



# Student Rights, Responsibilities, And Academic Standards Handbook



**GAVILAN COLLEGE**



## **Mission**

Gavilan College cultivates learning and personal growth in students of all backgrounds and abilities through innovative practices in both traditional and emerging learning environments: transfer pathways, career and technical education, developmental education, and support services prepare students for success in a dynamic and multicultural world.

## **Philosophy**

Gavilan College is committed to educational excellence. The District aspires to be an exemplary student-centered community college through leadership, planning and a commitment to ongoing improvement. Its services and programs are designed to instill the values of critical thinking, life-long learning, cultural understanding, and community service. Gavilan's quality of services to students is closely bound to the quality of the college staff.

Gavilan College strives to accomplish its mission with creativity and innovation and with a proactive, accessible and sensitive presence in the diverse communities it serves. The District is dedicated to fulfill its mission with compassion, caring and understanding and holds, in high regard, the respect and worth of all individuals.

## **Purpose**

The Gavilan College District offers a wide range of services, including programs of community education, study in the liberal arts and sciences, and study in the pre-professional, business vocation, and technical fields. To support student success, we offer services that strengthen and augment the learning environment. Courses and programs of study are offered days, evenings, weekends, and online. All offerings are designed to assist students in meeting their educational and life goals.



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## **Welcome to the Gavilan College Student Community**

We are so happy to have you join us at Gavilan College!

What makes us special? We like to think it's the personal touch we offer our students. We are a staff that loves our community and our College, and we want to connect with our students like we would our neighbors and friends.

We also want your college experience to be positive, and take the mystery out of figuring out where you want to go in your education and life. We have both Student and Instructional services designated to help and empower you to achieve your goals. We hope you aren't shy about asking for help and advice, and letting us know how we can improve our services so you thrive while you are here.

At Gavilan, we want to provide you with an environment that nourishes your self-awareness, your dreams and success. We also want you to know your rights as students and the due process system that has been established when problems arise. We hope this Handbook is a helpful resource.

We encourage you to take advantage of the support services, student clubs and government, employment opportunities, and other additional experiences that can enhance your time here at Gavilan. We believe in you and we're here to help.

Thank you for choosing Gavilan.

Kathleen Moberg

Vice President of Student Services

## **GAVILAN COLLEGE STUDENT SERVICES MISSION STATEMENT**

*In a welcoming, accessible and student centered environment, the Student Services Division provides quality resources and opportunities that support students in meeting their educational goals, promoting life-long learning, and encouraging and facilitating personal growth and development.*

### **STUDENT SUPPORT DIRECTORY**

#### **Emergency/Campus Security:**

First: Dial '911' (Using an on campus phone, dial '8' first)

Second: Dial '10' for campus emergency support

From campus pay phone or your cell phone ..... 408-710-7490

Non-Emergency: Security Office - Security/Facilities ..... 408-848-4703

Admissions & Records ..... 408-846-4954

AEC – Accessible Education Center ..... 408-848-4865

Bookstore ..... 408-848-4742

Career Technical Education, Dean's Office ..... 408-848-4719

Career Transfer Center ..... 408-852-2897

Counseling Office ..... 408-852-2895

Discrimination-Harassment Complaints ..... 408-848-4731

EOPS - Extended Opportunity Programs & Services ..... 408-848-4740

Evening Office ..... 408-852-2814

Financial Aid ..... 408-852-2812

Health Services ..... 408-848-4791

International Students ..... 408-848-4754

Kinesiology and Athletics, Dean's Office ..... 408-848-4876

Liberal Arts & Sciences, Dean's Office ..... 408-848-4701

Library ..... 408-848-4810

MESA ..... 408-846-4968

President/Superintendent's Office ..... 408-848-4711

Puente Program ..... 408-848-4708

Student Life ..... 408-852-2849

TRIO Student Support Services ..... 408-846-4968

TTY (for Deaf or Hard of Hearing) ..... 408-846-4924

Tutoring Center ..... 408-848-4838

Veterans' Services ..... 408-848-4734

Vice President of Academic Affairs Office ..... 408-848-4761

Vice President of Student Services Office ..... 408-848-4738

Welcome Center ..... 408-848-4800

..... ext. 5108

## YOUR RIGHTS AS A GAVILAN COLLEGE STUDENT

Gavilan College is committed to the protection of the individual rights of all students. **You have a right to:**

1. **A safe and healthy learning environment:** Student health services are available for minor, short-term health issues and access to health care information and are subsidized by health fees paid at registration.
2. **A productive learning environment:** You have the right to a classroom environment that encourages learning. As part of a community of learners, students and instructors should work together to create an environment of trust and mutual respect. You are encouraged to seek assistance from:
  - ASGC
  - Campus Security
  - Counselors
  - Instructors
  - Student Health Services
  - Special Support Programs
  - Deans/Associate Deans
  - Vice Presidents
3. **Respect from all instructors and staff at the college,** regardless of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification.
4. **Expect certain practices of your instructors:** These include establishing clear course objectives and requirements through the use of the syllabus, clearly stating grading scale and criteria, evaluating students fairly, holding regularly scheduled office hours, acknowledging student contributions to an instructor's personal academic work, and protecting students' intellectual freedom.
5. **File complaints:** Complaints may concern inappropriate instructor conduct, incompetence in oral communication, scheduling of exams other than at the authorized examination times, failure to provide disability accommodations, grading grievances, and other such issues. You should bring any complaints to the attention of the instructor, departmental head, and/or the area dean (see Process for Student Problem Resolution) as soon as possible. Only in extraordinary cases may a procedure involving a complaint begin more than six (6) months after the incident.
6. **Privacy in regards to all college records:** Parents and other advocates may only access your records with your written consent as per the Family Educational Rights and Privacy Act (FERPA) (see page 25).
7. **Access specialized services** for which you qualify without having any negative effect on your record.
8. **The Student Right-to-Know and Campus Security Act of 1990:**  
In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of Gavilan College to make available its completion and transfer rates and campus crime statistics to all current and prospective students.

