



Cogswell

Polytechnical College

CONTENTS

CONTENTS	2
PRESIDENT’S WELCOME.....	1
INTRODUCTION	2
THE COGSWELL CAMPUS.....	2
Hours	2
Library	3
AV Check-Out Lab.....	3
Student Computer Lab	3
Lockers	3
Smoking	3
Telephones.....	3
STUDENT LIFE AT COGSWELL	4
Associated Student Body (ASB)	4
ASB Executive Board	4
Student Clubs.....	4
ID/Key Cards	4
Student Activities	4
Academic Advising	4
Tutoring.....	5
Counseling	5
Student Housing	5
Health and Wellness	5
Career Services	5
COGSWELL COLLEGE POLICIES AND PROCEDURES.....	6
Expectations of Students	6
Statement of Nondiscrimination.....	6
Disability Services	6
Nonfraternization	7
Policy Against Sexual and Other Unlawful Harassment.....	8
Reporting Harassment	8
Retaliation is Prohibited	9
WORKPLACE SECURITY AND ANTI-VIOLENCE POLICY	9
DISCLOSURE OF STUDENT RECORDS AND INFORMATION	9
USE OF STUDENT ARTWORK.....	10
NONDISCLOSURE AGREEMENTS	11
CAMPUS PROTESTS AND FREE SPEECH GUIDELINES.....	11

DRUG FREE ENVIRONMENT STATEMENT	12
COMPUTER AND NETWORK USAGE POLICY	13
Appropriate Usage	13
Privacy Issues	13
Political, Personal and Commercial Use	13
Copyrights and Licenses	14
Spamming or Solicitation of Goods or Services	14
Consequences of Misuse of Computing Privileges	14
CODE OF STUDENT CONDUCT	14
CAMPUS JUDICIAL SYSTEM	16
Authority and Responsibility	16
JUDICIAL PROCEDURES	17
Steps to Redress	17
Rights of All Parties in a Judicial Hearing	17
Request for Appeal Process	18
Rights of Witnesses	19
DISCIPLINARY ACTIONS	19
Judicial Sanctions	19
Academic Sanctions	20
Disciplinary Disqualification of College Financial Aid	20
JUDICIAL RECORDS POLICY	20
PARENTAL NOTIFICATION	21
ACADEMIC POLICIES AND PROCEDURES	22
Student Grievance Policy	22
Steps Toward Redress	22
Decision of the Campus Judicial Committee	23
EXAMINATION POLICY	23
CLASSROOM BEHAVIOR	23
Faculty Rights and Responsibilities	24
ACADEMIC HONESTY	24
Faculty and Student Responsibilities	25
Inquiry Procedures	25
MINIMUM GRADE REQUIREMENTS	26

PRESIDENT'S WELCOME

Dear Cogswell Student:

Welcome to Cogswell College. You are about to embark on an exhilarating and important time of learning, one that will affect your entire life and future professional career. Here at Cogswell, you are the core of the institution. Together with the faculty, you will learn, work, and grow in many ways and it is the College's objective to provide you with the finest possible environment for doing so.

Being part of this vibrant learning community gives you certain rights and imposes certain responsibilities. This Handbook is designed to assist you in understanding these rights and responsibilities. The policies, procedures, rules and processes described herein are in place to help you get the most out of your educational experience. I urge you to read it with care and to ask questions if there are things that are unclear or with which you disagree.

You are now part of a small, but complex, set of learning communities under the Cogswell umbrella. Some of these communities are academic in nature and relate to classes and programs. Some are more interpersonal, as you connect with members of the faculty, fellow students, or the Cogswell administrative staff. Others are driven by shared interests, like the Game Development Club or other student activities. We are fortunate here at Cogswell, because our small size permits these communities and others to form and develop in a very human scale, people to people.

The faculty and staff of Cogswell College are an extraordinary group. The faculty has dedicated themselves to your learning, and they will work closely and creatively with you to help you fulfill your academic potential. While Ms. Barb Bloom, our Dean of Student Life, is the obvious contact person for many of your questions, all of her administrative colleagues are similarly focused on supporting you. The faculty and staff work closely together to make certain all aspects of your life in this learning community are the best possible.

Finally, I look forward to getting to know you myself. One reason I came to Cogswell was its size, where the scale of things is human and personal. I invite you to visit me and I hope you will introduce yourself when you have a chance. My highest goal is to make sure you are successful.

With all best wishes for a great experience,

Sincerely,

Dr. Chester D. Haskell

INTRODUCTION

Cogswell Polytechnical College is committed to maintaining a campus environment that is conducive to academic and personal development. To this end, an individual who acts in a responsible, respectful manner will be granted a maximum amount of freedom. In keeping with this commitment, Cogswell College has established policies and standards in line with its goals as an institution of higher learning. The College will enforce these policies and standards in order to protect its environment as well as the rights and property of its community members.

The Cogswell community includes students, faculty, staff, parents, alumni, neighbors, guests, and friends of the College. As a community, we respect differences, encourage open dialogue, and commit to caring for all members of the community. To achieve our common educational goals, we have compiled this Student Handbook which seeks to express and reflect the values of the community in a usable guide.

This Student Handbook has been designed to frame your role within the Cogswell College community. Every attempt has been made to provide a clear explanation of the policies, procedures, and standards that reflect the type of community that you are joining. Familiarizing yourself with the contents of this handbook is an investment of time that you will not regret.

This Student Handbook is subject to change at the discretion of the President at any time. Please also note that only the President may provide authorized final interpretation of the contents of the Handbook and definite determination of its appropriate application to the particular circumstances of any individual matter.

THE COGSWELL CAMPUS

Hours

Business Hours:	Monday - Friday 9:00 am - 6:00 pm
Regular Campus Hours:	Monday - Friday 7:30 am - 10:15 pm Saturday 10:00 am - 4:00 pm
Extended Access Hours:	Monday - Friday until 1:00 am Saturday until 7:00 pm Sunday 9:00 am - 7:00 pm
During academic breaks:	Monday - Friday 7:15 am until 6:00 pm

Student Access to the building after Regular Campus Hours is given at the discretion of the College for legitimate academic purposes. Extended Access must be authorized by the Dean of the College, an ASB officer, the Dean of Student Life, the VP of Finance, and the Director of IT. Request for Building Access Forms may be obtained in the Campus Service Center. Access Forms must be completed and returned to IT before Extended Access will be granted.

Access is granted only for the current semester; a new form must be completed each semester.

Library

Library Hours

Monday – Thursday 9:30 am – 7:30 pm

Friday 9:30 am – 5:00 pm

Saturday – Sunday CLOSED

The Library offers an extensive collection of print and non-print materials for student use. The collection consists of 100 periodical titles and over 12,000 book titles, including a leisure reading section. Searches of computer databases are available through the reference service.

