

## Student Records-Family Educational Rights and Privacy Act (FERPA)

Students have the right to file a written request to gain access to their official records or restrict the release of directory or nondirectory information. No district representative shall release the contents of a student's record to any member of the public without prior written consent of the student, other than directory information. The district has the right to release directory information including but not limited to name, hometown, major, attendance dates, degrees and awards, sports and activities. For complete information regarding the college's FERPA policy, refer to the Allan Hancock College Catalog.

## Student Conduct

A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education in a safe and secure environment. Standards of Student Conduct for violation of rules were established by the Board of Trustees for the Allan Hancock Joint Community College District on January 16, 1979 (revised March 2006). For a complete listing of these guidelines, refer to the Allan Hancock College catalog.

## Academic Honesty

Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.

### **Below are examples of academically dishonest behaviors.**

- Copying from another student's work without instructor approval
- Giving answers to another student without instructor approval
- Using notes, books, or other unauthorized materials during an exam
- Taking a test for someone else
- Submitting someone else's work as your own
- Completing an assignment for another student
- Using other people's ideas, words, images, or artistic works– from any medium, including the Internet– without acknowledging them with proper documentation

If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her discretion may issue a failing grade on the assignment, fail the student from the course, or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the vice president of student services.

An appeals process is available to the student through the office of the vice president, student services.

## Academic Probation

Students are required to maintain a minimum 2.0 GPA ("C") to be in good standing. A student must also complete at least half of the units attempted with a letter grade (A, B, C, D, F) or a CR (Credit) or P (Pass). If a student has three semesters of substandard academic performance, he or she is subject to dismissal from the college. Call the probation hotline at (805) 922-6966 ext. 3743 for details. If you received notification of dismissal, please contact the Counseling office to schedule an appointment immediately at 922-6966 ext. 3293.

## Student Success Facts

Allan Hancock College each year assists thousands of students to reach a wide variety of educational goals, including completion of associate degrees, completion of certificate programs and successful transfer to four-year institutions.

Each semester, Allan Hancock College enrolls approximately 3,100 full-time students and another 7,500 part-time students. Approximately 1,300 graduate annually with associate of arts degrees, associate of science degrees or certificates of completion. In compliance with the Student-Right-to-Know (SRTK) and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Allan Hancock Joint Community College District to make available its completion and transfer rates to all current and prospective students. In fall 2004, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Following are their completion and transfer rates. These rates do not represent the success rates of the entire student population at Allan Hancock College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 33 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from fall 2004 to spring 2007. The state average is 25 percent. Students who are 'transfer-prepared' are defined as those who have completed 56 transferable units with a GPA of 2.0 or better. The college's SRTK transfer rate was 16 percent. Students who received an AHC degree before transferring or who took more than three years to transfer are not included in this percentage.

Keep in mind that SRTK rates, as stated above, are based upon about 7 percent of AHC's student population, and while the cohort definition of tracking first-time, full-time, degree-seeking freshmen may be an appropriate measure for a four-year institution, it examines a much smaller portion of the Allan Hancock College student population.

The rates do not indicate the progress of part-time students; non-degree seeking students; students seeking career refresher courses and professional certifications, and many other student groups.

The college educates many more university transfer students, but not within the narrowly-defined timeline of this study. Others are not counted because they earned a degree before transferring or transferred to a private university not participating in the national program for data collection.

A more meaningful measure of transfer success is the acceptance rate Hancock students experience at universities. This is the percentage of students who are accepted at their university of choice, compared to the number who apply. For example, AHC students enjoyed one of the highest transfer acceptance rates at California Polytechnic University, San Luis Obispo, with 49 percent of fall 2009 AHC transfer applicants accepted compared to 28 percent statewide.

## Copyright Regulations

Allan Hancock College complies with all federal copyright regulations, including the TEACH Act. Students and staff are prohibited from using the Allan Hancock College (AHC) network to illegally download or share music, videos, or other copyrighted materials. In accordance with the Higher Education Opportunity Act (HEOA) and Digital Millennium Copyright Act, college administrators may be obligated to provide copyright holders and law enforcement officials information about AHC network users who have violated the law. There may be both civil and criminal penalties and fines for copyright violations. For questions pertaining to copyright issues, please contact the associate dean, learning resources at ext. 3475.

## Smoking Policy

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the district, except as may be required in theatrical rehearsals and performances. Designated smoking areas are identified on the campus map inside this schedule. Please observe posted signage. Policy subject to change. For more information, contact Health Services at ext. 3212.

## Drug Free Policy

The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to implement a drug prevention program, which includes the annual dissemination of the following policy on alcohol and drug use.

Allan Hancock College is committed to the success of each student and, as a college, we realize that the use of alcohol and drugs can be a major impediment to success. There are both physical and psychological health risks associated with drug and alcohol use, including decreased immunity, exhaustion, decreased muscle coordination, depression, confusion, and paranoia, among other conditions. In most cases, anyone who uses drugs and abuses alcohol can expect a decline in the quality of his or her life.

