Addendum

All students enrolled in a Foreign Language class at LBCC should have the required materials. A student without the appropriate materials for a particular lesson will not be given attendance and participation credit.

A student may be dropped by the instructor from a five (5) unit course if absent nine (9) consecutive hours or a total of fifteen (15) hours during the entire semester.

LBCC’s 2014-2015 Catalog has critical information regarding the proper learning environment in the classroom and on campus, student conduct, standards of student conduct, in addition to a summary of suspension and disciplinary action on pages 31-33. All pages were read by the students and discussed in the classroom with the instructor.

This addendum is posted on LBCC’s website along with the syllabus so that students can refer to it anytime this semester.

While successfully completing both the Work Experience class and the Work Experience Issues class, a student may earn up to four units per semester, not to exceed a total of 16 units (or four semesters) at Long Beach City College. In some circumstances an exception to the General Repetition Rule may be made if only the two or three unit Work Experience class in a given discipline is offered. In this instance the student would be allowed to exceed the maximum four semester limit. It may be possible for the student to earn the maximum sixteen VCWEE units in the discipline in which the two or three unit classes are offered.

Students must enroll in a minimum of one additional course in the same discipline in which the Work ExperienceIssues is assigned.

International Students who want to enroll in Vocational Cooperative Work Experience Education must get a release from the International Student Office prior to enrolling in Work Experience. The office is located at the Liberal Arts Campus, building “E”, (Student Center). Telephone: (562) 938-4745.

Vocational Cooperative Work Experience Education units meet eligibility requirements for veteran benefits, social security and financial aid. Vocational Cooperative Work Experience operates without regard to race, age, sex, religion, color, national origin, handicap, sexual orientation, marital status, ancestry, medical condition (e.g., cancer related) or status as a veteran.

Additional information on the program and enrollment is available at the Cooperative Work Experience Education Office, located on the Liberal Arts Campus, building “F” Room 123, or by calling (562) 938-4938.

**Note: Work Experience will not be offered for the 2014/15 academic year.**

**Credit for Educational Experience in Military Service**

Long Beach City College presently requires three units in a combination of physical education and health education classes for the associate degree. Veterans may be granted these three units of credit toward graduation if they served on active duty for at least 12 continuous months. The student who needs these credits for a degree must have a copy of his/her DD-214 and file number from the Veterans’ Administration to request such credit. Please contact the Veterans Affairs Office at PCC for additional assistance.

If a veteran feels his/her military schooling provided sufficient knowledge in a particular subject area and this credit is needed for graduation or advanced placement, he/she should refer to the section, “Credit by Examination.” Each Department Head handles the particular subjects under his/her administration. Not all departments allow Credit by Examination so check the eligibility requirements carefully, then contact the Department Head involved to make the necessary arrangements for an exam, if permissible.

**Policy on Academic Honesty**

It is the policy of the Long Beach Community College District to establish an academic environment in which inquiry is nurtured, individual responsibility is rewarded and academic dishonesty, cheating and plagiarism are not tolerated.

**Academic Freedom**

In the spirit of academic inquiry and in keeping with the code of ethics adopted by the Academic Senate of Long Beach City College, it is the policy of the Board of Trustees that the professional staff shall be free to define and discuss relevant information and concepts in the classroom or any other appropriate forum and shall be free to select materials and methods of presentation.

**Policy on Open Courses**

It is the policy of the Long Beach Community College District that, unless specifically exempted by statute, every course, course section or class, the full time equivalent student (FTES) units of which are to be reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets course prerequisites.

**Creating a Collegiate Environment**

**In the Classroom**

Creating a proper learning environment is the cornerstone of getting a good education. Everyone at Long Beach City College is responsible for helping to create this environment, including students. Simple rules of courtesy apply.

1. **Respect for the Instructor** - This means arriving to class on time, not leaving early, bringing appropriate materials, not speaking with other students while a lecture is in progress, not bringing food or drink to the classroom, not being loud, boisterous or argumentative.

2. **Respect for Other Students** - This means not interfering with the rights of others to listen and participate, not being disrespectful, not using inappropriate language or harassing others in any way.

3. **Academic Honesty** - Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests, turning in work which is not one’s own (plagiarism), talking during tests, furnishing false information to instructors or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include the possibility of expulsion.

4. **Instructor’s Rights** - An instructor has the right to remove a student from class at any time he/she considers a student’s actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the Director of Student Discipline & Student Life for disciplinary action as warranted.
5. **Student’s Rights** - All students have a right to due process. If classroom conflicts occur, discuss them with your instructor during his/her office hours. Additional resources for help include the Department Head, School Dean and Vice President of Student Support Services or Designee.

**On the Campus**
Creating a proper campus environment is also of great importance to assure academic and individual success. The Board of Trustees has established campus-wide standards of student conduct and simple campus rules, which are enforced at all times. These are particularly important in large common areas, such as the cafeteria, bookstore, vending, campus offices, College Center, Student Center, Activities Center, campus quads, athletic areas and other highly frequented areas.

