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# Policies and Standards

## Academic Policies and Standards

### Academic Freedom

The South Orange County Community College District Board of Trustees seeks to encourage and protect academic freedom and responsibility. The District is committed to the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process. The Board of Trustees, administration, faculty, staff, and students all bear an obligation to protect, preserve, and promote academic freedom within the institution.

### Catalog Rights

Irvine Valley College issues a new catalog each year. The information published in the catalog is in effect for the academic year beginning with the fall semester and concluding with the summer session.

The courses required for a specific degree or certificate, or general education may change from one catalog to the next and, therefore, may change during the period of time that a student attends the college. Catalog rights, established when a student first takes classes at the college, protect the student from being held to additional requirements that may be added to a later catalog.

For the purposes of meeting degree or certificate requirements, students may elect to meet the requirements of either

1. The catalog that was in effect at the time they began taking courses at Irvine Valley College, or
2. Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
3. The catalog that is in effect at the time they file an application for a degree or certificate.

Students maintain catalog rights by maintaining continuous enrollment in the South Orange County Community College District—that is, by receiving a letter grade of "A," "B," "C," "D," "F," "P," "NP," "W," "MW," "I," "IP," "SP" or "UG" on their transcripts for at least one course per academic year. Documented military or medical leave will not be considered an interruption of enrollment. Absence related to an approved educational leave or for attendance at another accredited institution of higher learning is not considered an interruption, providing the absence does not exceed two years. Contact the Office of Admissions and Records in such cases.

If a program requires that students complete specific courses within an established time frame, the recency requirement may supersede catalog rights.

### Courseload Limits

An average courseload of 15-16 units each semester or term is necessary for a student to graduate within a two-year period. Students may carry a maximum of 19 units. A student who wishes to exceed the 19-unit maximum limit must have a cumulative 3.0 grade point average and must file a petition at least two calendar weeks prior to the first day of the semester. Petitions are available in and must be submitted to the Counseling Center. Students approved for overloads will be permitted to enroll in overload units one week before the term begins.

The South Orange County Community College District does not specify a minimum load except when the student must meet certain eligibility requirements for financial aid, student employment, Social Security certification, veterans enrollment certification, insurance eligibility, international student status, athletic eligibility, or other special programs. Eligibility for

veterans benefits requires enrollment in the required units for each week of the certification period. The load requirement is as follows:

**Full-time:** 12 or more units

**Three-quarter time:** 9-11.5 units

**One-half time:** 6-8.5 units

## Basic Skills Coursework Limit

Courses in the basic skills category include those numbered 300-399 in writing, Special Services, English as a Second Language (ESL), and mathematics. In most cases, students may not enroll in more than 30 semester units of basic skills coursework.

The following students are exempted from this limitation:

1. Students who are enrolled in one or more courses of ESL
2. Students identified as having a learning disability.

The college may grant a waiver to the 30-unit basic skills course limitation to any student who demonstrates significant and measurable progress toward the development of the skills needed for successful enrollment in college-level courses. Waivers are given only for specified periods of time or specified numbers of units. Students who have exhausted the unit limitation will be referred to appropriate noncredit adult education programs.

For waivers or further information regarding this policy, students should contact the Office of Admissions and Records.

## Academic Honesty and Dishonesty

### Responsibilities and Definitions for Students

Irvine Valley College actively promotes academic and institutional honesty. Academic dishonesty runs counter to a healthy intellectual environment and tarnishes the educational opportunities offered.

Students may be disciplined for academic dishonesty as described in the following. Disciplinary actions range from a verbal reprimand, to a written reprimand, to disciplinary probation, to suspension, to expulsion. For further information, students may contact the Office of the Vice President for Student Services, 949-451-5214.

### Falsification

Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:

1. Forging signatures on official documents such as admissions cards/documents and financial aid applications.
2. Changing or attempting to change official academic records without proper sanction.
3. Misrepresenting or falsifying successful completion of prerequisites.
4. Providing false information, such as immigration materials, during the admission or matriculation process.
5. Falsifying one's identification or falsely using another's identification.
6. Logging in or otherwise gaining access to a computer, computer network or protected website using the password or identity of another.
7. Citation of data or information not actually in the source indicated.
8. Including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.

9. Submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
10. Submitting as the student's own work any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.
11. Taking a test for someone else or permitting someone else to take a test for the student.

## Plagiarism

Students should be advised to state the source of ideas when these are known, since this lends strength to their answers and is part of the ethics of scholarship.

Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else's words, ideas or data as one's original work, including, but not limited to, the following:

1. Intentionally representing as one's own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
2. Taking sole credit for ideas and/or written work that resulted from a collaboration with others.
3. Paraphrasing or quoting material without citing the source.
4. Submitting as one's own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or Internet derived products).
5. Sharing computer files and programs or written papers and then submitting individual copies of the results as one's own individual work.
6. Submitting substantially the same material in more than one course without prior authorization from each instructor involved.
7. Modifying another's work and representing it as one's own work.

## Cheating

Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:

1. Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. Completing, in part or in total, any examination or assignment for another person.
3. Knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another person (e.g., take-home exams or online assignments which have been completed by someone other than the student).
4. Copying from another student's test, paper, lab report or other academic assignment.
5. Copying another student's test answers.
6. Copying, or allowing another student to copy, a computer file that contains another student's assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one's own.
7. Using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. Storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. Employing aids excluded by the instructor in undertaking coursework.
10. Looking at another student's exam during a test.
11. Using texts or other reference materials (including dictionaries) when not authorized to do so.
12. Knowingly gaining access to unauthorized data.
13. Altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

# Final Examinations

Final examinations are required for all credit courses. Students are responsible for taking all final examinations as assigned by their course instructor. Students can petition to take a final examination early at the instructor's discretion

## Grades

The state legislature mandates a grading policy for all California community colleges (Title 5, California Code of Regulations, Section 55021). In compliance with this mandate, the South Orange County Community College District Board of Trustees has established the following provisions under Board Policy 5300, Grading Policy.