## STUDENT CONDUCT

You are encouraged to access the services you need to support your personal and professional career goals. At the same time, **you are expected to conduct yourself in a manner compatible with the college's function as an educational institution, and to demonstrate:**

1. Respect among all student, faculty, classified staff and administrators.
2. Responsibility for reading and following Gavilan College rules and regulations:
  - a. Read the Semester Guide and Gavilan College Catalog for all appropriate deadlines and frequently asked questions. Each semester's Schedule of Classes is posted on the Gavilan College website at <http://www.gavilan.edu/schedule/index.html>. The catalog is posted on the Gavilan College website at <http://www.gavilan.edu/catalog/index.html>.
  - b. It is your responsibility to drop a class if you are not going to be able to attend. You should not assume that you have been automatically dropped from any class, or that your instructor has dropped you from the class.
3. Professional conduct in the classroom by:
  - a. Reading and following the course syllabus.
  - b. Attending all classes and arriving to class on time.
  - c. Completing assignments and projects on time.
  - d. Doing your own work and never plagiarizing the work of others.
  - e. Meeting with your instructor during office hours as needed to clarify course requirements and/or resolve any issues not resolved in class.
  - f. Behaving in a respectful, cooperative manner with faculty, staff, and fellow students.
4. Respect for all program guidelines and requirements.





## **Your Responsibilities...**

### **21 Simple Rules To Live By As A Gavilan College Student**

#### **Standards of Student Conduct**

*Education Code Section 66300 and 66301  
ACCJC Accreditation Standards I.C.8 and 10*

The Superintendent/President of the Gavilan Joint Community College District, Vice Presidents, or designee, shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President of the District.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.

10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
11. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
12. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
13. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
14. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
15. Academic dishonesty, such as but not limited to: cheating, plagiarism (including plagiarism in a student publication).
16. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
17. Unauthorized entry upon or use of District facilities.
18. Lewd, indecent or obscene conduct or expressions on District-owned or controlled property, or at District-sponsored or supervised functions.
19. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure

## ACADEMIC INTEGRITY

**Academic Honor Code:** Gavilan College is a safe, nurturing community committed to teaching and learning. We expect faculty, staff and students to act with integrity and honesty. Therefore incidents of academic dishonesty and inappropriate conduct are taken very seriously.

### Academic Honesty

*Education Code Section 66300, BP 5500 (Pending Board Approval)*

Academic honesty depends upon the integrity of students and faculty. The District itself is defrauded if faculty and/or students knowingly or unwittingly allow dishonest acts to be rewarded academically. Faculty may take appropriate action if student dishonesty is suspected.

Students at Gavilan College have the right to know what constitutes academic honesty at the college and in each course in which they are enrolled.

- Faculty members will highlight ethical standards required in their courses and the permissible procedures in class work and examinations.
- The course outline/syllabus and/or individual examinations will refer to this policy.
- Students will be informed of the consequences of violating these standards, their rights of appeal, and the procedures to be followed in the appeal.

### Academic Honesty Procedures

*Reference: AP 5500 (Pending Board Approval)*

This procedure expands, clarifies, and sets forth clear levels of authority and disciplinary protocols in response to violations of the Standards of Student Conduct (BP 5500), specifically as it relates to academic honesty. These procedures guarantee due process rights extended to students by state and federal constitutional protections. The procedures will be used in a fair and equitable manner, and not for purposes of retaliation.

### Definition of Academic Dishonesty

The act of deliberately exhibiting a set of unacceptable behaviors that defy ethical and scholarship standards. Examples include but are not limited to:

- a. Purposely allowing another student to copy from one's work during a test.
- b. Giving homework, term paper or other academic work to another student to plagiarize.
- c. Having another person's work submitted in one's name.
- d. Lying to an instructor or college official to improve a grade.
- e. Altering graded work after it has been returned, then submitting the work for re-grading (without knowledge of the instructor).
- f. Removing test(s) from classroom or any other place without instructor's approval.
- g. Stealing tests or keys to tests.
- h. Forging signatures on drop/add slips or other college documents

## Definition of Cheating

The act of obtaining or attempting to obtain credit for academic work through any dishonest, deceptive, or fraudulent means. Examples include, but are not limited to:

- a. Unauthorized obtaining or retaining partial or whole copies of examination, tests, or quizzes before these are distributed for student use;
- b. Using notes, textbooks, or other information in examinations, tests, and quizzes, except as expressly permitted;
- c. Obtaining unauthorized confidential information about examination, tests, or quizzes other than that released by the instructor;
- d. Securing, giving or exchanging information during examinations;
- e. Presenting data or other material gathered by another person or group as one's own;
- f. Falsifying experimental data or information;
- g. Having another person take one's place for any academic performance without the specific knowledge and permission of the instructor;
- h. Unauthorized collaboration with another to do one or more of the above;
- i. Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented; and/or
- j. Presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work.

## Reporting Procedures

It is an instructor's responsibility to take the following steps when he/she has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both of the above sets of definitions.