Through inter-library loan services, Cogswell library users have access to other libraries' collections. Photocopied articles are also available from outside sources. Computers with Internet access and word processing software, a scanner and a coin-operated copy machine are also available.

AV Check-Out Lab

Students working on projects may borrow equipment from the AV Lab with a valid Student ID. The AV Lab is located in room 155 between the Library and the room 156, and is generally open during Regular Business Hours. Specific operating hours are posted each term. Cameras, lights, microphones, booms, Wacom pens, projectors and other equipment are some of the items available for student use.

Student Computer Lab.

The newly created and student named “Shrine of the Silver Monkey” lab is located near the front Lobby and is available to students during Regular Campus Hours. The lab is equipped with both Macs and PCs loaded with all the software used at the College. All computers are attached to a printer/copier for convenience.

Lockers

Lockers are available free of charge to students for storing books and materials on campus. See the ASB for a locker assignment.

Smoking

No smoking is permitted within the building. Outside areas are provided with ashtrays for your convenience. No smoking is permitted within 25 feet of building entrances.

Telephones

A payphone for student use is located near the central restrooms. For problems with the payphone, please contact the ASB Office.

STUDENT LIFE AT COGSWELL

Associated Student Body (ASB)

The Associated Student Body is the general student government organization of the College. The purpose of the ASB is to give students the opportunity to plan and direct their own activities, to become involved with co-curricular campus activities, and to influence the decisions that affect the quality of education and student life at the College. All enrolled students are members of the ASB and are invited to monthly All Student Meetings. The general student membership provides feedback for the Associated Student Body Executive Board.

ASB Executive Board

The Associated Student Body Executive Board is comprised of elected student body officers, representatives from the student body at large and at least one representative from each officially recognized club. The Executive Board is responsible for administering the ASB budget, coordinating student activities, and granting approval to student groups and organizations who seek official recognition in conjunction with the ASB. The Executive Board meets weekly and all are welcome.

Student Clubs

There are a number of active student clubs on campus. Club membership is open to all current students and alumni. Please see the Student Life Office for an application if you are interested in starting a new club. Current Clubs include Game Development Club, Fencing Club, Eco Club, Foos Ball Club, Cogswell Film Critics Club, Studio 15.

ID/Key Cards

The IT Office issues student ID cards at the beginning of each semester during registration. ID cards are required to enter the building and most labs and to check out books from the College Library and equipment from the AV Lab. Students who choose not to register for classes will have their ID cards deactivated for that semester. Lost or stolen ID cards must be reported to IT within 24 hours. There is a \$10 replacement fee for lost cards.

Student Activities

In promoting camaraderie and community amongst the student body, a variety of activities are scheduled throughout the year. Activities include ski trips, movie nights, barbeques, game nights, etc. All student activities must be approved by Student Life.

Academic Advising

It is the responsibility of each student to monitor his/her own progress toward a degree and to know the policies of the catalog. An advisor is assigned to each student to assist in this process. Each student is expected to consult with their advisor at least once a semester.

The process of advising students includes assisting in appraising strengths and weaknesses, formulating and understanding personal educational concerns, and planning and carrying out a satisfactory academic program. Advising is designed to provide accurate information regarding resources of the College and to assist students in developing realistic goals. Finally, advising aids the student in reviewing and evaluating plans and actions and provides a follow-up on academic progress should the student receive a mid-term deficiency letter.

Tutoring

Cogswell College helps to provide tutoring to students who need assistance with academic subject matters. Students interested in providing tutoring services may pick up an application in the Student Life Office. Students interested in receiving tutoring should contact the Dean of Student Life.

Counseling

Counseling is available free of charge to Cogswell students through CIGNA Behavioral Health. CIGNA offers 24-hour, confidential referrals for local counselors free to students 365 days a year. Brochures are available in the Student Life Office.

Students may take advantage of CIGNA counseling by calling toll free 1-888371-1125. Mention The Foundation for Educational Achievement when asked for employer name.

Student Housing

Cogswell Student Housing is available for one year only to students coming from a distance greater than 75 miles. It is intended to provide convenient housing close to campus while you get to know the area, find housing on your own, and meet potential roommates. The Office of Student Life provides resources to help you in all of those areas. Exceptions can be made on a case-by-case basis by writing a letter of appeal to the Dean of Student Life. Apartments include furniture, utilities, high speed internet, and free activities through Resident Assistants who live on-site. Apartments are located within four miles of campus and close to restaurants and shopping. Please contact the Student Life Office for more information and for other housing resources.

Health and Wellness

Information on student health insurance plans and referrals regarding health services can be obtained from the Student Life Office. Students covered under their parents' health plans should know that many plans will not cover medical costs unless you are seen by your primary care physician. This could mean that you would have to return home for your medical care. It is advisable to contact your health plan to find out if you will be covered while away at school.

The Student Life Office also maintains information on general wellness, drug and alcohol abuse, nutrition, and volunteer opportunities.

Career Services

Cogswell's Career Development Office provides services and resources to students and alumni to assist in all aspects of their career development. Career workshops are offered monthly to assist students with interviewing skills, resume writing, job search strategies, and portfolio and demo reel preparation.

Students and alumni can view current job and internship postings on the Cogswell Job Board located outside the Student Life Office and on the Cogswell website.

The Career Development Office has staff available to assist students in all phases of career development. Website resources, magazines and bulletins, job descriptions, and information on resume writing, interviewing, and job search strategies are some of the resources available to students.

COGSWELL COLLEGE POLICIES AND PROCEDURES

Expectations of Students

Cogswell College has an objective of maintaining a campus environment that is conducive to academic and personal development. To this end, an individual who acts in a responsible manner should have a maximum amount of freedom. In keeping with this commitment, Cogswell College has established policies and regulations which are deemed necessary to achieve its goal as an institution of higher learning. The College will enforce these standards in order to protect its environment as well as the rights and property of its community members.

Statement of Nondiscrimination

Cogswell College is an equal opportunity institution of higher education and employer and is firmly committed to non-discrimination in its delivery of educational services and employment practices. These practices include, but are not limited to, hiring, employment promotion and transfer, admission to, and participation in the benefits and services of educational programs or related activities sponsored by the College. In compliance with all applicable federal and state laws, decisions will be made irrespective of the individual's sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation or any other basis prohibited by federal or state law or local ordinance. This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1975; and any applicable state and local laws. When necessary, the College will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements of the College's educational program and/or is able to safely perform all essential functions, without undue hardship to the College.

Disability Services

Cogswell College is committed to providing qualified students an equal opportunity to attain an education regardless of disability. The College affords reasonable accommodations and aids to students with disabilities in accordance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and California law.