## Academic Record Symbols and Grade Point Average

Letter grades will be averaged on the basis of their numerical grade point equivalencies to determine a student's grade point average (GPA). The highest grade will receive four points and the lowest grade will receive no (0) points using the following evaluative symbols:

	Definition	Grade Point
<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Satisfactory	2
<b>D</b>	Passing, less than satisfactory	1
<b>F</b>	Failing	0
<b>P</b>	Pass (equivalent to "A," "B," or "C"; units are earned but are not counted in GPA)	
<b>NP</b>	No Pass (equivalent to "D" or "F"; no units are earned, and units are not counted in GPA)	
<b>SP</b>	Satisfactory Progress (non-credit only); no units are earned, and units are not counted in GPA	
<b>UG</b>	Ungraded (non-credit only); no units are earned, and units are not counted in GPA	

## Nondegree-Applicable Courses

"Nondegree-applicable" courses include basic skills and Emeritus Institute courses whose units may not be counted toward the total units required for a certificate or associate degree at Irvine Valley College.

**Note:** Grades earned in nondegree-applicable courses do not count in the calculation of students' grade point averages for degrees or certificates.

## I: Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the semester may result in an "I" symbol being entered in the student's record. The conditions for removal of the "I" will be stated by the instructor in a written record, which will also contain the grade to be assigned in lieu of removal of the "I." A final grade is assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" agreement with the course instructor can be no longer than one year following the end of the semester in which it was assigned. A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Office of Admissions and Records.

The "I" symbol will not be used in calculating grade point average or units attempted, but excessive "I's" are used as a factor in progress probation and dismissal procedures.

## **IP: Work in Progress**

The "IP" symbol is used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress" and that assignment of a substantive grade must await its completion. The "IP" symbol will remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit will be assigned and will appear on the student's record for the semester in which the course is completed. The "IP" symbol is not used in calculating the grade point average.

## **RD: Report Delayed**

The "RD" symbol is used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" will not be used in calculating grade point averages.

## **W: Withdrawal**

The "W" symbol is used to denote a student's withdrawal from a class or classes up to the 65% point. The academic record of a student who remains in a class beyond 65% point must reflect one of the following symbols: "A," "B," "C," "D," "F," "P," "NP," "I," "IP," "SP," "UG."

No notation ("W" or otherwise) is entered on the academic record of a student who drops during the first 20% of a course. Withdrawal from class anytime between the 20% and 65% points will be recorded as a "W" on the student's record.

The "W" is not used in calculating grade point averages, but excessive "W's" are used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the 65% point of the semester by following the petition procedure in the Office of Admissions and Records. All requests for this exception must be substantiated with supporting documentation of the student's extenuating circumstances. Only reasons of extreme emergency clearly beyond the student's control will be considered.

## **MW: Military Withdrawal**

The "MW" symbol is used for students who are members of active duty, reserve, or guard elements of the armed services and receive orders compelling a withdrawal from all courses. This grading option will have no adverse impact on students or their record and is not used to determine progress probation. Petition for this consideration must be accompanied by a copy of the activation or transfer orders and submitted to the Office of Admissions and Records.

## **Grades for Repeated Courses**

When a course is repeated the District shall, upon request, disregard the previous grade and credit and include only the most recent credit and grade in the student's grade point average.

1. All enrollments shall be recorded on the student's transcript using an appropriate annotation.
2. Students may use an equivalent course from an accredited college or university to annotate the first two substandard grades received at the college, only if the grade was earned subsequent to the grade received at the college.
3. The student must submit a petition to the Admissions and Records Office.
4. The colleges will honor the course repeat actions of other accredited colleges and universities in determining acceptance of credits and pre-requisites, but such courses will not be calculated in the GPA on an SOCCCD transcript.

## Grade Notification

Grades are available through MySite after they are submitted to the Office of Admissions and Records following final exams. Grades are not available by mail, email or telephone.

## Pass/No Pass Option

Students may be evaluated on a Pass/ No Pass grading basis in either of the two following categories: (a) courses in which all students are evaluated on the Pass/No Pass basis, or (b) courses in which each student may elect to be graded on either a Pass/No Pass or a letter grade basis. Students must declare the Pass/No Pass option within the first 30% of the semester, after which it is irreversible. Students may request the grading option change through their MySite account or in person at the Office of Admissions and Records.

A Pass ("P") grade indicates satisfactory (a letter grade of "A," "B," or "C") work in the class and units awarded with such a grade. No grade points are assigned, however, and the grade is not used to compute the grade point average.

A No Pass ("NP") grade indicates less than satisfactory work (a letter grade of "D" or "F"); and with such a grade, no units are earned, nor is the grade used to compute the grade point average. However, units attempted for which "NP" (as defined in Title 5, California Code of Regulations, Section 55022) is recorded will be considered in probation and dismissal procedures.

Note: In lieu of the traditional letter grade, the P/NP option is offered so that students may explore subject areas of interest outside of their major areas of competence or known abilities without being overly concerned with a grade or with jeopardizing their grade point average.

