17





# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3125.2 STUDENT TRAVEL – PERMISSION, RELEASE, AND WAIVER FORM

This procedure is applicable to all colleges/campuses. It pertains only to waivers, releases and permission documents which are required when transporting students or when supervising students off the premises of the District. Additional requirements concerning student travel are applicable as enumerated in District policies and procedures, as well as state and federal law.

##### 1. IMPLEMENTATION

- a. All students who are authorized to travel in accordance with Board of Trustees Policy, BP 3125, Transportation of Students, must complete the *Student Travel, Permission/Release/Waiver* form, in advance, to travel.
- b. The District supervising employee shall:
  1. Assure that the appropriate forms, as specified in 1.a., are completed for each travel.
  2. Completed forms should be sent to the responsible Dean.
- c. Minor students (under 18 years of age) must also complete a *Minor (Under 18) Student Travel Permission/Release/Waiver* form.
- d. Responsible ~~d~~Dean shall establish and maintain a file of completed forms. Forms should be maintained for one year following the event.

##### Forms/References:

1. Attachments to this procedure: SDCCD Forms 3125.2, Student Travel-Permission, Release and Waiver and Minor (Under 18) Student Travel Permission/Release Waiver.

Approved by  
the Chancellor: February 2, 2012

Supersedes: Procedure 3125.2—10/14/98; 02/02/12



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 5 – Student Services

#### AP 3200 – ASSOCIATED STUDENTS ORGANIZATIONS AND GUIDELINES FOR STUDENT CLUBS AND ORGANIZATIONS

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The District recognizes that student clubs and organizations contribute to the educational, social, recreational, and personal development of students. Students are free to organize and participate in voluntary clubs and organizations of their own choosing, subject to the provisions of the California Education Code, District policies and ~~District~~ administrative procedures, provided that such clubs and organizations do not discriminate in their treatment of other members of the academic community nor operate in a manner which interferes with the educational function or rights of others.

Following are the guidelines applicable to the development and operation of student clubs and organizations.

#### 1. ADVISOR ROLE

- a. All clubs and organizations with exception of the Associated Students must operate with an advisor identified by the student group and approved by the college/Continuing Education President or designee. The advisor for the Associated Student Organization is designated by the college/Continuing Education President.
- b. It is the responsibility of the student group, in consultation with the Administrator responsible for Student Affairs, to identify and recommend a club or organization advisor in accordance with college campus guidelines, who will accept the responsibility for assisting the club or organization with its objectives, events, meetings, and activities.
- c. Each semester, the administrator responsible for Student Affairs will submit to the Vice President, Student Services a list of club or organization advisors for the semester. The Vice President, Student Services will recommend the listed club or organization advisors to the President for final approval. An orientation session for advisors will be provided.

#### 1) Responsibilities

- a) The advisor has a unique role with the club or organization which is very important and can be rewarding and challenging. This is an opportunity to help students develop critical life skills and promote student development and civic responsibility.
- b) The advisor must be an employee of the San Diego Community College District. The advisor provides leadership and supervises all activities of the club or organization. The advisor is responsible for implementation of all policies and procedures prescribed by the governing board.
- c) The administration requires that the club or organization advisor, or a substitute acceptable to the administration, attend each meeting and official activity of the club or organization.

- d) The club or organization advisor serves as a role model, a facilitator, and a resource for college/campus procedures, policies and business processes. The advisor should promote good planning, organization and interpersonal relationships.
- e) Advisors are responsible for proper care of college/campus facilities and ensuring that all rules and regulations are adhered to in connection with use of facilities.
- f) In the event an advisor cannot continue in their role, the activities of the club or organization shall be suspended until a replacement is identified.
- g) The advisor or designee approved by the dean responsible for Student Affairs must travel to and from all events outside of San Diego County with the students. Advisors must ensure that off-campus travel is in accordance with Board of Trustees Policy BP 3120, Off-Campus Student Activities, and consistent with *Section 11* of this procedure.
- h) Advisors are encouraged to work with one student club or organization at a time. Any requests for exception must be made in writing to the Vice President, Student Services.
- i) Advisors are responsible for all club or organization expenditures. The advisor ensures that the purchase is appropriate and that appropriate receipts and documentation are submitted to the Student Affairs Office. Receipts are required for audits. The club or organization advisor will assist the treasurer in monitoring club or organization expenditures.

## 2. ASSOCIATED STUDENT BODY ORGANIZATION

Each college and Continuing Education in the District shall have one Associated Students Organization. Both day and evening student representatives shall be encouraged to participate. A governing body shall be elected that shall keep an account of its meetings, expenditures authorizations and policies established. A simple majority of the elected voting members of the Associated Students Organization governing body shall constitute a quorum.