An individual with a disability is a person who: (a) as defined by law, has a physical or mental impairment which limits one or more life activities (such as walking, seeing, speaking, learning, or working); or (b) has a written record with the College documenting the impairment.

A qualified student or applicant is an individual with a disability who satisfies and can continue to satisfy all of the standards required of students at the College.

Accommodations are such learning aids (not personal equipment), assistance measures and limited modifications to the non-fundamental course, program, or educational services, as are necessary and effective for the individual, if reasonable to provide at the College. Accommodations do not include exemption from academic performance standards or from behavior standards including those of the Code of Student Conduct. To be eligible to continue at the College, the student or applicant must meet the qualifications and requirements expected generally of its students, with or without reasonable accommodation.

Fundamental aspects of the program include but are not limited to timely satisfaction of all academic standards, compliance with the Code of Student Conduct and with other College policies.

In the event that a request for reasonable accommodation is denied, the College may choose to afford the student temporary measures of flexibility, which are not based on the asserted disability issue, but which may otherwise be considered appropriate, if it does not alter a fundamental aspect of the program. In such cases, such temporary measures will not be a precedent nor will it be a reasonable accommodation, and the student will not be regarded as an individual with a disability.

Accommodation Registration Process

Each student must initiate and document a disability-related request for accommodation. It is recommended that students begin the disability accommodation registration process at least four weeks before the start of each semester, although the College will consider the merits of each request at the time the request is received. Students who request accommodation of a disability should contact the Dean of Student Life, who will assist and advise them in their registration and accommodation request procedures.

Upon contacting the Dean of Student Life, the student will be required to submit reasonable medical documentation supporting the registration and accommodations request, in addition to completing internal forms related to disability registration and accommodation request. The College has the discretion to determine what type of professional documentation is necessary, and this may vary depending on the nature of the disability and/or accommodation and other circumstances.

All records related to disability and accommodation registration are confidential and private.

Once appropriate documentation has been received, the Dean of Student Life will work with the student and determine the appropriate accommodations or aids. The Dean of Student Life will make the final decision regarding the request for accommodation or aid. If the student agrees with the decision, the Dean of Student Life will discuss the accommodations and appropriate implementation of such with faculty members in whose courses the student has requested the accommodation or aid. The Dean of Student Life will not disclose legally confidential, health-related information, unless such information is appropriate in order to assist with implementing the accommodation or aid.

Written confirmation of the determined accommodations will be sent to faculty whose classes have been requested for accommodations and to the student.

Nonfraternization

In order to promote the efficient operation of the College's business, preserve its relationships with those to whom it provides services and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security and morale, faculty and all employees are forbidden to date or pursue romantic or sexual relationships or seek other close personal relationships with employees or students whom they directly supervise or whom they may reasonably be expected to supervise or mentor. For the same reasons, employees are also forbidden to date or pursue romantic or sexual relationships with students. Employees who violate this guideline will be subject to discipline up to and including termination of employment.

Policy Against Sexual and Other Unlawful Harassment

It is the policy of the College to provide an educational, employment and business environment free of unwelcome harassment of any kind, including harassment on the basis of sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation or any other basis prohibited by federal or state law or local ordinance.

The unlawful harassment of any student by a faculty member or staff employee will not be tolerated. Violation of this policy may result in disciplinary action, up to and including suspension and dismissal, and may include other forms of corrective action. Behavior that constitutes unlawful harassment may take many forms; the most common include:

Verbal harassment such as jokes, epithets, slurs and unwelcome remarks or sounds about an individual's body, dress, clothing, appearance or talents; derogatory comments, questions about a person's sexual practices and patronizing terms or remarks. These may include personal conversation, e-mail and voicemail.

Physical harassment such as physical interference with normal study or work, impeding or blocking movement, assault, unwelcome physical contact or touching, massaging, patting and staring at a person's body.

Visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, staring at a person's anatomy and unwanted love letters or notes.

Sexual harassment includes unwelcome sexual advances, sexual threats and demands, requests for sexual favors and other verbal or physical conduct of a sexual nature, and other unwelcome verbal, physical, or visual behavior of a sexual nature. Also, such conduct is a violation of College policy when: (1) submission to such conduct is made either explicitly or implicitly a part of the student's performance at the College; (2) submission to or rejection of such conduct by a student is used as a basis for decisions affecting such student at the College; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's work or performance at the College or creating a sexually intimidating, hostile or offensive environment at the College.

Reporting Harassment

A complaint should be filed with the College immediately and without delay. Any student who believes that he or she has been unlawfully harassed should immediately notify in writing the Dean of Student Life or the President of the College. The College emphasizes that you are not required to complain first to your institution or supervisor if such a person is the individual who is harassing you. In a case involving that person, you may contact someone higher in the chain of command or the Dean of Students. It is important that all forms of unlawful harassment be reported allowing opportunity to investigate and implement remedial action.

Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner. In addition, the College will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint to any manager.

The College will assign the person who will review the complaint and determine if the policy has been violated and inform the complainant and respondent of the results including any corrective action taken.

In addition to notifying the College about harassment or retaliation complaints, affected employees but not students may also direct their complaints to the California Department of Fair Employment and Housing (DFEH) which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, they may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. You can contact the nearest DFEH office of the FEHC at the locations listed in the College's DFEH poster or by checking the state government listings in the local telephone directory.

Students of the College may also file a harassment complaint with the Federal Office for Civil Rights (OCR) of the U.S. Department of Education. The OCR's address is: Office for Civil Rights, San Francisco Office, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4912.

Retaliation is Prohibited

No individual will suffer any reprisals or retaliation for good-faith filing, pursuing or reporting any incidents of harassment, for making any complaints of harassment or for participating in any investigation of incidents of harassment. No member of the College community will suffer any reprisals for seeking advice concerning a perceived unlawful harassment matter.

WORKPLACE SECURITY AND ANTI-VIOLENCE POLICY

The College seeks to provide a place of study and work that is free from acts of violence or threats of violence. The College has "zero tolerance" for actual or threatened violence on its premises or in the course of College activities. Every threat of violence is serious and must be treated as such. Threatening behavior can include such actions as throwing objects, making a verbal threat to harm another individual or to destroy property, displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest, or attempting to intimidate or harass individuals.

Those who become aware of any threats of or incidents of violence must report the threat immediately to the Dean of Student Life and/or the Sunnyvale Police Department and if appropriate, should contact appropriate authorities by dialing 911. Individuals may report any incidents of violence or threats of violence without fear of reprisal. Individuals who violate this policy or, who otherwise engage in or contribute to violent behavior, or who threaten others with violence, are subject to sanctions.