## Factors to Consider with the Pass/No Pass Grading Option

There are a number of factors that students-especially transfer students-should consider before making the decision to opt for completion of a course on a Pass/No Pass basis:

- Taking a course on a Pass/No Pass basis is not auditing. Students are held to attendance regulations and must complete all examinations and required coursework.
- Some colleges and universities specify that courses required for a major be completed on a graded ("A"- "F") basis.
- Students required to complete 60 units of coursework with a grade point average of 2.4 prior to admission to the University of California must complete at least 46 of the required units on a graded ("A"- "F") basis. Courses to remedy a University of California admissions deficiency are not acceptable if completed on a "Pass" basis.
- Students planning to apply to competitive admissions programs should complete specifically required courses on a graded basis.
- "No Pass" ("NP") grades are factored into the calculation for progress probation. See Academic Renewal, Probation, Dismissal for a definition of progress probation.
- Students planning to graduate from the South Orange County Community College District must establish a minimum 2.0 grade point average for at least 12 units in residence completed at Irvine Valley College.
- Standards for the Dean's List or other academic honors require completion of a minimum of 12 units in letter-graded courses.

# Graduation Honors

In recognition of academic excellence, students are awarded graduation honors as follows:

**Summa Cum Laude:**

4.0 GPA

**Magna Cum Laude:**

3.75 to 3.99 GPA

**Cum Laude:**

3.50 to 3.74 GPA

Graduation honors for associate degrees are determined using all academic work completed, including all work transferred to the college, except basic skills courses. In order to qualify, students must have completed 24 semester units of academic work at Irvine Valley College or Saddleback College.

Graduation honors for associate degrees will be indicated in the commencement program and on the student's diploma and transcript. However, for candidates—those students with final grades not yet submitted—the commencement program will note "Candidate," as their degrees have not yet been confirmed. When final grades are determined, a recalculation of grades will be completed and, if the student qualifies, the graduation honor will be noted on his or her transcript and diploma.

## Dean's List

The Irvine Valley College Dean's List recognizes exemplary academic achievement by full-time students who maintain a minimum 3.5 grade point average while enrolled in 12 or more graded units of study each semester (not including summer). Courses offered on a Pass/No Pass basis only or courses in which a student elects the Pass/No Pass option may not be used to meet the eligibility requirements for inclusion on the Dean's List.

Students who have earned this honor will have appropriate notations on their official college transcripts.

# Academic Renewal, Probation, Dismissal

## Academic Renewal

Under certain circumstances, students may elect to have previously completed courses disregarded in the computation of their cumulative grade point average (GPA). This process is known as academic renewal, defined in accordance with Title 5, California Code of Regulations, Section 55046. Students must complete the following requirements:

1. A petition must be filed in the Office of Admissions and Records. The Registrar or Dean of Enrollment Services is the designated authority for approval of academic renewal.
2. Accompanying the petition must be evidence that the previous substandard work does not reflect the student's current performance or capabilities.
3. Previous substandard work will be disregarded. Substandard grades are defined as "D," "F," or "NP."

4. No more than 30 units of coursework can be considered for academic renewal.
5. Such alleviation shall be permitted only after thirty (30) semester units with a 2.50 GPA have been completed and a minimum of two (2) terms have elapsed since the earning of the last substandard grades to be alleviated. Work from other accredited colleges may be considered for calculating their GPA.
6. When coursework is disregarded in the computation of the cumulative GPA, the student's academic record will be annotated; all coursework remains on record, ensuring a true and complete academic history. Academic renewal actions are irreversible.

Academic renewal by the South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions. Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

## **Probation**

In accordance with Title 5, California Code of Regulations, Sections 55030-55034, a student whose academic performance falls below standard may be placed on either academic or progress probation. In both cases, it is the responsibility of the student to confer with a counselor regarding their probationary status and/or to use the services provided by the college (including basic skills courses, tutoring services, and faculty conferences) to return to satisfactory academic standing. While the student is on probation, the college may require counseling and may restrict the number of units in which the student may enroll. K-12 students identified for academic probation will not be permitted to take IVC classes until after high school graduation.

Qualifying first-time probation students will be informed of their loss in priority registration if they reach two consecutive semesters on probation.

As an early intervention measure, first-time probation students will be blocked from registration until they complete an online probation module and attend a Student Success Strategies Workshop, and will receive instructions on how to register for a workshop in their first-time probation notification.

## **Academic Probation**

A student who has attempted at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on academic probation when the cumulative grade point average is less than 2.0. A student on academic probation will be removed from probation when his or her cumulative grade point average reaches 2.0 or higher.

## **Progress Probation**

A student who has enrolled in at least 12 semester units at Irvine Valley College and/or Saddleback College is placed on progress probation when the percentage of all units in which he or she has enrolled and for which entries of "W," "I," and "NP" are recorded reaches or exceeds 50 percent. A student on progress probation shall be removed from probation when the percentage of units in the "W," "I," and "NP" category drops below 50 percent.

## **Dismissal**

In accordance with Title 5, California Code of Regulations, Sections 55030- 55034, any student whose cumulative grade point average falls below 1.75 after three consecutive semesters will be subject to dismissal. A student who remains on progress probation for three consecutive semesters will also be subject to dismissal. A combination of academic probation and progress probation for three consecutive semesters may likewise result in dismissal. Because dismissal is a district process, grades at both Irvine Valley College and Saddleback College are taken into account.

## Readmission after Dismissal

Students who have been dismissed from either Irvine Valley College or Saddleback College may petition for readmission after one semester of non-attendance by following the petition procedure in the Office of Admissions and Records. The petition process for readmission requires that students attend a dismissal workshop and develop a Contract for Academic Success prior to submitting a petition. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission may be dismissed. Students who drop all courses after their readmission is approved will have to go through the readmission process should they decide to return to Irvine Valley College at another time.