- a. An Associated Student Body Organization may be formed within any college/campus of the District with the approval of the President or designee of the college/Continuing Education. All Associated Student Body Organizations are subject to the control and regulations of the governing board of the District. In order to be recognized as an Associated Student Body Organization, the name, purpose, Constitution and by-laws must be approved by the President or designee.

## 3. REGISTERED STUDENT CLUBS OR ORGANIZATIONS (OTHER THAN ASSOCIATED STUDENTS)

- a. Registered student clubs or organizations must be initiated by students of the San Diego Community College District.
- b. A group of District students may become a registered student club or organization by submitting a completed registration packet to the Student Affairs Office of the respective college. The registration must include, but is not limited to:



- 1) The name, address, and telephone number of the club or organization;
- 2) The name of the club or organization advisor;
- 3) The name, address, email address, and telephone number of principal officers as defined by the club or organization, or authorized representatives of the club or organization. Note: It is the responsibility of the club officers to ensure that this information is current with the college at all times;
- 4) The Constitution of the club or organization including: statement of purpose; membership requirements; removal of officers; and national, state, or off-campus affiliation, if any, and by-laws containing specifications for withdrawal or expenditure of funds;
- 5) An acknowledgment signed by the principal officers or designated representatives that the rules and policies of the dDistrict/colleges/campuses have been read, understood and will be upheld.
- 6) A statement of nondiscrimination that there shall be no barrier or unequal treatment based on race, ethnic background, gender, age, religion, sexual preference, sexual identity, disability, or national origin which inhibits or prevents any person's full participation in any activities which utilize District facilities;
- 7) All student clubs or organizations must register each academic year, defined as the first day of the Fall semester through final day of Spring semester. Student clubs must also renew their registration each semester; and
- 8) Club or organization leadership must attend an orientation each academic year.

#### 4. NAMING OF STUDENT CLUBS OR ORGANIZATIONS

- a. The District recognizes that student clubs or organizations are a vital component of college life and student development. Approved clubs or organizations are recognized entities affiliated with the college. As such, the naming of clubs or organizations must comply with Board of Trustees Policy, BP 3100, *Student Rights, Responsibilities, Campus Safety and Administrative Due Process*.
- b. All student clubs or organizations must have a name that reflects the mission and purpose of the club or organization.
- c. A club may not use any name or acronym which is obscene, libelous, slanderous, or which disrupts the learning or work environment. The college reserves the right to disapprove the name of a club or organization. In the event that the name of a student club or organization is not approved for any reason, registration of the club or organization will be denied.
- d. The name of the student club or organization must be submitted to the college as part of the registration process as described in Section 3 (above).
- e. Once approved, a club or organization may not change its name in any way without prior approval from the college/dDistrict. Should a club or organization change its name without prior approval of the college/dDistrict, the college will cancel the registration of the club or organization and all privileges associated with official registration will be revoked.

## 5. USE OF COLLEGE CAMPUS FACILITIES

- a. College/campus services and facilities may be utilized free of charge by registered student clubs or organizations on a space-available basis, consistent with college/campus regulations.
- b. Regulations Governing Use of District Facilities
  - 1) District facilities shall be used in accordance with all the regulations stated herein and pursuant to federal, state, and local laws.
    - a) The San Diego Community College District (San Diego City College, San Diego Mesa College, San Diego Miramar College and Continuing Education) is committed to providing a drug free environment. Refer to the college Drug Abuse and Alcohol Prevention Program ([DAAPP](#)) for more information at the following link: <http://www.sdccd.edu/daapp/>.
    - b) The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/~~d~~District-sponsored events.
    - c) Board Policy 3100, [BP 3100](#), *Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3.0, Student Code of Conduct*, states that use, possession, ~~or~~ distribution, [manufacture or sale of narcotics or other controlled substances other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law](#), is prohibited while on the college premises or at college-sponsored events. A student may be suspended or expelled for violation of this policy.
  - 2) Request for facility use must be processed through the Student Affairs Office or directly through the advisor. All requests must be submitted in a timely manner in accordance with college/campus guidelines.
  - 3) Activities and programs of student clubs or organizations will not be scheduled to the detriment of educational programs and the free flow of traffic.
  - 4) The advisor or designee, approved by the dean responsible for Student Affairs, must authorize and be in attendance during the club's or organization's use of District facilities. An officer or authorized representative of the student club or organization whose name appears in the officer registration file, must also be in attendance during the use of District facilities.
  - 5) The advisor and officers of the club or organization are responsible for the proper care of facilities.
  - 6) The advisor is responsible for ensuring that all of ~~d~~District/college/campus rules and regulations related to the use of District facilities are adhered to.
  - 7) No student club or organization may reserve facilities for use by another club or organization.
  - 8) Users requiring special facility arrangements, equipment, and maintenance services

or staffing may be charged at District cost. The District reserves the right to require an advance deposit.