DISCLOSURE OF STUDENT RECORDS AND INFORMATION

Cogswell College complies with the Family Education Rights and Privacy Act (FERPA) regulations (also known as the Buckley Amendment (1974)). This act affords students certain rights to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives the request;
2. The right to request the amendment of the student's education records that the student believes is inaccurate;
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; or
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the Office of Education that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
USA

The Buckley Amendment grants the College the authority to release directory information to any person on request, unless a student requests in writing that directory information be kept as private. The College regards the following, but is not limited to solely the following, as directory information:

- Student's name
- Dates of Attendance
- Degrees/Awards Earned
- Major Field of Study

A copy of the Family Education Rights may be requested from the College or viewed at the following website: www.ed.gov/policy/gen/guide/fpco/ferpa/index.html. It is the student's responsibility to make the College aware of any address changes.

Student records maintained by the Registrar's Office include the official Cogswell Polytechnical College academic record, any judicial records, and application for admission information.

Student financial aid files are maintained for five to ten years (depending on program) from the separation date of the student. The time frame for keeping student financial files is regulated by the U.S. Department of Education and is subject to change. Copies of academic records for students are maintained in their academic advisor's office or their department office. These records are generally considered unofficial working records and are used to assist the student in meeting academic requirements for program completion.

USE OF STUDENT ARTWORK

Cogswell College reserves the right to retain any and all student artwork submitted to satisfy class assignments for use in any Cogswell classroom demonstrations, student art exhibitions, advertisements and/or any other promotional activity. Student Artwork/Class Work Release forms are available in the Student Life Office.

NONDISCLOSURE AGREEMENTS

Students may occasionally work on a class project or participate in an internship that requires signing a Nondisclosure Agreement, also known as a confidentiality agreement. This agreement generally means that the student may not share or display any assets or information pertaining to the project until the project has been completed and/or they receive written permission from the project director.

Its primary purpose is to inform you of (1) the trust that is placed in you by providing you access to proprietary information; (2) your responsibilities to protect that information from unauthorized disclosure; and (3) the consequences that may result from your failure to meet those responsibilities.

These agreements are commonly used in high tech and creative industries, and their use at Cogswell is considered professional preparation.

CAMPUS PROTESTS AND FREE SPEECH GUIDELINES

The primary function of any college is to discover and disseminate knowledge by means of research, teaching, and public service. To fulfill this function a free interchange of ideas is necessary. For these reasons Cogswell recognizes the right of individuals to reasonably exercise the right of free speech and assembly, and welcomes open dialogue as an opportunity to expand the educational opportunities of our campus community.

The right of free expression in an educational setting includes the right to peaceful dissent, protests in peaceable assembly, and orderly demonstrations which include picketing, the distribution of leaflets, or other means of symbolic expression. These shall be permitted on the campus, until or unless they substantially disrupt operations of the College or significantly infringe the rights of others, particularly the right to listen to a speech or lecture or participate in a class project. In order to protect the rights of others and the core functions of the College, reasonable restrictions on time, place, and manner of speech are appropriate and necessary.

1. Students are expected to comply with the Code of Student Conduct and all local, state, and federal laws. Failure to do so may result in disciplinary sanctions.
2. Individuals or organizations may not:
 - a. coerce individuals into stopping or participating in debate or discussion or accepting materials;
 - b. interfere with, impede or cause blockage of the flow of traffic;
 - c. interfere with a College event by blocking audience view or verbally interrupting a speaker or performance;
 - d. attempt to forcibly impair regularly scheduled classes, College events or normal business operations;
 - e. leave an area excessively littered;
 - f. use voice or amplification systems that interfere with College activities;
 - g. willfully or recklessly engage in destruction of property;
 - h. engage in physical harm, coercion, or intimidation of others.

3. Organized protests require an Event Request Form (available in Student Life) and may take place in the following locations during normal campus hours:
 - a. Dragon's Den (reservations must be made with the Academic Assistant.)
 - b. Front Lawn (the grassy area between the front walkway and the parking lot.)
4. Cogswell College reserves the right to deny, cancel or postpone a reservation, or immediately terminate ongoing speech activity that represents a violation of this policy.

DRUG FREE ENVIRONMENT STATEMENT

Consistent with state and federal law, Cogswell Polytechnical College will maintain a campus free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol, are prohibited on any College owned or affiliated property. The following rules will be enforced uniformly with respect to all students:

1. No alcoholic beverages will be brought to, or consumed on college property or during College sponsored events, except the moderate consumption of alcohol which may be permitted at designated Cogswell gatherings or under circumstances expressly authorized by the College.
2. All students, while on campus, at a College sponsored event, or while performing College activities, are prohibited from being under the influence of alcohol.
3. The sale, possession, use, transfer, or purchase of an illegal drug or controlled substance on College property, during a College sponsored event, or while performing a College activity, is strictly prohibited.
4. No prescription drug will be brought to, or consumed, on College property during a College sponsored event, or while performing a College activity, by any student other than the one for whom it is prescribed. Such drugs should be used only in the manner, combination, and quantity prescribed.

COMPUTER AND NETWORK USAGE POLICY

The purpose of the Computer and Network Usage Policy is to ensure a computing infrastructure that promotes the basic missions of the College in teaching and learning. Users of any College computing resources must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

Appropriate Usage

Computer users must not encroach on others' access or use of the College's computers. Violations of policy include:

1. Violating the College's no harassment policies.
2. Unlawful Messages - Use of electronic communication facilities (such as mail or talk, or similar functions) to send fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or the College's policy is prohibited.
3. Sending chain-letters or excessive messages
4. Improper use of Mailing Lists - Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). Persons sending to a mailing list any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.
5. Unauthorized modification of computer equipment, software, or peripherals
6. Attempting to crash or tie up a College computer or network
7. Damaging or vandalizing any College computing facilities, equipment, software or computer files

Privacy Issues

Computer users must respect the rights of other computer users. Cogswell Polytechnical College provides mechanisms for protecting the electronic information of each user from the scrutiny of others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system, or to another person's information, are a violation of the College's policy and may violate applicable law. Violations of policy include:

1. Unauthorized access to information resources or enabling unauthorized access
2. Disclosure of a password to a password-protected account without permission of the system administrator

Political, Personal and Commercial Use

The College is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. The College must assure proper use of property under its control and allocation of overhead and similar costs.

1. The College's electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions.
2. The College computing resources should not be used for commercial purposes.
3. The College computing resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws.
4. The College computing resources should not be used for personal activities not related to appropriate College functions, except on a purely incidental or isolated basis.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other online information. No copyrighted software may be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. All copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. It is a violation of this policy to circumvent or remove media or software protection measures, including Digital Rights Management (DRM.) Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions that apply to plagiarism in any other media.