- a. Arrange an office conference with the student and at that time advise the student of the allegations and make him or her aware of the supporting evidence and the probable consequences. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that the student's response is insufficient to offset the charge of academic dishonesty to the extent that the student may be excused, the instructor will inform the student of the sanctions to be recommended or assessed in accordance with this policy.
- b. At the discretion of the instructor, a written report of the infraction and the sanction taken may be submitted to the Vice President of Academic Affairs with a copy to the appropriate area dean.
- c. When a student, who has been informed of an impending conference to discuss the alleged dishonesty, fails to attend, or when the apparent dishonesty is detected near the end of the semester and the instructor makes a good faith effort to contact the student but is unable to do so, the instructor may impose the recommended sanctions and file a written report to the area dean and Vice President of Academic Affairs without a conference. In either case, the student's right to appeal is preserved.

## **Sanctions**

There shall be two major classifications of sanctions that may be imposed for Academic Honesty violations: Academic and Administrative. The imposition of one variety of sanction (Academic or Administrative) will not preclude the addition of the other.

- Academic sanctions will be defined as those actions related to coursework and grades. Faculty are responsible for the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Usually a form of “grade modification” will be employed.
- Administrative sanctions concerning a student’s status on campus and are acted on by the Vice President of Instruction.

### ***Academic Sanctions***

Before sanctions can be employed, the faculty member must have verified the instance(s) of academic dishonesty by personal observation and/or documentation. In all cases the violation should be reported to the area dean. A student may be:

- a. Reprimanded orally. A student may be referred for counseling but cannot be required to seek counseling
- b. Failed on test, paper, exam
- c. Given a lowered grade
- d. Referred for administrative sanctions. A faculty member may choose to refer a student to the Vice President of Academic Affairs for disciplinary action in lieu of any academic sanction or in addition to the academic action the faculty member has taken.

### ***Administrative Sanctions***

Cheating or plagiarism in connection with an academic program at a campus may warrant expulsion, suspension, probation or a lesser sanction. (Cal Admin. Code Sanction 4.301). The Vice President of Academic Affairs is responsible for reviewing incidents of academic dishonesty and will notify faculty members involved when action has been taken.(Student Discipline Procedures, AP 5520).

The Vice President of Academic Affairs will respond to:

1. Referrals from the faculty
2. Flagrant violations of academic standards; and
3. Repeat violations as brought to his/her attention by the faculty or through the student reports filed with the Vice President of Academic Affairs.
4. In the case of repeat violations, the case may be referred to the Vice President of Student Services as a conduct issue.

## **Protection of Rights**

Students have the right to be informed of the charges, the nature of the evidence supporting the charges, and to have a meeting with the faculty member, Vice President of Academic Affairs, or other decision-makers. Students have the right to appeal any decision resulting from such a meeting.

1. Academic sanctions may be appealed through the Vice President of Academic Affairs in accordance with the Students' Problem Resolution Process.
2. Administrative sanctions resulting in disciplinary suspension or expulsion can be appealed through the Student Discipline Procedures. (Student Discipline Procedures, AP 5520) (Education Code 66017).

## **STUDENTS' PROBLEM / GRIEVANCE RESOLUTION PROCESS**

*Reference: AP 5530 (Pending Board Approval)*

Conflict and miscommunication are, unfortunately, a fact of life. Choosing how we deal with difficult issues becomes a personal choice we all must make. However, working through difficult issues civilly and respectfully is expected.

Occasionally, students and a District employee (faculty/teacher/instructor, support staff, or administrator) may have a problem which needs clarification and resolution.

Additionally, there may be times when the problem/ resolution must follow laws determined by the Federal Office of Civil Rights. These situations include alleged discrimination or harassment around race/ethnicity, sexual harassment, disability, religion, gender, gender identity or expression, color, national origin and age.

The STUDENTS' PROBLEM / GRIEVANCE RESOLUTION PROCESS applies to specific situations on campus.

If you feel you have experienced discrimination based upon any of these actions, contact the Equal Opportunity Officer located in Human Resources or call 408-848-4753.

## **Introduction**

This procedure is intended to ensure that any alleged violation of a your rights will be reviewed and that appropriate action will be taken. Gavilan College's goal is to ensure an equitable and fair resolution of the grievance. This grievance procedure applies to any issue involving your rights at the District.

In the event that it becomes necessary to resolve a grievance under this policy every effort shall be made to maintain confidentiality at each level of the procedure; however, complete confidentiality cannot be guaranteed.

It is the student's responsibility to follow the process.

## **Informal Resolution of Grievance**

Informal meetings and discussions between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he or she has a grievance shall file a Statement of Grievance with the appropriate Grievance Officer: for Student conduct related issues this is the Vice President of Student Services; for instructional related issues, the Vice President of Academic Affairs, and for issues regarding safety/ security and harassment (of any kind), the Vice President of Administrative Services. A Statement of Grievance is to be filed within thirty (30) calendar business days of the incident on which the grievance is based, or thirty (30) calendar business days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two (2) days following receipt of the Statement of Grievance, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance.

If at the end of fifteen (15) calendar business days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a Grievance Hearing.

## **Formal Grievance Process:**

### **Step 1**

Within ten (10) days of the informal process outlined above, confer with the faculty member, administrator or staff person directly involved in the facts giving rise to the grievance.

You may bring another person of your choice (i.e., staff, friend, student) to the meeting. This person is not to speak for you, but can provide support.

### ***Check box when Step 1 is complete***

If you are dissatisfied, you must notify the staff person that you will be taking the problem to the next step, Step 2.

## **Step 2**

Within ten (10) school days of Step 1, you must meet with the department chairperson or supervisor of the person with whom you have the problem. The department chairperson or supervisor can ask you, your supporter, and the staff member to meet together, or may meet separately with you and the staff person with whom there is a problem. The department chairperson/supervisor can meet with you again to discuss the problem, review what occurred at the previous meeting (Step 1), and discuss your proposed resolution. You may bring to the meeting the same individual from the first meeting.