## Veterans Dismissal

Irvine Valley College enforces a policy relative to standards of conduct and progress expected by the Department of Veterans Affairs. The Veterans Services Center is required to notify the Department of Veterans Affairs (DVA) of veterans and/or eligible dependents who complete two consecutive semesters on academic or progress probation, regardless of the amount of units. The DVA may terminate benefits, unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen programs. Students should consult the Veterans Services Center for details: 949-451-5296.

## Grievances

### Grade Grievance Policy and Procedure

By law, the instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224 (a).

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.

The District's grade grievance policy (Board Policy 5505) outlines the procedures for challenging grades given in any course of instruction offered in the District.

## Contact Information

**Board policies are accessible online at the South Orange County Community College District website:**

[http://www.socccd.edu/about/about\\_boardpolicynew.html](http://www.socccd.edu/about/about_boardpolicynew.html)

**Grievance forms are available online at** <http://www.ivc.edu/policies/pages/grievance.aspx>

For further information about the Grade Grievance Policy and the appeal process, students should first contact the dean of the instructional area for the class. If students wish for further assistance, they may contact the Office of Instruction, Room A 119, 949-451-5212.

## Definition of Terms

*Mistake:* An unintentional act, omission or error by the instructor or the college.

*Fraud:* A deception deliberately practiced in order to secure unfair or unlawful gain.

*Bad Faith:* An intent to deceive or to act in a manner contrary to law and/or a grade assigned in violation of the protections described in California Education Code and Title 5, California Code of Regulations, guaranteeing students' rights to participate in college programs free from discrimination and harassment. If it is determined that a grade was the result of discrimination or harassment, the grade may be changed as a remedy for the discrimination or harassment.

*Incompetence:* A lack of ability, legal qualification, or fitness to discharge a required duty.

## Informal Resolution

Any student who believes he or she has a grade grievance should make a reasonable effort to resolve the matter on an informal basis with the faculty member who assigned the grade or that person's dean or designee prior to requesting a grievance hearing. If informal resolution of the problem is not possible, the student may elect to pursue a formal grievance.

## Formal Grievance Process

### 1. Filing the Statement of Grievance Form

The first stage of the formal grievance process is completing and filing a written, signed Statement of Grievance form stating the basis for the grade grievance. The student must file the form with the appropriate dean or designee no later than 45 business days after the student knew or should have known of the grade in the course. The form must be filed whether or not the student has initiated efforts at informal resolution, if the student wishes the grievance to become official.

Students may obtain the Statement of Grievance form online at <http://www.ivc.edu/policies/pages/grievance.aspx>

### 2. Requesting a Grievance Hearing

The second stage of the formal grievance process is requesting and filing a Request for Grievance Hearing form. The student must file the request form with the appropriate dean or designee within 30 business days after filing the Statement of Grievance.

Students may obtain the Request for Grievance Hearing form online at <http://www.ivc.edu/policies/pages/grievance.aspx>

The student may withdraw the written Statement of Grievance and/or Request for a Grievance Hearing at any time. The notice of withdrawal must be in writing and filed with the appropriate dean or designee.

### 3. The Grievance Hearing Panel

Within 15 business days following receipt of the Request for Grievance Hearing, the Grievance Hearing Panel meets to select a chair and determine on the basis of the Statement of Grievance whether there are sufficient grounds for a hearing. The panel consists of the appropriate dean or designee, a representative appointed by the Associated Student Government and a faculty member appointed by the Academic Senate. The panel's determination is regulated by specific requirements set forth in Board Policy 5505. These include but are not limited to whether the grievance is frivolous, without foundation, or filed for purposes of harassment, and whether it was filed by a duly enrolled student in a timely manner.

If the panel determines that the written Statement of Grievance does not meet the requirements as set forth in Board Policy 5505, the chair will notify the student in writing within five days of the Hearing Panel decision that the Request for a Grievance Hearing has been rejected. The notice will include the specific reasons for the rejection of a hearing and the procedures for appeal.

If the panel determines that the written Statement of Grievance does meet each of the requirements, the chair will schedule a grievance hearing no later than 45 business days from the decision of the Hearing Panel. All parties to the grievance will be notified in writing by the chair of the date, time and location of the grievance hearing 10 business days prior to the grievance hearing.

4. **Hearing Procedures**

The hearing will be closed and confidential. It will include the presentation of oral and written testimony relevant to the issues alleged in the grievance by each party. The burden shall be on the grievant to prove by a preponderance of the evidence that the facts alleged are true. Further details concerning the conduct of the hearing are described in Board Policy 5505.

5. **Hearing Panel Decision**

Within 15 business days following the close of the hearing, the Grievance Hearing Panel will prepare a written decision that includes specific factual findings regarding the grievance and the specific conclusions regarding whether a legal basis for a grievance has been established.

The Hearing Panel decision will also include a specific statement regarding the relief to be afforded the grievant, if any. The Hearing Panel decision will be based only on the record of the hearing, and not on matters outside the record. The record consists of the written Statement of Grievance, any written response by the respondent and the oral and written evidence produced at the hearing.

## **Appeal Process**

### **Written Statement of Appeal**

Within 10 business days following the Grievance Hearing Panel decision regarding the merits of the grievance, any party to the grievance may file a written Statement of Appeal with the college president stating the specific basis for the appeal. This statement will be sent to all parties.

The college president will review the record of the hearing and the documents submitted in connection with the appeal, but will not consider any matters outside the formal record. The college president may decide to sustain, reverse or modify the decision of the Grievance Hearing Panel. The president's decision will be in writing and will include a statement of reasons for the decision. The college president's decision shall be final.