Spamming or Solicitation of Goods or Services

Cogswell College takes spamming (sending unsolicited email messages over the Cogswell College network) very seriously. Sending unsolicited mail and gaining unauthorized entry into any server are criminal offenses. Violations of this policy include:

1. Sending through the Cogswell College Network email that makes use of or contains invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing.
2. Relaying email from a third party's mail servers without the permission of that third party, or any email that hides or obscures, or attempts to hide or obscure the source
3. Accepting, transmitting or distributing unsolicited bulk e-mail sent from the Internet to Cogswell College Online members.

Consequences of Misuse of Computing Privileges

Students using the College's computing resources who are found to have purposely or recklessly violated this policy will be subject to disciplinary action through the campus judicial system. Unless specifically authorized by a class instructor, all of the following uses of a computer are examples of possible violations of the College Computer and Network Usage Policy:

1. Copying a computer file that contains another student's assignment and submitting it for credit;
2. Copying a computer file that contains another student's assignment and using it as a model for one's own work; or
3. Collaborating on an assignment, sharing the computer files and submitting the shared file, or a modification thereof, as one's individual work.

Cogswell College reserves the right to take legal and technical steps to prevent misuse of the Cogswell College network. Such action may include the use of filters or other Network devices, immediate termination of Cogswell College service, and prosecution of offenders through criminal or civil proceedings under the Computer Fraud and Abuse Act (18 U.S.C. § 1030 et seq.) and various state laws.

CODE OF STUDENT CONDUCT

The mission of Cogswell College is to provide excellence in technological education; the application of science and technology for the creation of products and processes that improve the quality of life; to develop an understanding of the ethical, social, and

political impact of the use of technology; and to contribute to wise social decisions about technology.

To this end, students will face sanctions for the following:

1. Unauthorized duplication of copyrighted materials, including software, which violate the U.S. Copyright Law as detailed in the Computer and Network Usage Policy above.
2. Unauthorized reading, duplicating, copying, removing, or misuse of a document, record, book, ledger, file, printout, tape, cartridge, disc, key, or any property maintained by any individual(s) or department(s) of the College community.
3. Violation of the College's no harassment policies.
4. Detention, physical abuse, sexual misconduct, or conduct that threatens imminent bodily harm or endangers the physical well being of any person, including harm to self, on any College-owned or controlled property
5. Engaging in disorderly, indecent, or unacceptable behavior, including excessive or prolonged noise, on College property or at a College function which is either on or off campus.
6. Interfering with the freedom of speech of any member or guest of the College community; failure to follow campus free speech guidelines.
7. Failure to respect the right of privacy of any member of the College community.
8. Theft or unauthorized possession of College owned or controlled property, or property owned or controlled by a member of the College community or campus visitor.
9. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities on College-owned or controlled property; or obstruction or disruption that interferes with the freedom of movement, both pedestrian and vehicular, on College-owned or controlled property
10. Unauthorized entry into or unauthorized use of College property or property of a College community member or visitor.
11. The sale, distribution, possession, or attempt to obtain a dangerous drug, restricted drug, narcotic, or other controlled substance as those terms are used in California Statutes, on campus or at a College function, except where lawfully prescribed pursuant to medical or dental care.
12. Possession, consumption, or sale of alcoholic beverages by persons under the age of 21 years on College property; furnishing alcoholic beverages to persons under the age of 21 years on College property; consumption of alcoholic beverages in a public place (all areas other than individual residences, private offices, and scheduled private functions); excessive and inappropriate use of alcoholic beverages.
13. Illegal gambling on campus or at a College function.
14. Possession of explosives, hazardous materials, dangerous chemicals, fireworks, or weapons on College property or at a College function without prior written authorization from the College President.
15. Forgery or unauthorized alteration of a document, record, or identification; misrepresentation of oneself or of an organization to be an agent of the College.
16. Unauthorized use of the College's name or logo.
17. Failure to comply with a lawful and reasonable request of a College official or agent of the College in the performance of his or her duty, including the reasonable request of students to identify themselves.
18. Any other misconduct or attempted misconduct that interferes with or affects College activities.

CAMPUS JUDICIAL SYSTEM

Authority and Responsibility

A student's acceptance of admission to the College constitutes the student's acceptance of and adherence to the College's Code of Student Conduct, as well as the College's policies, procedures and regulations. Each student who believes that his/her rights have been abridged or who believes the Code of Student Conduct has been violated may seek redress through the Campus Judicial system.

The President of the College is responsible to the Board of Directors for the administration of the policies, procedures, and regulations of the College.

Issues of student behavior discipline are administered by the College's Campus Judicial System. The College's Campus Judicial System may hear cases of alleged violation of the Code of Student Conduct or any College policy, procedure, or regulation by any of the following:

1. Full- or part-time matriculated or non-matriculated students if the alleged violation occurred during a period of time when the student was enrolled or preregistered for the next term;
2. Any recognized student organization with a constitution on file with the Associated Student Body;

The President of Cogswell Polytechnical College has delegated to the Dean of Student Life general supervision for matters of student conduct. The Dean of Student Life or his/her designee determines which course of action is taken based on the nature of the case. A judicial officer or the appropriate judicial board hears student disciplinary cases. The structure of the College Judicial System consists of:

1. Judicial Officers who may be any staff or faculty who are appointed to serve in such capacity
2. The College Judicial Committee, which may be convened to hear cases involving more serious violations of the Code of Student Conduct and any alleged violations that may result in separation from the College. In the case of sexual harassment, sexual misconduct, and sexual assault, the victim will be given the opportunity to choose whether the case will be heard by the Judicial Committee, or by the Dean of Student Life, or his/her designee.
 - a. The College Judicial Committee shall be composed of one full-time staff member/administrator (appointed by the President), two full-time faculty members (appointed by the Faculty Senate), and two students (appointed by ASB). A Chair shall be elected by the majority of the committee members.
 - b. All decisions are by a simple majority of those voting members present. Each committee member shall have one vote. The Chair shall vote only in the event of a tie.
 - c. A recorder shall be appointed by the Chair to record the proceedings. A record of the hearing shall be preserved for reference. The committee's proceedings and records are confidential and shall be kept by the Dean of Student Life. Any member of the committee who discusses a case outside a hearing is subject to suspension from the committee.

- d. If a student elects not to appear, the hearing may be held without him/her. The student's absence will not be taken as an indication of guilt.
3. The President, who hears student appeals from the Dean of Student Life, the Judicial Committee, or another hearing officer.