### ***Check box when Step 2 is complete***

If you are still dissatisfied, you will move to Step 3 of the process.

## **Step 3**

You must meet with the dean of the related area within ten (10) school days of Step 2. This meeting will include you, the department chairperson/supervisor, and the dean of the related area. During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

### ***Check box when Step 3 is complete***

If you are still dissatisfied, you will move to Step 4 of the process.

## **Step 4**

Within ten (10) school days of Step 3, you must meet with the appropriate Grievance Officer (Vice President of the area as noted in INFORMAL

RESOLUTION OF GRIEVANCES section). During this meeting the outcomes of prior discussions will be reviewed and proposed resolutions discussed.

If you are still dissatisfied, within five (5) school days, you must notify the Grievance Officer with whom you met in Step 4, that a hearing committee review is requested to resolve the issue. This request will be forwarded to the Superintendent/President who, within five (5) school days from receiving the request, will convene a hearing committee at a time to be determined by the Superintendent/President.

### ***Check box when Step 4 is complete***

If you are still dissatisfied, you will move to Step 5 of the process.



## **Step 5**

Within five (5) school days after receiving a request, the Superintendent/President will request that the appropriate Grievance Officer Vice President convene a committee to hear the issue. This committee will be composed of:

- One (1) student appointed by the ASGC
- One (1) faculty member from an unrelated discipline appointed by the District's Academic Senate
- One (1) faculty member appointed by the Counseling Department chairperson
- One (1) member classified staff member from an unrelated discipline appointed by the District's classified/support staff (CSEA) president
- One (1) area dean or vice president from an unrelated area appointment by the Superintendent/President.
- The department chairperson or supervisor from the area involved.

The Hearing Committee will conduct the hearing in private. They will call you or related personnel if they think it will help resolve the problem. The committee will make recommendations for a win-win resolution and forward these recommendations to all the involved parties and the Superintendent/President.

If either you or the District member is not satisfied with the Hearing Committee's recommendations, you may appeal and proceed to Step 6. You must request an appeal within five (5) school days after the Hearing Committee's recommendations were received by the student and the related District member. Otherwise, the resolution process is closed and there is no appeal.

***Check box when Step 5 is complete***

## **Step 6**

You may appeal to the District Superintendent/President.

This step requires that you or the staff member involved write a letter outlining the action taken so far and the hoped-for resolution. The Superintendent/President will review this letter and the recommendations from the Hearing Committee. The Superintendent/President will schedule and hold a private meeting with you or the staff member to discuss and, hopefully, resolve the problem.

If you or the staff member does not feel satisfied with the Superintendent/President's resolution, a last, final step may be taken.

***Check box when Step 6 is complete***

## **Step 7**

A written appeal may be made to the District's Board of Trustees. The Board must respond in writing within thirty-five (35) school days of receiving the written appeal. This is the last step in the District's Problem Resolution Process. Decisions at this level are final.

## STUDENT DISCIPLINARY PROCEDURES

*Reference: Education Code AP 5520: Section 66300, 72122, 76030 (Pending Board Approval 8/2017)*

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

In developing responsible students, disciplinary proceedings may play a role in coordination with counseling, guidance and admonition.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

### Disciplinary Actions and Procedures

Sanctions rendered for a violation of the Standards of Conduct shall be determined by the appropriate college officials or committee. Penalties are listed in the degree of severity, but not in chronological administration. They are:

- **Admonition:** An administrative, verbal warning to the student to cease and desist from conduct determined to violate the Standards of Student Conduct.
- **Warning:** Notice to student, oral or in writing, that continuation or repetition of wrongful conduct may be cause for additional disciplinary action. Written warnings may be considered in the event of future violations.
- **Written or Verbal Reprimand:** An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record with the District. A record of the fact that a verbal reprimand has been given may become part of a student's record with the District for a period of up to one year.
- **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular activities set forth in the notice of disciplinary probation for a specified period of time.
- **Restitution:** Financial liability for damage to, or misappropriation of, property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
- **Removal from Class:** [Education Code Section 76032] Exclusion of the student by an instructor for the day of the removal and the next class meeting. An online instructor may block access to the class for 78 hours.

- **Short-term Suspension:** Exclusion of the student by the Superintendent/ President of the District for good cause from one or more classes for a period of up to ten (10) consecutive days of instruction.
- **Long-term Suspension:** Exclusion of the student by the Superintendent/ President of the District for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.
- **Summary Suspension:** Any student who has willfully disrupted the orderly operation of the campus may be promptly suspended pending a hearing, where such immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, provided, however, that a reasonable opportunity must be afforded to the suspended person for hearing with ten (10) days. In all other cases, where disciplinary action is to be taken in response to willful disruption of the orderly operation of the campus, discipline shall be imposed only after a prompt hearing by a campus body resulting in a finding that the student willfully disrupted the orderly operation of the campus.
- **Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the Vice President of Student Services or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the Vice President of Student Services or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.
- **Expulsion:** Exclusion of the student by the Board of Trustees from the District for one or more terms.



## **ADMINISTRATIVE CORRECTIVE MEASURES FOR MISCONDUCT**

- **Removal from Class:** *[Education Code Section 76032]*

Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the area dean, site director, or Vice President of Academic Affairs. The dean or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the area dean or supervisor shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the dean or supervisor from recommending further disciplinary procedures in accordance with these procedures based on the facts, which led to the removal.

- **Immediate Interim Suspension:** *[Education Code Section 66017]*

The Superintendent/President of the District may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order.

