

# STUDENT RIGHTS & RESPONSIBILITIES, AND 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.

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

**DID YOU  
KNOW?**

Policy 3100 is now  
**Policy 5500**  
(STUDENT RIGHTS & RESPONSIBILITIES)

SAN DIEGO  
MESA COLLEGE

## Spring 2023

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

The Office of Student Affairs hopes you are having a wonderful Spring 2023 Semester! As the Student Rights & Responsibilities, and 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.

## Student Affairs Team



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# Restorative Justice Initiative

## Spreading Awareness of Restorative Practices

### Office Hours:

**Wednesdays from 10:30 am - 11:30 am on Zoom**

Restorative Justice practices embrace community building, empowerment, participation, and accountability as crucial elements of justice. The Office of Student Affairs embraces Restorative Justice practices within Student Rights and Responsibilities, and we are excited to collaborate across campus to bring Restorative Justice practices into our spaces with our students and colleagues. We look forward to the opportunity to have our Student Affairs RJ Interns visit your classrooms or department meetings to share about Restorative Justice practices on our campus. You can also join Chrystian and Sahar on Wednesdays for our Zoom RJ office hours. In addition, please join Dr. Jill Moreno Ikari, Professor Katlin Choi, and Claudia Perkins with Mesa Reads as we explore bringing Restorative Justice practices to our campus.

## 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
- 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



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## Restorative Practices Classroom Visits

SAN DIEGO  
MESACOLLEGE  
Student Affairs

NOW OFFERING:

### Restorative Practices Classroom Visits

Invite Student Affairs RJ Interns for introductions to:

- ▶ The basics of Restorative Justice
- ▶ What are Restorative Practices?
- ▶ How can students get involved?
- ▶ Future RJ Projects

Contact csmith@sdccd.edu for more details or to book a session

**Please Contact:**  
**csmith@sdccd.edu or smohammadi@sdccd.edu**  
**for more details**

# 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.

## **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.

## **CAMPUS RESOURCES FOR STUDENT CONDUCT & CONCERNS**

### **Student Affairs**

Room: I4-408

(619) 388-2699

Monday-Thursday: 8 am - 6 pm

Fridays: 8 am - 1 pm

### **Student Health**

Room: I4-209

(619) 388-2774

#### ***Phone Calls:***

Monday- Thursday: 8 am - 6 pm

Fridays: 8 am - 1 pm

#### ***Telehealth Appointments:***

Monday: 9 am - 4 pm

Tuesday: 9 am - 4 pm

Wednesday: 10 am - 4 pm

Thursday: 9 am - 4 pm

Fridays: CLOSED

### **College Police**

Room: Q-100

(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>



# Academic Honesty

- 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 needed, your Department Chair may be present.

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

- *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 be reminded 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).*

## 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 Code of Conduct Poster for Canvas

### Student of Concern Form: Click Here

Please complete when you are concerned for a student

**Student Incident Report Form:** [Click here](#)

**Student Complaint Process:** [Click here](#)

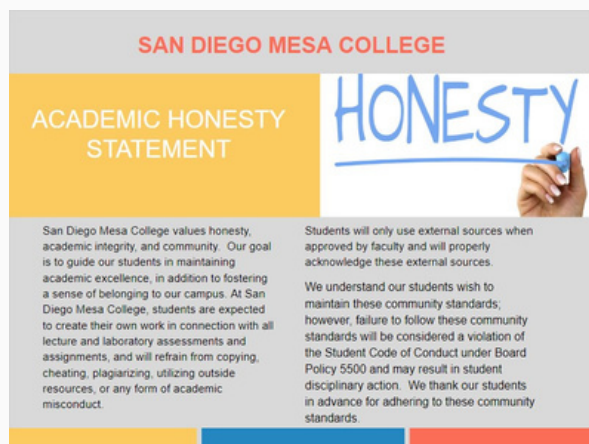
**Employee Complaint Process:** [Click here](#)

**Quick Reference Guide:** [Click here](#)

## Student & Community Rights



Visit us on Instagram [@sdmesastudentaffairs](#)



## Student Privacy Concern on Zoom

We care about the privacy and safety of all Mesa students. We recommend faculty to request students to 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.