JUDICIAL PROCEDURES

Steps to Redress

Any Cogswell community member who feels his or her rights have been violated or that a fellow community member has violated the Code of Conduct or another College policy, may submit a complaint to the Dean of Student Life by following these steps:

1. Complainant completes an Incident Report Form available in the Student Life Office.
2. The Dean of Student Life will contact the alleged perpetrator and request an Incident Response. Should the alleged perpetrator wish to add any complaints, s/he may do so in this response.
3. If any new complaints are added to the original statement, the complainant will have the opportunity to respond, in writing, to the Dean of Student Life.
4. If the Dean of Student Life feels there is a substantial claim, s/he will set a hearing date for both parties.
5. If the Dean of Student Life does not feel there is a substantial claim, s/he will dismiss the case and inform all parties in writing within five (5) business days. The complainant has the right to appeal this decision (please see Request for Appeal Process below.)

Rights of All Parties in a Judicial Hearing

In enforcing the Student Code of Conduct, the College follows basic principles of due process and procedural guidelines outlined below. In any case of alleged misconduct, the student has the following rights:

1. To be notified in writing by mail at least three (3) working days prior to the hearing of the date, time, location, and nature of the proceeding, including the nature of the incident in question and his/her alleged involvement in it
2. To object to the judicial officer
3. To review and respond to all materials presented against him/her orally and/or in writing
4. To be present when information is provided about the charges.
5. To discuss the incident and his/her alleged involvement and to review the policies that were allegedly violated
6. To present pertinent information and witnesses on his/her behalf, to hear and question with civility any witnesses, in a manner determined appropriate by the judicial officer. In certain situations, the judicial officer may determine for health or safety reasons that the witnesses and the student shall not be present simultaneously.
7. To be accompanied by one person (any member of the Cogswell Polytechnical College community, such as faculty, staff, or fellow student) whose only role is to support the student during the hearing
8. To be present throughout the hearing, but not during the deliberation of the judicial officer
9. To be notified in writing within five (5) working days of the outcome of the hearing. This could include disciplinary sanctions or information concerning the

- time, date, and location of a secondary judicial hearing (in the event the case is forwarded to a different judicial officer or a judicial board)
10. To discuss the appeal process and be given the opportunity to file a request for appeal within five (5) working days of the date of the sanction letter
 11. Only victims of an alleged sexual offense (including sexual assault) have the right to know the outcome of a hearing, though not specific sanctions assigned. In all other cases, the complainant will not be informed of the outcome.
 - *For judicial hearings regarding an alleged sexual offense (this includes sexual assault) the victim will be given the opportunity to choose whether the case will be heard by the College Discipline Council or a College judicial officer.*
 - *For judicial hearings regarding an alleged sexual offense (this includes sexual assault), the victim as well as the alleged assailant are accorded these rights.*
 - *During a judicial hearing for an alleged sexual offense (this includes sexual assault), the questions for the alleged assailant, victim, and witnesses are asked by and through the judicial officer/board.*

Request for Appeal Process

1. A student may request an appeal of a decision of any judicial hearing. Requests for appeal will be granted only if at least one of the following criteria is met (see item 3 below):
 - a. The disciplinary action appears to be grossly disproportionate to the conduct infraction
 - b. The procedures provided for in the Student Conduct Code were not followed in the hearing
 - c. New relevant information is available that was not available at the time of the hearing
 - d. The decision is not supported by substantial information
2. The request for appeal form must be obtained from the Dean of Student Life. The form must be completed and returned to Student Life within five (5) working days of the date of the sanction letter. The request for appeal shall include thorough answers to the questions on the form in accordance with the criteria described in No.1 above.
3. The request for appeal shall be reviewed by the Dean of Student Life, along with other pertinent information, to determine the validity of the request for appeal in accordance with the criteria described in No.1 above. In general, a request for appeal will be granted only when there is a preponderance of evidence that a procedural or substantive error occurred at the original hearing that effectively denied the student a fair and reasonable hearing in accordance with the intent of the Student Conduct Code.
4. Within five (5) working days of submission of the request for appeal, the student will be informed in writing by mail of the decision pertaining to the request for appeal. In exceptional circumstances, the five (5) working days notification requirement may be extended to allow adequate consideration of the request for appeal. If this is the case, the student(s) will be notified in writing by mail.
5. A request for appeal may only be filed one time. If a request for appeal is granted, the outcome of the second hearing is not appealable.
6. If a request for appeal is granted, the case will be referred to the President. The decision of the President will be final and binding on the student and the College.
7. All appellate hearings shall be conducted in accordance with the general student rights and other required procedures, including determination of responsibility and sanctioning if appropriate.

Rights of Witnesses

Persons serving as material witnesses (character witnesses are not permitted) to cases of alleged student misconduct have the right

1. To be notified in writing by mail at least 24 hours prior to the hearing of the date, time, location, and nature of the proceedings, including the nature of the incident in question and his/her role in the hearing
2. To be accompanied by one person (any member of the Cogswell Polytechnical College community, such as faculty, staff, or fellow student) whose only role is to support the student during the hearing
3. To be asked questions only by the judicial officer or judicial board members.

DISCIPLINARY ACTIONS

Judicial Sanctions

The following sanctions are among the range of official College action that may be taken as a result of any disciplinary hearing. (Violations of national, state, or local laws make a student subject not only to College disciplinary action but also to action by the appropriate court of law.) Progressive discipline is not required.

1. Warning. Official notification that certain conduct or actions are in violation of College regulations and that continuation of such conduct or actions may result in further disciplinary action. A copy of the written warning shall be placed in the student's file.
2. Educational Sanctions. Preparation and presentation of a program, preparation of a bulletin board, assigned reading and response paper, attending an alcohol education program, counseling, and/or other educational activities.
3. Contributed Service. Contribution of service to the College or a designated community agency consistent with the offense committed.
4. Restitution. Reimbursement by transfer of property or services to the College or a member of the College community in an amount not in excess of the damages or loss incurred.
5. Fines. Financial assessment not to exceed \$250.
6. Loss of Privileges. Limitation on College-related services and activities for a specified period of time, which is consistent with the offense committed, including but not limited to ineligibility to serve as an officer or member of ASB or any College club, to participate in or attend College activities, or to receive any award from the College
7. Disciplinary Probation. A specified period of observation and review of behavior, including terms appropriate to the offense committed, during which the student must demonstrate compliance with College regulations and the terms of the probationary period and is ineligible to serve in leadership positions in College co-curricular activities.
8. Interim Suspension. Temporary exclusion from the College for up to five days. In exceptional circumstances, the Dean of Student Life (in conjunction with the President) may suspend a student or take other disciplinary action pending the hearing, especially in matters of safety or for the good of the community. Exams and course work missed during a period of interim suspension shall be made up at each instructor's discretion.
9. Suspension. Exclusion from the College for a specific period of time after which the student may seek re-admission through normal admission channels. The student's official transcript will read "Suspended --per Code of Student Conduct".