In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

- **Withdrawal of Consent to Remain on Campus**

The Vice President of Student Services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the Vice President of Student Services or designee a written report must be promptly made to the Superintendent/President of the District.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for no more than fourteen (14) days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. *[Penal Code Section 626.4]*

## **DISCIPLINARY APPEAL HEARING PROCEDURES**

### **1. Request for Hearing**

Within five (5) school days after receipt of the District Superintendent/President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the Superintendent/President or designee. Appeals are only heard for long-term suspensions and expulsions.

### **2. Schedule of Hearing**

The formal hearing shall be held within ten (10) school days after a formal request for hearing is received.

### **3. Composition of the Hearing Panel**

The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member, and one student.

### **4. Selection of the Hearing Panel Members**

The Superintendent/President of the District, the President of the Academic Senate, and the ASGC President shall each, at the beginning of the academic year, establish a list of at least five (5) persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

### **5. Hearing Panel Chair**

The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the hearing unless there is a vote by other members of the panel to the contrary.

### **6. Conduct of the Hearing**

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins. The facts supporting the accusation shall be presented by a District representative who shall be the Vice President of Student Services or designee.

a) The District representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

b) Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

c) Unless the hearing panel determines otherwise, the District representative and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the college representative to prove by substantial evidence that the facts alleged are true.

## **7. Representation**

The student may represent him/herself, and has the right to be represented by a person of his or her choice. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented to the District not less than five (5) school days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the District representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit in an advisory capacity to provide legal counsel, but shall not be a member of the panel nor vote with it.

## **8. Confidentiality**

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) school days prior to the date of the hearing.

- a) In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- b) The hearing shall be recorded by the District either by tape recording or stenographic recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask people present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
- c) All testimony shall be taken under oath. The oath is administered as follows: "I swear that the testimony I am about to give is whole and truthful."

The oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

## **9. Decision**

Within ten (10) school days following the close of the hearing, the hearing panel shall prepare and send a written decision to the Superintendent/President of the District. The decision shall include specific factual findings regarding the accusation, and conclusions regarding whether any specific sections of the Standards of Student Conduct were violated. The decision shall also include a recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

## **SUPERINTENDENT/PRESIDENT'S DECISION**

- ***Long-term Suspension***

Within ten (10) school days following receipt of the hearing panel's recommended decision, the Superintendent/President of the District shall render a final written decision. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, the Superintendent/President shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Superintendent/President shall be final.

- ***Expulsion***

Within ten (10) school days following receipt of the hearing panel's recommended decision, the Superintendent/President of the District shall render a written recommended decision to the Board of Trustees. The Superintendent/President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The Superintendent/President's decision shall be forwarded to the Board of Trustees.

## **BOARD OF TRUSTEES DECISION**

The Board of Trustees shall consider any recommendation from the Superintendent/President of the District for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail to the address last on file with the District or by personal service, at least three (3) days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting a public meeting, in closed session.

The Board may accept, modify or reject the findings, decisions and recommendations of the Superintendent/President of the District and/or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

## COMPLAINT PROCEDURES

- **Title IX Complaint**

*Education Code Sections 66250 et seq. 72010 et seq., and 87100 et seq.;*

*Title V, Sections 53000 et seq. and 59300 et seq.;*

*Penal Code Section 422.55;*

*Government Code Sections 12926.1 and 12940 et seq.*

*Accreditation Standard II.B.2.c*

*BP 3410/AP 3410*

*BP 3540/AP 3540*

These procedures are used when a complaint concerns discrimination on the basis of sex, including sexual harassment. These procedures are available from Human Resources office.

The Associate Vice President of Human Resources serves as the compliance officer for student matters regarding Title IX regulations.

**Title IX Compliance Officer..... 408-848-4753**

- **Section 504/ADA Complaint**

*Education Code Sections 66250 et seq. 72010 et seq., and 87100 et seq.;*

*Title V, Sections 53000 et seq. and 59300 et seq.;*

*Penal Code Section 422.55;*

*Government Code Sections 12926.1 and 12940 et seq.*

*Accreditation Standard II.B.2.c*

*BP 3410/AP 3410*

These procedures are used when a complaint concerns matters pertaining to compliance with the Americans with Disabilities Act (ADA) and discrimination on the basis of a disabling condition. The procedures are available from the Human Resources office.

The Associate Vice President of Human Resources serves as the compliance officer for student matters concerning ADA regulations.

**Section 504/ADA Compliance Officer..... 408-848-4753**





- **Civil Rights Complaints**

*Reference: Education Code sections 212.5; 66252; 66281.5*

*BP 3430/AP 3430*

*BP 3540/AP 3540*

These procedures are used when a complaint concerns matters of discrimination or failure to comply with District policy or procedures or federal and/or state regulations including the Civil Rights Act; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans' Readjustment Act of 1974, the Age Discrimination and Employment Act of 1967; and the non-discrimination laws of the State of California.

Students wishing to pursue a civil rights complaint beyond the College level should direct their inquiries to:

**Board of Governors of California Community Colleges at  
1102 Q Street, Suite 4554  
Sacramento, CA 95811**

or

**Office of Civil Rights, United States Department of Education  
50 Beale Street, Suite 7200  
San Francisco, CA 94105-1813.**



## **POLICIES & PROCEDURES**

The Gavilan College Board of Trustees' approved policies, which present a broad vision of the relationship between the college and the student follow.. Portions directly related to students are highlighted.

For a complete copy of the policies, stop by the Human Resources Office or the Office of the Superintendent/President.