The decision on appeal will be reached within 20 business days after receipt of the appeal documents, and copies of the decision will be sent to all parties.

Students may obtain the Statement of Appeal form online at <http://www.ivc.edu/policies/pages/grievance.aspx>

## **Student Rights**

### **Statement on Freedom of Expression, Civility and Mutual Respect**

The Irvine Valley College community recognizes the important role of freedom of expression, civility and mutual respect in fostering a healthy and productive college environment. Therefore, the college encourages an atmosphere of professionalism and cooperation, in which each member's roles responsibilities are understood and appreciated, and in which the free expression of all opinions, beliefs and ideas is encouraged and respected. Further, the college seeks to establish the highest level of communication and transparency in the various processes of campus governance and decision making.

To achieve these goals, the college invests its resources in expressing its commitment to free expression, civility, and mutual respect in college publications, including college handbooks and manuals; in proactive education for all employees; by sponsoring projects and activities that bring people together in a spirit of hospitality, service, appreciation, and camaraderie;

through regular open forums intended to foster the exchange of ideas; through maintaining open, inclusive and transparent decision-making processes, with regularly published results; and through a peer-driven process-in which all of the governance groups participate and contribute-for dispute resolution, one steeped in finding mutually agreeable solutions.

## Nondiscrimination and Harassment Policy

The South Orange County Community College District is committed to providing an academic and work environment free of unlawful discrimination and harassment. Federal and state laws and District policies afford students and employees the right to work or learn in an environment free from discriminatory intimidation, ridicule and insult.

The District prohibits illegal harassment including the acts of students, employees, and non-employees. Prompt and equitable action, including appropriate disciplinary action, will be taken against any student, employee (supervisory or otherwise), or agent of the District, who engages in such conduct. The action will be prompt, effective, and commensurate with the severity of the offense.

### General Harassment

Discrimination and/or harassment based on race, color, sex, gender, gender identity, gender expression, religion, national origin, ethnic group identification, ancestry, age, physical or mental disability, medical condition, military service, sexual orientation, marital status, pregnancy, or any legally protected characteristic, or the perception that a person has one or more of these characteristics is illegal and violates District policy.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other legally protected status.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other legally protected status.
- **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other legally protected status; or gratuitous comments regarding gender, race, nationality, sexual orientation or other legally protected status that are not relevant to the subject matter of the class or activities on the job.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

### Sexual Harassment Policy

Sexual harassment is offensive, unwelcome sexual attention. It may be pressure for dates or sexual favors, suggestive gestures or remarks, touching, or actual or attempted rape or assault. Sexual harassment is a form of sex discrimination that violates Title VII of the Federal Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; California law; and the South Orange County Community College District board policies.

If you feel you are being sexually harassed and would like clarification, an informational brochure on the options is available to you. If you would like to discuss your concerns with an administrator, please contact Dr. Linda Fontanilla, the Title IX coordinator and vice president for Student Services, at 949-451-5214 or Dr. Elizabeth Cipres, dean for counseling services and discipline officer, at 949-451-5410.

## Complaint Procedures

### Informal Procedures

The District strongly encourages students and staff who believe they are being harassed to file a complaint in a timely manner. Since failure to report harassment impedes the District's ability to stop the behavior, the District strongly encourages that such complaints be made within 30 days of the alleged incident. Any complaint not involving employment may be made orally or in writing within one year of the date of the alleged discrimination or harassment.

The District has established "designated officers" who are charged with receiving complaints and coordinating their investigation. The designated officer will explain the rights and options available to the individual bringing charges of unlawful discrimination or harassment. If there is a simple misunderstanding or the individual does not wish to file a formal complaint, the individual may elect to pursue an informal resolution process. The informal process is not a prerequisite for filing a formal complaint.

An individual who feels she/he has been subjected to sexual assault may file a complaint with the police department in addition to any other complaint.

Individuals who believe they have been subjected to unlawful discrimination, including harassment, may report complaints to the designated officer for Irvine Valley College:

Vice President for Student Services  
Irvine Valley College  
5500 Irvine Center Drive  
Irvine, California 92618  
949-451-5214

### Formal Procedures

If an informal process does not resolve the matter and/or the complainant wishes to pursue formal charges, he or she may elect to follow formal complaint procedures. The informal process may not be appropriate for complaints of sexual assault. Formal complaints of unlawful discrimination or harassment must be filed in writing on a form prescribed by the State Chancellor. Approved complaint forms are available from any one of the following sources:

#### **The Office of the Vice President for Student Services**

Irvine Valley College  
5500 Irvine Center Drive  
Irvine, California 92618  
949-451-5214

#### **The Office of the Director of Human Resources**

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
949-582-4348 or 949-582-4850

**Irvine Valley College website:**

[www.ivc.edu/policies/pages/harassment.aspx](http://www.ivc.edu/policies/pages/harassment.aspx)

**SOCCCD website:**

[www.socccd.edu/hr/HRforms.asp](http://www.socccd.edu/hr/HRforms.asp)

**State Chancellor of the California Community Colleges website:**

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

Upon receiving a formal written complaint, the District will determine whether the complaint has met the necessary requirements, which include but are not limited to whether it was filed in a timely manner, on an appropriate form, and whether it alleges unlawful discrimination as stipulated in Title 5, section 59300.

The District will investigate properly filed complaints according to procedures prescribed in Board policy. The District will complete its investigation within 90 days of receiving the complaint and report its administrative determination. The District must provide written notice to both the complainant and the State Chancellor of whether there is probable cause to sustain the charges raised in the complaint; a description of the action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District and the State Chancellor.

