

Emergency Response

Please take note of the safety features in and close to the classroom, and study the posted evacuation route. The most direct route of egress may not be the safest because of the existence of roofing tiles or other potentially hazardous conditions. Similarly, running out of the building can be dangerous during severe earthquakes. During strong quakes the recommended response is to duck, cover and hold until the shaking stops. Follow the guidance of your instructor. You are asked to go to the designated assembly area. Your cooperation during emergencies can minimize the possibility of injury to yourself and to others.

[Fullerton College Campus Safety](#)

Special Accommodations / ADA Policy

Fullerton College is committed to providing reasonable accommodations for students with disabilities upon request by the student and upon verification of a disability. Students with disabilities requiring special treatment must inform the instructor at the beginning of the semester. If you need additional time to complete a test or if you require special accommodations, you must notify the instructor in a timely manner. Otherwise, you will be expected to adhere to the information included in this syllabus.

[Fullerton College Disability Support Services](#)

Academic Resources

The Skills Center's mission is to assist students in improving their academic skills through self-paced work with computer programs, print, audio, video, and Internet-based materials.

The Skills Center:

- supports reading, ESL, and foreign language courses
- provides self-paced learning materials for all students
- helps students improve learning strategies, critical thinking, writing, etc.
- administers make-up exams for all Fullerton College courses

[Fullerton College Skills Center](#)

The Writing Center's mission is to promote students' success and independence as writers in College and beyond. They strive to provide an environment that is conducive to writing and learning and to serve as a model for peer interaction. They help writers make their own choices about a text rather than "fixing" papers for them. They don't write on students' papers; they counsel students about the choices they have as writers.

[Fullerton College Writing Center](#)

The Tutoring Center's mission is to assist students in successfully completing their courses and improving their learning skills. This endeavor is accomplished through peer and expert tutoring. Tutors share their knowledge of the subjects with students, explaining difficult concepts, steps and methods, giving examples and being a sounding board to illuminate problems. Tutors impart encouragement, inspiration, motivation and confidence to students enabling them to keep a positive attitude and succeed in their courses. The Center's goal is for students to become independent learners with an interest in lifelong learning.

[Fullerton College Tutoring Center](#)

Academic Honesty Policy

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to, the following areas:

1. Students shall not plagiarize, which is defined as:
 - A. stealing or passing off as one's own the ideas or words of another, or
 - B. using a creative production without crediting the source.

The following cases constitute plagiarism:

- paraphrasing published material without acknowledging the source,
 - making significant use of an idea or a particular arrangement of ideas, e.g., outlines,
 - writing a paper after consultation with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledgment, or
 - submitting under one's own name term papers or other reports which have been prepared by others.
2. Students shall not cheat, which is defined as:
 - A. using notes, aids, or the help of other students on tests or exams in ways other than those expressly permitted by the teacher, or
 - B. misreporting or altering the data in laboratory or research projects involving the collection of data.
 3. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

Instructors may deal with academic dishonesty in one or more of the following ways:

1. Assign an appropriate academic penalty such as an oral reprimand or point reduction.
2. Assign an "F" on all or part of a particular paper, project, or exam.
3. Report to the appropriate administrators, with notification of same to the student(s), for disciplinary action by the College. Such a report will be accompanied by supporting evidence and documentation.

[Fullerton College Policies and Rules](#)

Instructional Computing Lab Policy

Fullerton College reserves the right to limit, restrict or extend computing privileges and access to its information resources. All campus computing facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Fullerton College. Failure to adhere to the Acceptable Use Policy may result in suspension or revocation of the offender's privilege of access. The person in whose name the account is issued is responsible for its proper use.

Acceptable uses of the computing resources are activities that support learning and teaching at Fullerton College. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law. The system administrator in the course of managing the system may view all data, including email.

Unacceptable uses of the computer resources include but are not limited to:

1. Violating individuals' right to privacy.
2. Using profanity, obscenity, or language offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying copyright protected material in violation of copyright law.
5. Downloading or installing software.
6. Playing games.
7. Peer-to-peer file sharing.
8. Using the network for financial gain, commercial, or illegal activity.
9. Using the network to access material or make individual contacts or communications that are without educational value in the context of the mission of the College.

The network management accepts no responsibility for harm caused by system use. Logging in acknowledges that you have read this policy, are familiar with its contents, and agree to act in accordance with the above.

[Fullerton College Instructional Computing Lab Policies](#)

[Fullerton College Computer Labs](#)

Standards of Student Conduct and Discipline Policy

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, were revised on October 23, 2007, and were drawn in compliance with Sections 66300, 66301, 76030, 76033, 76034 and 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s).

Student conduct must conform to Board Policy and College regulations and procedures. As cited in BP5500, "A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student." Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
5. Misrepresentation of oneself or of an organization to be an agent of the District.
6. Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the College community, whether on or off District property as defined above.
7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.
9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
10. Causing or attempting to cause damage to District property, or to private property on North Orange County Community College District.
11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.
12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, College President, School of Continuing Education Provost, or authorized designee.
14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
15. Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
18. Committing sexual harassment as defined by law or by District policies and procedures.
19. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.
23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.
25. Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

Furthermore, no student shall be suspended from a College or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to College, School of Continuing Education or District activity or attendance. Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

[NOCCCD Board Policy 5500](#)