### **Accessibility**

Gavilan College is an accessible campus. All the classroom buildings, the Library/Tutoring Center, the administrative buildings, and the Student Center are accessible to individuals with physical disabilities. Ramps provide access to upper and lower levels. Mobility assistance can be provided for students with disabilities. Designated parking is provided for vehicles displaying a state issued disability placard/parking permit. Call 408-848-4823 or 408-848-4865 for tram service.

### **Authority of Instructors**

Gavilan College instructors have full authority in their classrooms. Every student is expected to attend classes and to satisfy the instructor that they are meeting the class requirements as indicated in the instructor's course syllabus.

Students whose classroom behavior is inappropriate may be removed from the class for the day of the removal and the next class meeting (See Student Discipline Procedures on pages 16 through 21 of this handbook). Any student who refuses to leave a classroom when requested to do so by the instructor or an administrator of the college is subject to disciplinary action.

Students who feel that an instructor's authority has been misused may seek due process by initiating the Student's Problem Resolution Process. (starting on page 13 of this handbook).

### **Campus Posting Policy**

*Education Code AP 3900*

Bulletin boards shall be provided at campus locations for students, staff, and members of the public to post materials. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be approved with the date of posting by the Vice President of Academic Affairs, the Vice President of Student Services or designee. Materials displayed shall be removed after ten (10) days.

## **Computer Use**

*Reference: BP 3720*

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Superintendent/President of the District shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall require users respect software copyrights and licenses, the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

## **Drug Free Schools and Campuses Act**

*District Policy AP 3550* prohibits “the use, distribution, sale or possession of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District property or at any function sponsored by the District of colleges.” Gavilan College complies with the Drug-Free Schools and Campuses Act of 1989 and the Drug-Free Workplace Act of 1988.

The college recognizes the legal drinking age of 21 years and enforces all state laws regulating the use of alcoholic beverages. All members of the campus community are subject to disciplinary action and/or criminal prosecution for the on-campus possession, use, sale or distribution (by either sale or gift) of any quantity of inappropriate prescription drugs, or controlled substances as defined by the State of California Health and Safety Code. Students found to be in violation of this policy may be subject to the Standards of Student Conduct and Discipline Procedures. Any District employee who violates these laws is subject to prosecution by civil authorities and disciplinary action by the District.

Students may not consume or smoke cannabis products on any District campus regardless of having medical marijuana documentation.



## **Family Educational Rights and Privacy ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR, Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies

Students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing.

After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his/her view about the contested information. Generally, schools must have written permission from the student in order to release any information from a student's education record. However FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, with a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as: a student's name, address, telephone number, date and place of birth, honors and awards, and date of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, student handbook or newspaper article) is left to the discretion of each school.

The Admissions Director is the “records officer” for the District. Current and former students can review their education records by completing or filing a request in the Registrar/Admissions & Records Office. Such records will be made immediately available when possible or within fifteen (15) days of written request.

If the review results in a dispute, the District Registrar will initiate an informal proceeding in an attempt to resolve the matter. If the dispute continues, a grievance may be filed with the Vice President of Student Services.

### **Know your Copyrights**

*Reference: AP 3720*

Gavilan College students are prohibited from using the District’s computers and information network to illegally download or share music, video, and all other copyrighted intellectual property. Gavilan College supports the Higher Education opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted materials.

### **Non-Discrimination**

*Education Code Sections 66250 et seq. 72010 et seq., and 87100 et seq.;*

*Title V, Sections 53000 et seq. and 59300 et seq.;*

*Penal Code Section 422.55;*

*Government Code Sections 12926.1 and 12940 et seq.*

*Accreditation Standard II.B.2.c*

*BP 3410/AP 3410*

The Gavilan College Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District is an equal opportunity employer committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply. If you have a verifiable disability, and require accommodation to complete an application contact the Equal Opportunity Officer at 408-848-4753.

## **Prohibition of Harassment and Hate Crimes**

*Reference: Education Code sections 212.5; 66252; 66281.5*

*BP 3430/AP 3430*

The District is committed to providing an academic and work environment that respects the dignity of all. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment and hate crimes, including those which are based on any of the following statuses; race, color, religion, ancestry, national origin, disability, sex (i.e., gender), sexual orientation, gender identity, gender expression and nationality, or the perception that a person has one or more of the foregoing characteristics.

Any student who feels they have been subjected to harassment or a hate crime are to contact the Equal Opportunity Officer at 408-848-4753.

## **Revision of Administrative Regulations**

Any regulation issued by the administration of the College shall have the same force as those printed in the catalog and shall supersede, after notice has been given, any ruling on the same subject which may appear in the printed catalog or other official bulletins of the District.

## **Sexual Assault**

*BP 3540/AP 3540*

Sexual assault can happen to anyone, anywhere and at any time. The Gavilan College District is committed to providing a safe environment for students and staff. Reports of sexual misconduct will be thoroughly investigated and the victim informed of the outcome. If you, or someone you know, have been the victim of sexual assault, notify Campus Security at 408-710-7490.

Confidential counseling is available on campus through Counseling at 408-848-4723 or Student Health Services at 408-848-4791. Off-campus confidential counseling is available through the Community Solutions crisis line: 1-877-363-7238.

For more information check the Gavilan College website at:  
<http://www.gavilan.edu/health/index.php?p=sexual-assault>.



### **Smoke-Free campus**

*BP 6500, AP 3570 (Pending Board Approval)*

*California Government Code Section 7596*

Smoking, which includes e-cigarettes, is prohibited in all indoor and outdoor campus locations. Smoking which includes e-cigarettes may only be smoked in the identified parking spaces in designated parking lots (see map). Cannabis, other drugs, and hookah pipes can never be used on campus. Smoking is prohibited in all district vehicles. Tobacco products may not be sold on campus by any means.

