

Student Conduct

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens, and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

For more information on prohibited actions, please refer to the Student Conduct section in College of San Mateo's Academic Catalog.

Disrespectful, disruptive and/or dishonest behavior will not be tolerated, will result in removal from one or more class sessions and may result in disciplinary action.

Immediate Disciplinary Actions:

1. Warning – A faculty or staff member may give notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
2. Temporary Exclusion – a faculty or staff member may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the next class session.

If you are removed from a class session, it will count as an absence for that class session.

Plagiarism

Plagiarism occurs when a student misrepresents the work of another as his or her own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgement, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as his or her own.

Any assignment found to be plagiarized will be given an “F” grade. **There is Zero Tolerance for plagiarism and cheating.** All instances of plagiarism will be reported for possible further discipline.

Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to parking lots only. There is no smoking on the campus itself.

Repeatability Policy

A student who has received a grade of D, F or NC/NP in a course taken in the San Mateo County Community College District may repeat the course up to **two times** for purposes of grade alleviation. If the student receives a grade of D, F or NC/NP after the third try, they will not be allowed to retake the course without special permission.

Repeating a course for grade alleviation will not erase the original grade(s) from your transcript.

Sexual Harassment Policy

It is the policy of the San Mateo County Community College District and the College of San Mateo to provide an educational and work environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. **The District promotes zero tolerance for behaviors which constitute sexual harassment in its educational and workplace environment for both employees and non-employees.**

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services in the Administration Building, Room 275; (650) 574-6118.

For more information, please refer to the College Policies section in College of San Mateo's Academic Catalog.