**Student Conduct**
All students must conform to the Standards of Student Conduct, which have been established by students and college staff and have been approved by the Board of Trustees. The Standards of Student Conduct are listed in the Academic Policies section of this catalog and are strictly enforced by the Office of Student Affairs.

**Standards of Student Conduct**
These standards of student conduct and disciplinary action for violation of rules were established by a student-college staff committee in compliance with section 22635 of the State Educational Code, printed and distributed for students’ information and guidance. Students shall respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the laws of the city, county, state and nation.

Student conduct at Long Beach City College must conform to district policy and regulations and college procedures. Violations, for which students are subject to disciplinary action, include but are not limited to the following:

A. Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
B. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
C. Dishonesty, such as cheating or knowingly furnishing false information to the college.
D. Forgery, alteration or misuses of college documents, records or identification.
E. Unauthorized entry to or use of the college facilities.
F. Obstruction or disruption of classes, administration, disciplinary procedures or authorized college activities.
G. Theft or damage to property belonging to the college, a member of the college community on campus or at a campus activity or a visitor to the campus.
H. Disorderly, lewd, indecent or obscene conduct, including profanity.

I. Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation or any other legally protected status.
J. Use, possession, distribution or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus or in connection with college activities.
K. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
L. Possession, while on the college campus or at a college sponsored function, of any weapons (except by persons given permission by the superintendent-president or members of law enforcement agencies, such as police officers acting in their capacity as officers).
M. Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
N. Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule or guideline developed by any segment of the College which relates to computer technology.

**Campus Rules**
1. Smoking is prohibited in all buildings.
2. Eating and drinking are prohibited in all buildings except where food is sold or is part of an approved and scheduled activity.
3. Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Activities Room.
4. Animals not indigenous to the campus grounds are not allowed on campus. Exceptions shall be made for certified companion animals and those animals previously approved by college officials for specific educational purposes.
5. Literature to be distributed must be approved in the Office of Student Life.
6. Children are not allowed on campus unless under the supervision of a parent/guardian or are officially enrolled in an approved college program. Children may not attend classes with a parent/guardian unless the course is specifically designed to include children. Children must be supervised so educational activities are not interrupted and may not be left unattended in common areas, such as the library, computer labs, cafeterias, quads or lounges.
7. Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.
8. Students are required to be fully attired, including shirts or blouses and footgear.
9. Skateboarding, skating and bike riding are prohibited on campus grounds, officers will cite any violations.

10. The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.

11. Electronic recording devices may not be used in classrooms without the permission of the instructor.

**Summary Suspension**

When serious violations of college regulations or procedures occur as a result of inappropriate student conduct, the college shall take immediate action to resolve the problem. This action may occur as follows:

1. **Removal from Class by Instructor** - Any instructor is authorized to remove a student from his/her class for the class meeting where the infraction occurs, as well as the next scheduled class meeting. The instructor shall immediately report the removal of the student to the Vice President of Student Support Services or designee, including the reason for removal, for appropriate action.

2. **Summary Suspension by Administration** - A summary suspension is an administrative action for the purpose of removing any immediate tension or threat to the well being of students and staff in order to assure that an appropriate academic environment exists. It is also for the purposes of further investigation of reported inappropriate conduct and to determine what disciplinary action, if any, is appropriate. The Director of Student Discipline & Student Life or designee may summarily suspend a student for good cause for a period of up to 10 instructional days to ensure that the intended purpose is served.

**Disciplinary Action**

Violations of the above regulations and rules subject students to the following types of disciplinary action, which are to be administered by the appropriate college authorities. These disciplinary actions are listed in degree of severity but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination. A student has the right to appeal any of the actions through established procedures of due process.

1. **Warning** - Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

2. **Reprimand** - Notice to the student in writing that officially recognizes a violation of the standards of student conduct or campus rules. The reprimand admonishes the student to avoid future infractions in order to avoid additional formal action.

3. **Probation** - An official disciplinary action, which returns the offender to the college community on a promise of appropriate future behavior. Any violation of this promise mandates formal action.

4. **Social Suspension** - Social Suspension limits a student’s attendance on campus to scheduled classroom hours. Other privileges can be set forth in the Notice of Social Suspension for a specified period of time. The imposition of social suspension involves notification in writing of the reason for social suspension to the student(s) or president of the student organization involved.

5. **Disciplinary Suspension** - Disciplinary suspension follows a hearing based on due process of law. It shall be invoked by the college president, appropriate administrator, or other staff members designated by the president upon students for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.

6. **Expulsion** - An expulsion is a long-term or permanent denial of all campus privileges including class attendance. The Board of Trustees may expel a student after a hearing by a campus body or upon recommendation of the Superintendent-President. Permanent expulsion and active prosecution shall automatically result for any student found to be in possession of a gun. Board action is not necessary in this instance.

7. **Restitution** - Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.