- 9) A request for use of a District facility may be denied if the request is not in accordance with dDistrict/college/campus regulations governing such matters; and shall be denied if circumstances are such that the event will present a clear and present danger to the orderly operation and peace of the dDistrict/college/campus.

c. Procedures for Securing Use of Facilities

- 1) A written request must be submitted to the Student Affairs Office or to the advisor in accordance with college/campus guidelines. Request for use of Continuing Education facilities should be processed through the campus dDean. The request should include, but may not be limited to:
  - a) Name of club or organization;
  - b) Facility requested (i.e., classroom for meeting);
  - c) Date and time of event;
  - d) Purpose of the event (i.e., social function);
  - e) Officer's signature;
  - f) Advisor's signature; and
  - g) Special equipment or set up required.
- 2) A tentative hold will be placed upon the requested date providing that:
  - a) The event does not conflict with or detract from a previously scheduled event or interfere with the educational process. In approving the scheduling of an event, the audience size, the frequency and proximity of similar events, and the number of events already scheduled on the given date will be considered;
  - b) The facility requested is suitable for the activity;
  - c) The event does not pose a threat to life or property; and
  - d) There is adequate time to successfully plan and conduct the event.
- 3) Final approval will be granted providing:
  - a) Compliance with related district/college/campus regulations regarding contracts, financial accountability, security, ticket handling and publicity;
  - b) Adequate technical and staff support are available;
  - c) The event does not violate any state, federal, or local rulings specifically related to that activity.

- 4) All events will be posted on the student activity calendar in designated office responsible for student affairs.

## 6. STUDENT CLUB OR ORGANIZATION FUNDING RESOURCES

- a. Recognized student organizations or clubs may raise funds and apply for funds from other sources to support approved activities and events in accordance with District and college policies, procedures and guidelines. All fundraising by student members of clubs or organizations must have prior approval of the advisor, including requests for donations, and processed according to approved college/Continuing Education business processes.
- b. Associated Students Organization Funds:
  - 1) Must be reviewed and authorized by the Associated Students Advisor;
  - 2) Shall be exclusively used for programs and purposes which are of benefit and/or in the interest of the student body;
  - 3) May not be expended for programs or purposes in violation of the law;
  - 4) May not be used, directly or indirectly, for partisan political or religious purposes;
  - 5) Shall be subject to normal District business and accounting procedures;
  - 6) Shall be referenced in a financial code in the by-laws of all Constitutions;
  - 7) May not be reallocated, transferred, or utilized for purposes differing from the approved allocation without prior consent of the Associated Student Body; and
  - 8) Shall not be expended for personal benefit or gain of any kind.
- c. An officially registered student club or organization may apply for funding to help carry out programs and operational activities. Sources of funding on campus include the Associated Students funds, District allocated student vending revenue, revenue from fund raising activities, membership dues and donations.
- d. Fund Raising
  - 1) Registered student clubs or organizations may raise funds to support their activities subject to the following provisions:
    - a) All fund-raising activities must be in accordance with all relevant District policies and procedures including Administrative Procedure, AP 6905.1, *District Enterprise Activities and Food Vending*;
    - b) All fund-raising activities must be related to support the purposes of the sponsoring club or organization; all promotional materials for the activity must specify the intended use;
    - c) Registered student clubs or organizations raising funds through either paid admission or voluntary donations at events under their sponsorship must have

numbered tickets, as well as receipts. The funds are to be deposited in the designated Accounting office with a completed financial statement the next business day following the event;

- d) Fund-raising activities of indefinite duration or which extend beyond a semester's end shall be subject to the filing of semester-ending financial reports. All such reports will indicate the sum collected, expenses incurred, and disposition, if any, of the proceeds. All financial statements shall be available for examination by any interested member of the campus community;
- e) Registered student clubs or organizations may not raise funds which contribute to the personal benefit or gain of individual members;
- f) Registered student clubs or organizations may sponsor commercial vending on campus, with prior approval from the administrator responsible for student affairs. Such activity must be related to major college events;
- g) Registered student clubs or organizations may reach contractual agreements with individuals or groups on or off-campus to perform, on campus only, under approval of the Administrator responsible for Student Affairs;
- h) Violation of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with Board of Trustees Policy, *BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process, Section 3, Student Code of Conduct.*

#### 7. CLUB OR ORGANIZATION MEMBERSHIP

- a. All club or organization members must be actively enrolled students in the San Diego Community College District.
- b. It is the shared responsibility of the club officers and advisors to ensure that members are currently enrolled students.
- c. All officers must be enrolled in at least one class at the college/campus of the club registration.
- e-d. All officers must be in good academic and disciplinary standing; students with prior Code of Conduct infractions will be subject to additional requirements.

