

# STUDENT RIGHTS, RESPONSIBILITIES, & RESTORATIVE PRACTICES INFORMATION AND RESOURCES

STUDENT AFFAIRS . 14-408 . PHONE (619) 388-2699 . FAX (619) 388- 2971

## Student Rights and Responsibilities

San Diego Community College District policies are designed to create a safe learning environment free from interference and disruption. Our policies outline students' civic and social rights and responsibilities as members of the San Diego Mesa College community. Honoring these policies allows us to fulfill our mission to empower our diverse student body to reach their educational goals and shape the future.

## A Message from Mesa College Student Rights, Responsibilities, & Restorative Practices Coordinator, Claudia Perkins:

The Office of Student Affairs hopes you are having a wonderful Spring 2025 Semester! As the Student Rights, Responsibilities, & Restorative Practices Coordinator for the campus, I enjoy working collaboratively with faculty and classified professionals on all student concerns. In an effort to help our students succeed both inside and outside of the classroom, the conduct process is designed to be reflective, educational, and to initiate positive change. I invite you to call or email me to discuss any matters of concern you may be experiencing.

REMINDER

Policy 3100 is now

**Policy 5500**

(STUDENT RIGHTS & RESPONSIBILITIES)



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- [5500 Student Rights, Responsibilities Campus Safety and Administrative Due Process](#)
- [AP 5520 Student Disciplinary Procedures](#)
- [AP 3100.3 under BP 5500 Honest Academic Conduct](#)



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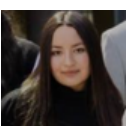
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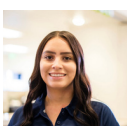
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# RESTORATIVE PRACTICES INITIATIVE



## San Diego Community College District Free Speech Policy

The views and opinions of the solicitors on campus may not reflect the values, mission, or principles of San Diego Mesa College. In accordance to Board Policy 3900, they are permitted to be here. For more information about our policies, please scan the QR code below.



If there is a concern for safety, please call College Police 619-388-6405  
For Mental Health Services, call 619-388-2774

## Spreading Awareness of Restorative Practices

Restorative Practices embrace community building, empowerment, participation, and accountability as crucial elements of justice. The Office of Student Affairs embraces Restorative Practices within Student Rights and Responsibilities, and we are excited to collaborate across campus to bring Restorative Practices into our spaces with our students and colleagues. At Mesa, we strive to achieve a community that is equitable in its approach to justice. We look forward to speaking and collaborating with all employees and students interested in learning more about what restorative practices have to offer.

## Tips for Addressing Disruptive Behavior Before it Escalates

- Review expectations of student behavior as stated in your syllabus.
- Identify and address student disruptions quickly with either a verbal or email warning.
- It is advised to connect with your Chair, School Dean, and Student Rights & Responsibilities Coordinator regarding the student.
- Often a simple reminder to the student will suffice. However, there are times when more serious action is appropriate, such as removal from class.
- Follow up on disruptive behaviors with your Chair, School Dean, and Student Rights & Responsibilities Coordinator.
- Call College Police Dispatch (ext. 6405) for crisis situations.



# Faculty Removal of Student Exhibiting Behavioral Misconduct

- In the event that a student (either in an online or on-campus course) becomes disruptive, such that their behavior is interfering with the learning environment, the instructor may remove the student for up to five instructional days for online courses and two instructional days for on-campus courses.

## Online Removal of Student

## On-Campus Removal of Student

- The Student Rights and Responsibilities Coordinator will work with the professor, the Chair, School Dean, and the Dean of Online Learning to remove the student from the course for 5 days in an online class or 2 days for an on-campus class.
- When a student has been removed from class, the student will meet with the Student Rights & Responsibilities Coordinator to discuss why they have been removed and what is expected of them upon their return. In addition, the student will be offered resources on campus, so they may be successful upon their return.
- Acceptance of make-up work during the "removal" is at the discretion of the instructor in accordance with Administrative Procedure 5500.2. Absences pursuant to the removal shall be counted as excused.
- If an incident involves racial, gender, or any type of violence on zoom, please immediately remove the disruptive student from zoom and contact College Police, Student Affairs, School Dean, and Chair of Department, immediately. A committee has been formed to address these violent attacks and will be updating our campus with further information.
- The Student Rights and Responsibilities Coordinator invites you to call in matters of concern, immediately as they arise in an effort to discuss and collaborate.
- Please note: Without due process students cannot be permanently removed from class for disruptive behavior.