10. Expulsion. Permanent termination of student status without possibility of re-admission. The student's official transcript will read "Expelled -- per Code of Student Conduct."
 - a. Exception: Notwithstanding any other policy, the College reserves the right to place a student on administrative (non-disciplinary) leave in response to instances of disruptive or other behavior that the College believes affects the College community's well-being. Where the College believes the behavior may be caused by, or related to, psychological or other health issues, the College may require a mandatory independent medical evaluation paid for by the College; temporary or indefinite withdrawal; and/or other administrative action as deemed appropriate by the circumstances of the individual situation. The Dean of Student Life or his/her designee must approve such action, with possible consultation by other administrative personnel of the College. If independent medical evaluation is required, the College will first offer to consult with the student or his/her health advisor in order to obtain relevant information.

In the event that a student is suspended or expelled, he/she shall not be entitled to any reimbursement for tuition and/or fees. A student shall not be permitted to graduate during a period of suspension or expulsion.

Academic Sanctions

In addition to sanctions imposed under the College Judicial System, individual faculty members are vested with the power to lower a student's grade on a paper, exam, or other graded product, and/or for the course as a whole, for academic dishonesty.

Disciplinary Disqualification of College Financial Aid

Financial aid may be contingent upon a student remaining in good judicial standing within the College. If a student faces significant disciplinary matters, is placed on Disciplinary Probation, Interim Suspension, or is Suspended, the financial aid arrangement is subject to review. The review may be initiated by either the Dean of Student Life, or the Financial Aid Office.

A student who is placed on Disciplinary Probation for the first time will continue to remain eligible for federal financial aid unless otherwise prohibited by federal, state, or College regulations. If a student is placed on Disciplinary Probation a second time within two years of the date the first probation was imposed, the student will automatically lose all eligibility for institutional aid effective the date the second probation is imposed.

JUDICIAL RECORDS POLICY

1. All confidential student judicial files are maintained in the Dean of Student Life's office.
2. All files are kept for a minimum of one (1) academic year beyond the academic year in which the date of the last violation of the Student Conduct Code occurred.
3. The files of students who have received the following sanctions shall be maintained for three (3) academic years beyond the academic year in which the students' tenure in their current degree program at the College has ended.

- a. Removal from College housing
 - b. Disciplinary probation
 - c. Suspension
4. The files of a student who has been expelled shall be maintained for seven (7) years beyond the academic year in which the student's tenure at the College has ended.
5. Judicial records are considered educational records.

PARENTAL NOTIFICATION

The Higher Education Amendments of 1998 (P.L. 105-244 Sec. 952) permit educational institutions to disclose to the parents or legal guardians of a student, information regarding the student's violation of any federal, state or local law or any rule or policy of an institution governing the use or possession of alcohol or a controlled substance, if the student is under age 21 and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

The purpose of the parental notification policy is to foster a safer campus community, promote the academic success of students and promote student health. In order to further this purpose, the Dean of Student Life will notify parents or guardians of dependent students who are under age 21 of drug and alcohol violations under the following circumstances:

1. The student is required to be transported to a medical facility and treated because of alcohol or other drug use.
2. The student has caused harm to him or herself or another while under the influence of alcohol or other drugs.
3. The student was arrested or taken into custody by police while under the influence of alcohol or other drugs.
4. The student was responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
5. The violation resulted in or could result in the student being disciplined by the College including but not limited to: housing contract probation, housing contract cancellation, disciplinary probation, deferred suspension, suspension, or expulsion
6. Other circumstances that are determined by the Dean of Student Life, or his or her designee, to be appropriate.

Cogswell supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The College also recognizes that the process of establishing personal independence sometimes requires support. Consistent with this approach, the dean of student life or his/her designee—whenever possible—will involve the student in a discussion about the decision to notify his/her parents or legal guardian and will inform the student that notification will take place.

ACADEMIC POLICIES AND PROCEDURES

Student Grievance Policy

The purpose of the Student Grievance Policy is to provide an opportunity for a student to seek redress for an action by a member of the faculty, administration, and or/staff or a department. Unless the grievance alleges discrimination (see above), the Student Grievance Policy does not apply to decisions rendered by individuals, the Campus Judicial Committee, or an ad hoc appeals committee resulting from violations of the Code of Student Conduct. Furthermore, this is not the appropriate procedure to follow when appealing an academic decision, such as a final grade. Appeals of academic decisions are explained in the College catalog section on Grade Appeal.

Cogswell Polytechnical College is committed to maintaining a stimulating environment of work, study, and recreation for its students, faculty, administration, and staff. The College will not tolerate any behavior by students, staff or faculty members that constitutes sexual or other unlawful harassment, discrimination, or other inappropriate action.

Steps Toward Redress

Level One. When there is a grievance, the student should bring the complaint to the attention of the person against whom the student has a grievance, the “respondent.” Informal discussion between persons directly involved in a grievance is an essential first step in attempting to informally resolve the dispute and should be encouraged. One exception to this requirement is in the case of alleged discrimination.

Level Two. If a satisfactory solution is not reached at Level One or if the student legitimately is apprehensive about pursuing Level One, the grievance should be taken to the Dean of the College or his/her designee. If the Dean of the College or his/her designee is the party against whom the student is grieving, the grievance should be presented to the President.

If the Dean or President is unable to promote a resolution to the matter within what he/she determines to be a reasonable period of time, he/she may endorse a petition to the Campus Judicial Committee. No grievance may be filed with the committee without a signed statement from the Dean or President that s/he was unable to bring about a reasonable solution to the grievance. The signature of the Dean/President should not be taken as an indication of that person’s opinion of the complaint.

Level Three. The Campus Judicial Committee shall satisfy itself first that it has a general understanding of the basic facts of the dispute. It shall then decide if there are sufficient grounds to hear the case. If the committee decides that there are not sufficient grounds to hear the case, it shall notify in writing the student and respondent as to the reasons for its action.

If the committee decides to hear the grievance, the committee shall follow the procedures outlined below. All other rights applicable to the student are available equally to the respondent.

Any written grievance filed with Chair of the Campus Judicial Committee or his/her designee must be given simultaneously to the respondent.

Decision of the Campus Judicial Committee

1. The Campus Judicial Committee shall transmit its written recommendation within five calendar days after the hearing to the President (who supervises the respondent).
2. The recommendation shall include:
 - a. A statement of the grievance;
 - b. The dates levels one, two, and three were satisfied;
 - c. Summary of the information presented at the hearing; and
 - d. Findings and rationale for the recommendation.
3. The committee's recommendation may include, but is not limited to, a verbal or written warning, probation, suspension, or termination.
4. After reviewing the recommendation, the President shall decide as follows:
 - a. Affirm and seek implementation of the committee's recommendation;
 - b. Refer the case with additional information back to the committee with his/her recommendation.
5. If the case is referred back to the committee, the committee, after reviewing the recommendation of the President, shall re-visit and if in agreement revise its recommendation to the President.
6. The President shall implement, after affirming or modifying, the final recommendation of the committee.
7. The decision of the President is final and binding on the student and the college and shall be communicated in writing to all appropriate persons.