## Further Information

For more comprehensive information about discrimination and harassment, students are encouraged to read the Harassment Policy and Complaint Procedure brochure, available in the Office of Student Services, Room A 110, at Irvine Valley College. The brochure is also available for downloading from the SOCCCD website: [www.socccd.edu/hr/HRforms.asp](http://www.socccd.edu/hr/HRforms.asp).

Students may also refer to Administrative Regulation 4000.5 for more information regarding filing a complaint and investigation procedures.

## Accommodations for Students with Disabilities

Irvine Valley College will make reasonable accommodations and/or academic adjustments for qualified students with disabilities in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree.

Students with verified disabilities who believe they have not been provided with reasonable academic accommodations are encouraged to contact the Disabled Students Programs and Services Office at 949-451-5630, SSC 171.

Students with verified disabilities who have specific questions or problems concerning disability discrimination should contact the Office of the Vice President for Student Services, ADA/504 Officer, Room A 110, 949-451-5214. Formal complaints may be submitted to this office.

## Crime Awareness

Irvine Valley College seeks to offer the safest possible campus environment for its students and employees. Campus Police officers are on duty 24 hours per day, seven days a week to patrol the campus and enforce the laws of the State of California and the rules and regulations adopted by the South Orange County Community College District Board of Trustees.

The Jean Clery Annual Disclosure of Campus Security Policy and Campus Crime Statistics Act requires colleges to disclose information about crime on and near their respective campuses. It provides crime statistics for the prior three years, policy

statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses. The report can be accessed online at [campuspolice.ivc.edu/Pages/annualreport.aspx](http://campuspolice.ivc.edu/Pages/annualreport.aspx). In addition, a crime statistics disclosure pamphlet is available at the college bookstore, the Campus Police Office (CP 100), President's Office, and Student Services Center lobby. For further information, students may contact the Campus Police Office at 949-451-5200.

## **Student Privacy Rights: Releasing Student Records**

Under the provisions of the Family Education Rights and Privacy Act of 1974, all students are guaranteed the right to the privacy of their records. Irvine Valley College, in compliance with this law, provides students access to specified official records of their work at the college. Students have the right to challenge the content of their records-including the grade they received in a class-on the grounds that it is inaccurate, misleading, or otherwise inappropriate. Those wishing to challenge the information in their files should contact the Vice President for Student Services, 949-451-5214, Room A 110, who will initiate a hearing.

Irvine Valley College will not release student records unless the college has received the student's prior written consent except in the following circumstances:

1. Release may be made as required under the provisions of the Family Education Rights and Privacy Act. The college will make public specific directory information, which includes a student's name, dates of attendance, enrollment status, degrees and awards received by the student, and participation in officially recognized activities and sports programs. Additionally, athletes may have weight, height, and high school they graduated from released as needed.
2. Release will be made as required by the Solomon Act to the military services.
3. Release will be made to federal, state and local government authorities as required in the performance of official duties.
4. Release may be made to district-approved third parties determined as FERPA compliant for educational purposes.

A standard fee of \$15 has been established to cover the cost of furnishing copies of some college records to the student. Students wishing to have a copy of other records will be charged the actual reproduction cost. Copies of transcripts of course work completed at other institutions must be obtained from those institutions.

The Family Education Rights and Privacy Act applies to educational records only and does not include administrative records.

## **Instructional and Course Material Fees**

In accordance with Title 5, California Code of Regulations, Sections 59400-59408, the policy for requiring students to provide instructional and other materials and establishing the provisions for assessing the students a fee for a credit or non-credit course shall conform to the following guidelines:

1. The materials shall be tangible personal property which are owned or primarily controlled by the individual student.
2. The material is of a continuing value to the student outside of the classroom setting, which can be taken from the classroom setting, and which is not wholly consumed, used up or rendered valueless as it is applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.
3. The material shall not be solely or exclusively available from the district except if it is provided to the student at the district's actual cost; and:
  1. The material is otherwise generally available, but is provided by the district for health and safety reasons; or
  2. The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Any materials not meeting these guidelines will be provided by the district to students at no cost to the student.

## **Student Right-to-Know Disclosure**

### **Completion Rate**

Statewide 29.45%

Irvine Valley College 44.01%

### **Transfer Rate**

Statewide 10.90%

Irvine Valley College 8.58%

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 South Orange County Community College District and Irvine Valley College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2012, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

Based upon the cohort defined above, a "completer" is a student who attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 2012 to Spring 2015. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer-prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 2013 to Spring 2015, are "transfer students."

Information about Student Right-to-Know rates for Irvine Valley College and how they should be interpreted can be found at the California Community Colleges Student-Right-to-Know Information Clearinghouse website: <http://srtk.cccco.edu/index.asp>.

**NOTE:** SRTK rates do not represent the success rates of the entire student population at Irvine Valley College, nor do they account for student outcomes occurring after this three-year tracking period. The rates do not describe other important features about the college and its students. Additionally, as a part of the Transfer Velocity Project, the California Community College Chancellor's Office tracks first-time college students who demonstrate "behavioral intent to transfer" by completing a minimum of 12 units and attempting either a transfer level math or English course within a six-year time frame. Of the latest cohort of "transfer-oriented" students at IVC, 59% transferred to a four-year institution within the six-year time frame. This is the number one transfer rate for such students in Orange County and the second highest in the California Community College system.

## **Student Code of Conduct**

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

Students in the South Orange County Community College District are responsible for regulating their own conduct and for respecting the rights and privileges of others. Irvine Valley College students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and to respect and obey all civil and criminal laws. Failure to show respect for the standards as set forth by the South Orange County Community College District is cause for expulsion.