## CAMPUS RESOURCES FOR STUDENT CONCERNS

### Student Affairs

**Office:** I4-408

**Phone:** (619) 388-2699

**Hours of Operation:**

Monday-Thursday: 8 am - 6 pm

Fridays: 8 am - 1 pm

### Student Health

**Office:** I4-209

**Phone:** (619) 388-2774

**Hours of Operation:**

Monday: 8am - 5pm

Tuesday: 8am - 5pm

Wednesday: 8am - 6pm

Thursday: 8am - 5pm

Friday: 8am - 1pm

### College Police

**Office:** Q-100

**Phone:** (619) 388-6405

**[For a complete list of Helpful Resources for Students click here.](#)**

## **Faculty Forms and Support Weblink**

**<https://www.sdmesa.edu/student-services/student-affairs/faculty-forms-support.shtml>**

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COMMUNITY RIGHTS

All community members have the right to a safe learning environment free from disruption and interference.

If you feel you have experienced harassment, discrimination, or any violation of your civil rights, Student Affairs is here to assist you.

for students: [sdccd.edu/students/complaint-process](http://sdccd.edu/students/complaint-process)

for employees: <http://bit.ly/employeecomplaintprocess>

more information: <http://bit.ly/sdccdquickreference>

Student Affairs | 619-388-2699 | [mesastudentaffairs@sdccd.edu](mailto:mesastudentaffairs@sdccd.edu)

@sdmesastudentaffairs

Student & Community Rights

Student Code of Conduct

Poster for Canvas

- Student of Concern Form:

[Click Here](#)

Student Incident Report Form:

[Click here](#)

Student Complaint Process:

[Click here](#)

Employee Complaint Process:

[Click here](#)

Quick Reference Guide:

[Click here](#)

Please complete this form when you are concerned for a student

Helpful Documents

- [Faculty Academic Sanction Form,](#)

[Board Policy 3100.3 Honest Academic Conduct Policy,](#)

[Academic Honesty Statement \(for Syllabi\),](#)

[Student Acknowledgement of Academic Honesty \(for Exams and Assignments\).](#)

Student Privacy Concern on Zoom

We care about the privacy and safety of all Mesa students. We recommend faculty request that their students only use their first name and their last name's initial for Zoom meetings. Also, please advise them to blur their background surroundings if their camera is on.

Civility & Mutual Respect

Board Policy

All members of the San Diego Community College District community are expected to treat other community members with civility and respect, recognizing that disagreement and informed debate are valued in an academic community. Demeaning, intimidating, threatening, or physically or emotionally violent behaviors that affect the ability to learn or work in the District environment are not consonant with the standards of civility and respect as expected in the District and are unacceptable as outlined in related district policies and procedures.

Academic Honesty

**Goal:** *Bring together involved parties so that the situation can be discussed and an appropriate solution determined.*

- It is recommended that the faculty member arrange an informal conference with the student to advise the student of the allegation and supporting evidence. If necessary, your Department Chair may be present.

Faculty assigns academic sanctions and informs student of the penalties for cheating or plagiarism (i.e. zero on assignment or exam, re-submission of assignment, lowering of grade).

If an academic sanction is assigned, the incident must be reported in writing within 10 instructional days to the School Dean, who shall send a copy of the report to the Student Rights and Responsibilities Coordinator.

Please bear in mind that if a student is found to have cheated or plagiarized, faculty may sanction the student **only** for that particular assignment (i.e. zero on assignment or exam, re-submission of assignment, lowering of grade.)

The process of appealing an academic sanction can be found here (see Section 3).

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ACADEMIC HONESTY STATEMENT

San Diego Mesa College values honesty, academic integrity, and community. Our goal is to guide our students in maintaining academic excellence, in addition to fostering a sense of belonging to our campus. At San Diego Mesa College, students are expected to create their own work in connection with all lecture and laboratory assessments and assignments, and will refrain from copying, cheating, plagiarizing, utilizing outside resources, or any form of academic misconduct.

Students will only use external sources when approved by faculty and will properly acknowledge these external sources.

We understand our students wish to maintain these community standards; however, failure to follow these community standards will be considered a violation of the Student Code of Conduct under Board Policy 5500 and may result in student disciplinary action. We thank our students in advance for adhering to these community standards.

HONESTY