#### 8. TRAVEL

- a. All student travel must be consistent with Board of Trustees Policy, *BP 3125, Transportation of Students*; and Administrative Procedure, *AP 3120.2, Authorization to Conduct Off-Campus Student Activities.*
- b. All clubs must adhere to an advisor/student ratio of up to 10 students to one advisor for travel outside San Diego County.
- c. Advisors are not permitted to transport students in personal vehicles.



- d. All students authorized to travel are required to complete the ~~Sexual Violence Prevention, Online Education Program~~ online Sexual Assault Prevention Training, for compliance under Title IX. Students may use the link below to access the Title IX & Campus Save Act Website for detailed information: <http://www.sdccd.edu/titleix/>  
<https://www.sdccd.edu/students/titleix.aspx>

## 9. RESPONSIBILITIES

- a. A student club or organization is responsible for conducting its affairs in a manner consistent with District rules and regulations. Student clubs or organizations are responsible for ensuring that non-District individuals or groups, invited as an incidental part of a club's or organization's program, comply with District regulations, policies and procedures while on District property.
- b. Each student club or organization and/or its officers or designated representatives shall budget, provide for, and promptly meet its legitimate financial obligations to the Associated Student Body, the District, and other organizations or individuals with which they have entered into a contractual agreement. Any club inactive for five or more years will have their club fund balance moved to another account in accordance with the Associated Students guidelines.
- c. All persons on District property are required to abide by District policies and college/campus regulations and shall identify themselves upon request to District officials acting in the performance of their duties.
- d. Each student club or organization is accountable for the actions of its members, on behalf of the group, anytime during the academic year in which the club or organization has been authorized.
- e. The functioning of registered student clubs or organizations shall be confined to, and controlled by, their active membership. Clubs or organizations may invite other members of the faculty, staff, and other guests to participate in activities/events when appropriate.
- f. The officers of student clubs or organizations, as designated representatives, are responsible for the use of District facilities and services by their club or organization, as well as ~~and~~ financial and legal obligations of the club or organization.
- g. All officers and designated representatives of registered student clubs and organizations shall be students of the college for the length of their term in office. It is the responsibility of the student club or organization to keep the registration information designating officers and/or representatives up-to-date, at all times, in the Student Affairs Office.
- h. All officers and designated representatives of registered student clubs and organizations are required to complete the ~~Sexual Violence Prevention, Online Education Program~~ online Sexual Assault Prevention Training, for compliance under Title IX. Officers and designated representatives may use the link below to the Title IX & Campus Save Act website for detailed information: <http://www.sdccd.edu/titleix/>  
<https://www.sdccd.edu/students/titleix.aspx>.
- i. Violation of any regulation pertaining to the proper conduct of the club or organization

may result in disciplinary action in accordance with Board of Trustees Policy, *BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process*.

- j. There are no Associated Student Body Organization activities permitted during summer sessions, unless specifically authorized, in writing, by the Vice President, of Student Services.

#### 10. CLUB DISCIPLINARY SANCTIONS

- a. All student clubs or organizations are expected to adhere to all policies and procedures of the college and District at all times.
- b. Any club or organization found to have violated any provision herein may be subject to disciplinary action.
- c. Disciplinary sanctions for clubs include, but are not limited to:
  - 1) Warning;
  - 2) Probationary status;
  - 3) Suspension – 1 semester club suspension; and
  - 4) Suspension – 1 academic year club suspension.
- d. Nothing would preclude the college from imposing disciplinary action against specific members of the club.

#### 11. OFF-CAMPUS ACTIVITIES CONDUCTED BY STUDENT CLUBS OR ORGANIZATIONS

- a. The San Diego Community College District does not authorize, approve, regulate, or supervise off-campus activities of student clubs. The District assumes no responsibility for off-campus activities, including contractual arrangements made by student clubs or organizations unless expressly authorized by the college President.

Approved by  
the Chancellor: November 23, 2016

Supersedes: New 11/23/16