“No Smoking” signs shall be conspicuously posted at building entrances and in restrooms, locker rooms, dressing areas, cafeteria and sports facilities. In addition, designated parking lot areas for smoking areas will be clearly marked.

Compliance is the responsibility of each student, faculty, and staff, vendors, and visitors to any of the Gavilan College locations.

# GAVILAN COLLEGE GILROY CAMPUS DESIGNATED SMOKING AREAS





## STUDENT SERVICES DIRECTORY

### Accessible Education Center (AEC)

The Accessible Education Center (AEC) provides programs, services and support to help students with disabilities succeed in school. We strive to equalize student educational opportunities and improve access so that every student can participate fully in all aspects of college programs and activities.

Department Assistant.....	408-848-4865
Associate Dean .....	408-848-4871
Adaptive PE Office .....	408-848-4878

### Admissions & Records

The Gavilan College Admissions and Records department is here to support you throughout your college journey, from applying and registering for classes to signing up for graduation and requesting transcripts. Many of these processes can be handled online through your MyGav account, but if you ever need help along the way, feel free to contact us or stop by the Welcome Center!

Admissions & Records Technician ...	408-846-4954
Director/Registrar .....	408-848-4754

### Assessment..... 408-846-4992

The Assessment Office at Gavilan College is designed to help students succeed in college by accurately placing students into English, English as a Second Language (ESL), and math courses.

Go to the Assessment webpage: <http://www.gavilan.edu/admit/assessment/index.php> and use the Placement Tool to determine whether you need to take an assessment test.

There is no pass or fail; the purpose of assessment through placement testing is to measure the student's knowledge and understanding of an academic subject.

### Associated Students of Gavilan College (ASGC)

Through participating in Shared Governance and representation in Gavilan College District Committees, the ASGC is committed to giving voice to the entire student body. In addition, joining the ASGC is a great way to have fun, learn leadership skills, advocate for students, and become involved on campus.

ASGC Office.....	408-848-4777
ASGC Advisor .....	408-848-4862

### Career Transfer Center ..... 408-852-2897

The Career & Transfer Center is here to help guide and support you on your journey beyond Gavilan College, whether that means starting a new career or transferring to a four-year college. We provide a wide range of services, resources, and workshops to help you explore all the different options that are available to you.

**Counseling Office** .....408-852-2895

The professional counselors at Gavilan College provide academic, career, vocational, transfer, and personal counseling. We can help you choose the right classes for your major, decide on your educational goals, find your ideal career path, transfer to a four year college, or work through difficult, personal issues.

**EOPS - Extended Opportunity Programs & Services**

Extended Opportunity Programs and Services (EOPS) is California state-funded student support services program for students facing social, economic, and educational challenges.

If you qualify for EOPS at Gavilan College, we can provide you with a range of services and benefits, from counseling and educational planning to priority registration, university field trips, and book vouchers. We are here to help you succeed!

- Department Assistant..... 408-848-4740
- Associate Dean ..... 408-848-4772
- CalWORKS Supervisor ..... 408-848-4813
- Sr. Program Assistant..... 408-846-4904

**Financial Aid**

The Gavilan College Financial Aid & Scholarships department is here to help you find ways to pay for college tuition and related expenses. There are many types of Financial Aid available. Depending on your income and other factors, you may qualify for federal or state grants, state fee waivers, work-study jobs, or education loans. There are also many different scholarships, which are not usually dependent on financial need. Apply today to find out what assistance is available for you!

- Financial Aid Technician ..... 408-848-4763
- Director..... 408-848-4725

**Food Pantry** ..... 408-848-4791

The Gavilan College Food Pantry is a collaboration between Gavilan College, CalWORKS, Fresh Success, ASGC, Second Harvest Food Bank and St. Joseph’s Family Center. The pantry is open all year long and serves the entire Gavilan College community. The pantry provides supplemental, non-perishable goods to individuals and families who fall within the income guidelines.

**Health Services** ..... 408-852-2855

Gavilan College Health Services offers first aid, health counseling, referrals, medication, and more. All adult students enrolled at Gavilan College are eligible for these services at no additional charge. Health Services integrates all the elements of a student’s life: physical, emotional, spiritual, social, and intellectual. We are here to help you succeed and thrive.

## **MESA**

The Mathematics, Engineering, and Science Achievement (MESA) Community College Program can provide academic support to help you excel in these subjects and transfer to a university to continue your studies.

Our goal is to support educationally disadvantaged and historically under-represented undergraduate community college students and develop a new generation of STEM leaders in California.

Program Assistant ..... 408-846-4968

Director ..... 408-848-4887

## **Student Life Office ..... 408-852-2849**

The mission of the Gavilan Office of Student Life is to be a direct link between students and the Gavilan College community and to engage and develop each student to lead, succeed and serve in a diverse campus and global community. Whether it's assisting you finding the right club or organization or helping you with textbooks, Student Life staff is here to help

## **Student Services, Vice President's Office**

The Office of Student Services is here to help you to make the most of your Gavilan College experience. We offer a wide range of services and programs to foster your holistic development and progression from Orientation to Graduation and beyond.

Executive Assistant ..... 408-848-4738

Vice President ..... 408-848-4732

## **TRIO Student Support Services**

TRiO is a federally funded program designed to empower first-generation, low-income, and disabled Gavilan College students as they prepare to obtain a two-year degree and/or transfer to a four-year university.