Students may be disciplined for one or more of the following causes related to college activity or attendance.

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of district personnel.
2. Assault, battery, or any threat of force or violence upon a student, district personnel, or on an authorized visitor.
3. Willful misconduct resulting in injury or death to a student or district personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or district personnel, or students in attendance at the colleges or programs of the District.

4. The unlawful use, sale, or possession on district property or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.
5. Smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation (see Smoking Policy below).
6. Disorderly, lewd, indecent, or obscene conduct on district property or at district sponsored functions.
7. Sexual assault (as defined in Board Policy 5404) on any student, or employee of the District, on campus or off-campus grounds or facilities maintained by the district. See Sexual Harassment Policy above.
8. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a district-sponsored function without the prior authorization of the disciplinary officer.
9. The obstruction or disruption, on or off campus, of any educational or administrative process or any other process or function of the District.
10. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district program or activity.
11. Misrepresentation of oneself or of an organization as an agent of the District.
12. Soliciting or assisting another to do any act which would subject a student to discipline.
13. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearances on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and District policy.
14. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
15. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.
16. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program. See Academic Honesty and Dishonesty in the Academic Policies section.

## **Irvine Valley College Social Media Guidelines**

Irvine Valley College's social media presence is intended to be an engagement tool for students and the campus to connect through photos and video on platforms such as Facebook, Instagram, Snapchat, Twitter, Pinterest, LinkedIn and YouTube. Comments posted on our page do not necessarily reflect the opinions or policies of the college.

We adhere to the Terms of Use and Code of Conduct for each social media platform, and we reserve the right to remove any content that is abusive and/or profane, as well as advertisements for products, services, activities and events not sponsored by the college.

Students who interact with Irvine Valley College on social media are expected to conduct themselves as they would in a classroom.

Administrators of this page have the right to remove anyone who does not abide by the standards described in the Student Code of Conduct, which can be viewed at: <http://www.ivc.edu/policies/pages/conduct.aspx>

For the full text of Irvine Valley College's Social Media Guidelines, visit: <http://www.ivc.edu/policies/pages/socialmedia.aspx>

If you have a concern about any posted content, or about any content that has been removed by the administrators of IVC's social media accounts, please email us at [ivcinfo@ivc.edu](mailto:ivcinfo@ivc.edu).

## **Disciplinary Action**

A request for disciplinary action may be initiated in writing by district employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

If the conduct occurred in the classroom, the instructor may remove the student from class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor may request that the parent or guardian attend a parent conference regarding the removal. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal. Refer to AR 5401 for more details.

If the conduct did not occur in the classroom, the college employee discovering the conduct will report the incident to the disciplinary officer and submit a written report on the appropriate form (i.e., Incident Report form). The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.

When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District's student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.

The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.

The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated).

The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/ or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

## Range of Disciplinary Actions

1. **Verbal Reprimand:**  
A warning that the conduct is not acceptable.
2. **Written Reprimand:**  
Becomes part of the student file for a minimum of five years or longer at the discretion of the disciplinary officer, and is considered in the event of future violations.
3. **Mental Health Clearance:**  
Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on district property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in his or her professional judgment, the student will no longer continue the behavior which gave rise to the disciplinary action or that the student's presence on campus is not a threat to himself or herself or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. **Disciplinary Probation:**  
A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
  1. Ineligibility for all student government roles;
  2. Removal from any student government position;

3. Revocation of the privilege of participating in district and/or student-sponsored activities;
  4. Ineligibility for membership on an athletic team;
  5. Limitation of courses and/or instructors the student may take.
5. **Suspension:**  
The Board of Trustees or the disciplinary officer may suspend a student for cause. Suspension will be accompanied by a hearing conducted by the Disciplinary Hearing Panel. Suspension may involve
1. Removal from one or more classes for the remainder of the academic term.
  2. Removal from all classes and activities of the District for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
6. **Expulsion:**  
The Board of Trustees may expel a student for cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

For further information, students may contact the President's Office at Irvine Valley College or refer to the South Orange County Community College District Administrative Regulation 5401, available in the college library or at socccd.edu.

## Debts Owed to the College

Unpaid financial obligations, including failure to return college equipment, defaulting on student loans, failure to redeem returned checks, or non-payment of Library or Health and Wellness Center fees, may result in a student's grades, official transcripts, diplomas, or certificates being withheld, as well as permission to register for classes being denied. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation. (California Education Code, Section 70902 and South Orange County Community College District Board Policy and Administrative Regulation 5407-Financial Obligation Owed to the District.)

## Substance Abuse

### Campus Standards of Conduct

Irvine Valley and Saddleback colleges are dedicated to the elimination of the use of illicit drugs and alcohol abuse. The colleges are making significant efforts to create an environment that promotes and reinforces good health. These include responsible living; respect for community and campus standards and regulations; and the intellectual, social, emotional, ethical, and physical well-being of all members of the campus community.

Within this context, the South Orange County Community College District and California State law prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students on college property or as part of any college activity. (California Education Code, Section 76033 (a) and South Orange County Community College District Board Policy and Administrative Regulation 5401-Code of Conduct.)

### Campus Legal Sanctions

Students are reminded that violations of these provisions may lead to the imposition of a disciplinary sanction under South Orange County Community College District Administrative Regulation 5401.

All violations of policy will be handled on an individual basis affording each student the right to due process. Procedures of this process are described in Administrative Regulation 5401. Sanctions which may be imposed include reprimand, probation, suspension, and expulsion.