EXAMINATION POLICY

Instructors are responsible for complete and comprehensive evaluation of each student's performance. This will normally include periodic assignments, tests, and examinations during the semester and a final examination, paper, or project. Students should expect to take examinations in a quiet and uninterrupted atmosphere conducive to maximum performance. They are responsible for following the examination proctor's instructions with regard to time and other specific procedures.

CLASSROOM BEHAVIOR

While Cogswell Polytechnical College is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behavior must be balanced with principles of appropriate classroom behavior. It is ultimately the faculty member who controls the classroom, and if a situation develops in which, in the opinion of the faculty member, the class is being disrupted, the faculty member has the right to ask a student to leave the class. Resolutions under this policy may also be dealt with through the College's Judicial Procedures.

Generally, disruptive behavior is any behavior that interferes with the instructor's ability to conduct the class, or the ability of other students to profit from the instruction. Such behavior may take various forms, and can be dependent upon many factors including

class size, subject matter, and the relationship between faculty and students. Disruptive behavior may be viewed on a continuum ranging from the isolated incidents of mildly annoying or irritating behavior, to more clearly disruptive, dangerous, and/or violent behavior that should not be tolerated.

Examples of disruptive behavior may include the following:

- Persistent speaking without permission
- Inappropriate use of electronic devices, cell phones, or laptop computers
- Threats of any kind and/or harassment
- Poor personal hygiene
- Sleeping in class
- Entering class late or leaving early (without permission)
- Disputing authority and arguing with faculty and other students
- Physical disruptions or physical altercations

Faculty Rights and Responsibilities

Cogswell respects the right of instructors to teach and the right of students to learn. To ensure these rights, faculty are encouraged to set clear guidelines at the start of each semester in order to keep disruptions to a minimum, and to hold students accountable to a clear and known standard. To this end, faculty members have the prerogative:

- To establish and implement academic standards;
- To establish and enforce reasonable behavior standards in each class;
- To involve other appropriate offices when a classroom disruption arises;
- To address students on problematic behavior and articulate expectations
- To make a determination about an appropriate response or outcome, within the scope of that faculty member's class, excluding permanent removal from class.
- To document any incidents and outcomes.

ACADEMIC HONESTY

Academic honesty is a fundamental principle of the educational process. It is essential to maintaining the value of the degree students receive and the credibility of the institution.

Academic honesty is vital to the proper evaluation of the level of knowledge and understanding a student acquires in a course. This evaluation may be based on quizzes, exams, reports, homework, projects, and any other assignments used by the faculty to ascertain the student's command of the course material. Any willful act that invalidates the process of evaluation is an act of academic dishonesty.

The Following activities are examples of academic dishonesty. The list is not comprehensive; any act that satisfies the above definition is to be considered academic dishonesty.

1. Alteration of grades or official records
2. Use of unauthorized materials or sources of information on exams
3. Changing already graded documents
4. Inventing or changing laboratory data
5. Use of purchased or acquired papers
6. Submission of homework, take-home exams, reports, and projects mostly prepared by another person

7. Representation of the work of others as one's own
8. Facilitation or assistance in any act of academic dishonesty
9. Providing or getting information about the contents and answers for an exam prior to the time the exam is given
10. Altering another student's work or academic records

Faculty and Student Responsibilities

Faculty members are expected to clearly outline grading criteria and methods of evaluation for the work submitted by students. Students are responsible for knowing and upholding the College's standards of academic honesty.

All cases of academic dishonesty must be documented. If a student receives a sanction for academic dishonesty, records of the sanction are included in the student's academic file and maintained for five years from the date the sanction is imposed. These records are made available only to those authorized to access the student's file, including prospective employers and other educational institutions, in accordance with federal regulations.

Inquiry Procedures

The purpose of the following procedures is to ensure that all students suspected of academic dishonesty are treated uniformly.

1. A faculty member, who suspects a student of academic dishonesty, must discuss the matter with the student directly. If the instructor and the student decide to resolve the matter themselves, the student must accept the penalty imposed by the instructor. Before deciding on a penalty, the instructor must ask the Registrar to inspect the student's file to verify that it is the student's first violation. If a report of academic misconduct is already in the student's file, academic conduct probation must be added to the new sanction. If the first report includes probation, the new act of academic misconduct needs to be evaluated by the Academic Standards Committee. The instructor must submit a written report describing the violation and the penalty imposed to the Student Records Office (A Report of Academic Misconduct Form is available from the Dean of the College).

Recommended penalties issued by an instructor include:

- a. Resubmission of a project or assignment
- b. F grade or zero points assigned to the student work
- c. F grade for the course

A student who has been sanctioned with an "F" for the course cannot drop the class and receive a "W".

The maximum penalty handled by a faculty member is an "F" grade for the course. If the instructor considers the student's violation serious enough to require more severe penalties, s/he may refer the case to the Dean of the College.

2. If the case is referred to the Dean of the College by the instructor because of the seriousness of the misconduct or because the faculty member and the student cannot reach an agreement, the program chair will first determine if the student has any prior academic dishonesty report in the academic file, and then discuss the situation with faculty and student individually. The faculty member must support the allegation of academic dishonesty with documentation. The Dean will help faculty and student reach an agreement. If the Dean resolves the case in

favor of the student, the instructor must assign the grade the work in question deserves. If the student accepts the penalty imposed by the Dean, the Dean submits a written report to the Student Records Office to be placed in the student's academic file.

Recommended penalties issued by the Dean of the College include:

- a. F grade for the work in question
- b. F grade for the course
- c. F grade for the course and letter of reprimand
- d. F grade and Academic Conduct Probation

The letter of reprimand remains in the student's file for five years. The Academic Conduct Probation is considered a warning for a student who may be suspended or expelled for any further acts of academic dishonesty within a year from the beginning of the probation status.

Academic Conduct Probation is the maximum penalty imposed by the Dean. If an act of academic dishonesty requires a more severe sanction, the Dean will refer the case to the Academic Standards Committee.

The Academic Standards Committee will evaluate any situation that cannot be resolved by the Dean or where grave misconduct requires a sanction more severe than Academic Conduct Probation. The Academic Standards Committee can impose the most severe sanction: expulsion.

Students have the right to appeal any sanction imposed at any level by appealing to the next higher level. The decision of the Academic Standards Committee may be appealed to the President of the College. The President will refer the matter to the Campus Judicial Committee.

MINIMUM GRADE REQUIREMENTS

Digital Art and Animation students must earn at least a grade of "C" to progress to the next level course in their upper division concentration course sequence.