TRiO Office ..... 408-846-4968

Director ..... 408-848-4887

## **Veterans' Services ..... 408-848-4734**

The Veterans Resource Center (VRC) at Gavilan College provides resources and services for student veterans. The center is staffed by student veterans who are committed to helping other veterans manage the transition from military service to the college campus setting.

## **Welcome Center ..... 408-848-4800 ext. 5108**

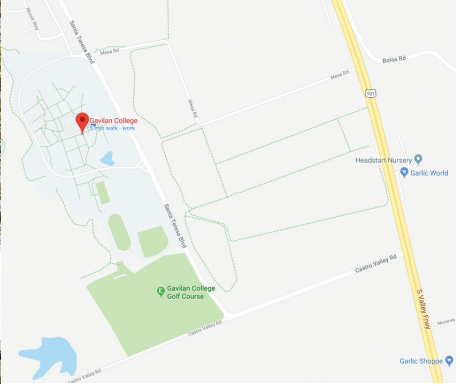
The Welcome Center is here to assist all students with general information about Admissions & Records, Financial Aid, Counseling, and campus support programs and services. The center is staffed by knowledgeable, NASPA Certified Peer Mentors, and provides access to computers, printing required documents, and mentoring new and current students at Gavilan College.

## GAVILAN COLLEGE LOCATIONS

### **Gilroy Main Campus**

**5055 Santa Teresa Blvd., Gilroy, CA 95020**

**(408) 848-4800**

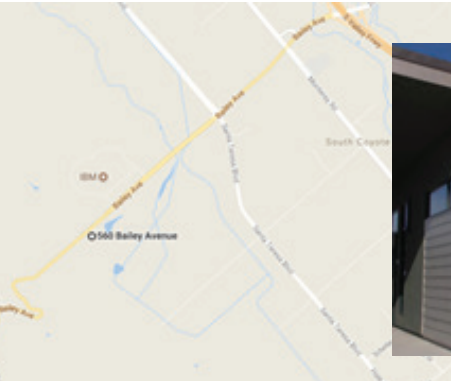


The main campus in Gilroy is home to the majority of Gavilan College's programs and services, as well as a comprehensive library, a theater, gymnasium, and the Student Center. The campus includes ponds, waterfalls, an Arboretum, Native Garden and Native Meadow, as well as athletics fields for football, soccer, baseball, softball, and sand volleyball.

### **Coyote Valley Center**

**560 Bailey Avenue, San Jose, CA 95141**

**408-229-4200 or 408-229-4207**

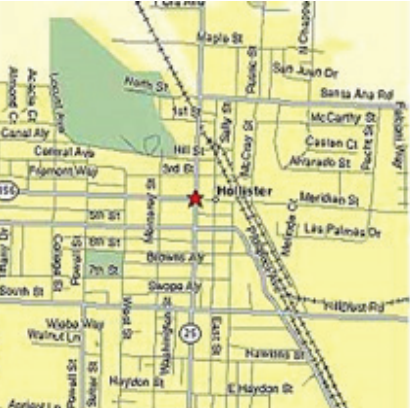


The Coyote Valley Center offers a variety of courses as well as specialized facilities for the South Bay Regional Public Safety Training Consortium program.

## **Hollister Site**

**365 Fourth Street Hollister, CA 95023**

**831-636-3783**

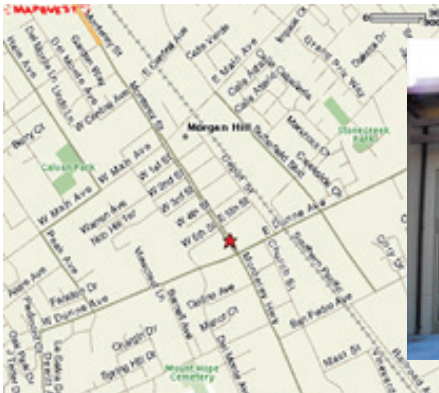


The Gavilan College Hollister Site - located within the Briggs Building - offers a broad range of credit and noncredit classes. Services include: Admission, registration, fee payment, Financial Aid, assessment, computer drop-in lab and ASGC ID cards. Se habla Español.

## **Morgan Hill Site**

**17060 Monterey Road, Morgan Hill, CA 95037**

**408-782-2873**



The Gavilan College Morgan Hill Site– located within the Morgan Hill Community and Cultural Center - offers a broad range of credit and noncredit classes. Services include: Admissions, registration, fee payment, Financial Aid, assessment, computer drop-in lab and ASGC ID cards. Se habla Español.

**San Martin Aviation Site**  
**13021 Murphy Avenue San Martin, CA 95046**  
**408-695-0017**



The Gavilan College Aviation Maintenance Technology program is housed at the San Martin Site at the San Martin Airport.



## NOTES

## **PRINCIPLES OF COMMUNITY**

As members of the Gavilan College community, we value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. We strive to maintain these ideals in an environment of inclusiveness and mutual respect.

The Principles of Community provide the foundation which creates this environment. The expectation is that we maintain the highest ethical standards in order to establish an atmosphere of civility, honesty, cooperation, professionalism and fairness.

### **Gavilan College aspires to be....**

#### ***Diverse***

We embrace and celebrate diversity in all its forms (the heritage, achievements, uniqueness, and contributions of all our members) and seek to uphold an inclusive, open and enlightened community.

#### ***Open***

We believe free exchange of ideas requires mutual respect, trust and consideration for our differences.

#### ***Purposeful***

We are a community that maintains a shared commitment to service to society and advancement of knowledge through innovative teaching and learning.

#### ***Just***

We are committed to respect for individual dignity and equitable access to resources, recognition and security.



5055 Santa Teresa Blvd. Gilroy, CA 95020

[www.gavilan.edu](http://www.gavilan.edu)