# Acceptable Use Policy: Digital Information

## Use of College Computers, Email, Internet Services, Telephones, Faxes, and Electronic Devices

The South Orange County Community College District (SOCCCD) digital information network is intended to enhance the availability of educational materials and opportunities for students. The network consists of computers; computer networks; e-mail and voice mail systems; Internet services; audio and video conferencing; and related electronic peripherals such as cellular phones, modems and fax machines. The District encourages broad and extensive use of the network for educational purposes. However, personal, recreational or commercial use of the system for non-academic matters is not permitted.

Student email privileges are designed solely for educational purposes. Chain letters, chat rooms, Multiple User Dimensions (MUDs), or multi-player game servers are not allowed, with the exception of those bulletin boards or chat groups that are created by academic staff for specific instructional purposes. The District reserves the right to monitor network and email use for the purpose of determining whether a violation of District policy or law has occurred, and to take disciplinary action when appropriate.

Guidelines for permitted uses of the information network are defined in South Orange County Community College District Administrative Regulation 4000.2, Electronic Communications.

## Parking Regulations

A complete copy of the South Orange County Community College District Traffic & Parking Regulations (AR-3450) can be obtained at the Campus Police Station (CP 100), at the Administration Building (A 100), or online at [campuspolice.ivc.edu/Pages/parkingreg.aspx](http://campuspolice.ivc.edu/Pages/parkingreg.aspx).

Parking on campus is by permit only Monday through Sunday, seven (7) days a week, 24 hours a day. There is no beginning of semester "grace period" or waiver. Green-curbed (timed) parking areas are reserved for visitors of the campus. No overnight parking is allowed without approval from the Campus Police Department. Violation of this regulation may result in the vehicle being cited and/ or towed at the owner's expense. Students are reminded not to park in spaces marked for staff or in disabled spaces unless authorized.

## Disabled Persons' Parking

There are designated disabled persons' parking stalls throughout the campus. A valid campus student/staff parking permit is required, in addition to the California Disabled Placard, to park in designated disabled persons' parking stalls. If disabled persons' parking stalls are full, students displaying a valid student parking permit along with their disabled placard are authorized to park in staff designated stalls to accommodate closer proximity for parking.

## Citations

Citations are issued for violations of the District's traffic and parking regulations. Penalties range from \$38.00 to \$250.00, depending on the type of violation. An appeal process is available under CVC 40215(a), and instructions are printed on each citation.

## Daily Permit Dispensers

Daily parking permits can be purchased at permit dispensers near the entrances of parking lots 2, 5, 8 and 10. Daily permits are also available at the Campus Police Department Office (CP 100). When properly displayed, permits are valid in student parking

only. If students experience any problems with a permit dispenser, they should contact 949-451-5234 for immediate assistance. IVC daily parking permits are valid at IVC only, and are not valid at Saddleback College or ATEP.

## Parking Permits

Parking permits are required on the IVC and ATEP campuses 24 hours a day, seven (7) days a week. **There is no beginning of semester "grace period" or waiver.** Students may purchase parking permits when they register online or at a later time through MySite. Annual and semester automobile permits are not sold on campus. Parking permits are purchased online and will be mailed to students directly. A temporary permit, which is valid for two weeks, is available once the order is placed. Automobile parking permits must be displayed inside the vehicle, on the lower corner of the driver's side windshield. They are static cling and do not feel sticky to the touch or require permit hangers. They are transferable to another vehicle owned by the permit holder as needed. Motorcycle parking permits are sold in the Campus Police Department. They must be affixed to the front left fork of the motorcycle. For any questions about how to apply or display the parking permit on your vehicle, contact Campus Police at 949-451-5234. Irvine Valley College semester or annual student parking permits are valid for student parking at Saddleback College, ATEP, and in designated student parking areas for IVC classes at CSUF-Irvine. The South Orange County Community College District determines the cost of parking permits and the fees charged to purchase daily permits from dispensers.

## Lost or Stolen Permits

Students who lose their parking permit must go to the Campus Police Department to report a lost parking permit and purchase a replacement. A full re-registration fee is required for replacement of a lost permit. Stolen permits must be reported at the Campus Police Department to be replaced. A replacement fee may be charged. Students whose parking permit has been stolen are required to file a police report at the local police department where the permit was stolen, or at the Campus Police Department. It is a misdemeanor in California to falsify a police report.

## Animals/Pets on Campus

No animals or pets of any kind are allowed within the boundaries of any college. This restriction also applies to animals and/or pets confined in any vehicle parked within the college boundaries. In connection with special class assignments, the college president or an appointed designee may grant approval to a student to bring an animal or pet on campus. When such approval is granted, the student must control and supervise the animal or pet at all times while on campus.

**Note:** This policy does not apply to the use of a guide dog, signal dog, or service animal trained to perform tasks for people with disabilities, or the instructional use of animals or animals indigenous to the college's grounds. It is the policy of the South Orange County Community College District to permit individuals with disabilities to use service animals in campus facilities and on campuses. The purpose of this policy is to ensure that individuals with disabilities can participate in and benefit from District services, programs and activities, and to ensure that the District does not discriminate on the basis of disability. This policy is established pursuant to the Americans with Disabilities Act of 1990 (ADA). The definition of service animal is to include only dogs and miniature horses.

## Smoking Policy

To ensure a healthy and clean learning environment, Irvine Valley College has gone smoke-free. Using tobacco products such as cigars, cigarettes, pipes, electronic cigarettes (vapor), and smokeless or chewing tobacco is prohibited within any college facility and/or outside area of campus. Violators could be subject to citation. For more information on the policy, visit [smokefree.ivc.edu](http://smokefree.ivc.edu).