Through the Health and Counseling Services, the Student Athletic Assistant Program (SAAP), and the Human Services Program, Allan Hancock College offers classes, educational programming, resources and counseling, as well as referrals to community service agency counseling and rehabilitation programs.

According to the Standards of Student Conduct, use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous drugs is subject to disciplinary action.

Violation of this prohibition will result in appropriate action up to and including expulsion and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

## Photo and Videotape Policy

Allan Hancock College takes photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Allan Hancock College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Allan Hancock College do so with the understanding that these photographs might include them and might be used in college publications, both printed and electronic, and for publicity.

## Field Trips

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging your own transportation to and from the class site. Be advised that the district assumes no liability or responsibility for the transportation or for any person driving a personal vehicle who is not an agent of the district.

## USA PATRIOT Act

Allan Hancock College complies with the requirements of the USA PATRIOT Act. This law provides federal officials with the authority to conduct searches of business records and data. Examples of records and data that might be retrieved include, but are not limited to

- Email records on computers and servers
- Internet search history on computers and servers
- Library user records
- Telephone call logs
- Student records and files

## Statement of Nondiscrimination

The Board of Trustees of the Allan Hancock Joint Community College District recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and creativity while providing positive images for all students. The district is committed to the active promotion of campus diversity including recruitment of and opportunities for qualified members of underrepresented/protected groups, as well as the provision of a work and learning environment conducive to open discussion and free of intimidation, harassment, and unlawful discrimination. The board commits the district to vigorous staff diversity/ equal employment opportunity for qualified persons in all aspects of its employment program including selection, assignment, promotion, and transfer, and with respect to all necessary classifications. The board also assures that all employees and applicants for employment will enjoy equal opportunity regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Discrimination on the basis of gender, including all forms of sexual harassment, is strictly forbidden by Title VII of the Civil Rights Act, Title IX, and the college policy on sexual harassment. All student discrimination complaints should be addressed to the vice president of student services, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3267. All employee discrimination complaints should be addressed to the director of human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3338. The district is also committed to equal access and reasonable accommodations for students with disabilities. The coordinator for Americans with Disabilities Act (ADA) for students is the director, Learning Assistance Program, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, (805) 922-6966 ext. 3380. All other ADA discrimination complaints should be addressed to the director of human resources, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399.

La Junta Directiva del Allan Hancock Joint Community College District reconoce que la diversidad en el ambiente académico fomenta la consciencia cultural, el entendimiento y respeto mutuo, la armonía y la creatividad, lo que a su vez aporta imágenes positivas para todos los estudiantes. El distrito se compromete a promover activamente en este colegio la diversidad cultural, incluyendo el reclutamiento y el emplear a personas calificadas pertenecientes a los grupos menos representados y protegidos, y se compromete también a cumplir con los reglamentos para ofrecer un lugar apropiado para laborar y de aprendizaje que contribuya a una discusión abierta, sin ninguna clase de intimidación, acoso o discriminación. La Junta Directiva compromete al distrito a contar con diversidad étnica en su personal y a ofrecer las mismas oportunidades de empleo para personas calificadas en todos los aspectos de su programa laboral, incluyendo la selección, asignación, promoción y el traslado, tomando en cuenta todas las clasificaciones necesarias. La Junta Directiva también se compromete a asegurarse que todos sus empleados y solicitantes de empleo, cuenten con las mismas oportunidades de empleo sin importar su raza, color, descendencia, religión, origen, género, estado civil, edad, discapacidades físicas o mentales, condición médica, o por ser veterano de la guerra de Vietnam, estado civil, u orientación sexual.

La discriminación por motivos de género, incluyendo todo tipo de hostigamiento sexual está estrictamente prohibida por la Ley VII del Acta de Derechos Civiles, capítulo IX, y por las reglas del colegio sobre el hostigamiento sexual. Todas las quejas de discriminación emitidas por los estudiantes deberán ser enviadas al vicepresidente de servicios estudiantiles, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, teléfono (805) 922-6966 ext. 3267. Todas las quejas de discriminación por parte del personal del colegio deberán ser enviadas al director de recursos humanos, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, teléfono (805) 922-6966 ext. 3338. El distrito también se compromete a brindar acceso equitativo, así como facilidades razonables a todos aquellos estudiantes discapacitados. El coordinador estudiantil del Acta de Americanos con Discapacidades (ADA por sus siglas en inglés) es el director de Programa de Asistencia para el Aprendizaje, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399, teléfono (805) 922-6966 ext. 3380. Todas las quejas de discriminación en contra del ADA deben ser enviadas al director de recursos humanos, Allan Hancock College, 800 S. College Dr., Santa Maria CA 93454-6399.