

# APPENDICES

## APPENDIX I

### Student Conduct Code

#### Standards of Student Conduct (E.C.S. 66300)

In joining the academic community, the student enjoys the right and shares the responsibility in exercising the freedom to learn. Like other members of the academic community, students are expected to conduct themselves in accordance with the standards of the college that are designed to perpetuate its educational purposes. Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. A charge of misconduct may be imposed upon a student for violating provisions of college regulations and the state education and administrative codes. When a student is subject to a charge of misconduct, such charge shall be processed in accordance with the following policy and procedure.

Disciplinary action may be imposed upon a student by an instructor, an administrator, or the governing board for proven misconduct or actual violation of specified college rules and state regulations. Instructors and administrators may place students on probation or temporary exclusion with respect to actions in a classroom, on campus, or at a college-sponsored activity within the procedures specified in this document. The Dean of Student Services or designee shall have the power to impose suspension and to recommend expulsion.

Students are subject to charges of misconduct for any of the following acts on college-owned or controlled property or at a college-sponsored activity:

1. Willful disobedience to directions of college officials acting in performance of their duties.
2. 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.
3. Dishonesty, such as cheating, or knowingly furnishing false information to the college.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration, or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property or possession of stolen property belonging to the college, a member of the college community or a campus visitor.
8. Disorderly, lewd, indecent, or offensive conduct.
9. Obscene, libelous or slanderous expression, or expression which so incites students as to create a clear and present danger of the commission of unlawful acts on the college's campus, the violation of lawful college regulations or the substantial disruption of the college's orderly operation.
10. 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.
11. Use, possession, distribution of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs; or presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, or other dangerous drugs, except as expressly permitted by law.
12. Possession, while on the college campus or at an on- or off-campus college-sponsored function, of any of the following weapons (except persons given permission by the College President or his or her designated representatives or members of the law enforcement agencies, such as police officers: any instrument or weapon of the kind commonly known as blackjack, sling shot, fire bomb, billy club, sandclub, sandbag, metal knuckles; any dirk, dagger, firearm, (loaded or unloaded), such as pistol, revolver, rifle, etc.; any knife having a blade longer than five inches; any switchblade longer than two inches; any razor with an unguarded blade; any metal pipe or bar used or intended to be used as a club; or any item used to threaten bodily harm.

#### Student Conduct: Disciplinary Action

Student conduct must conform to the student rules of conduct established by the Governing Board of Trustees of the Ventura County Community College District in collaboration with college administrators and students. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. The Ventura County Community College District has established due process for the administration of the penalties enumerated here. Penalties are listed in degree of severity. College authorities will determine the appropriate penalty(ies):

1. **WARNING\*** -- Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
2. **REPRIMAND\*** -- Written reprimand for violation of specified rules. A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the college. A person receiving a reprimand is notified that this is a warning that continued conduct of the type described in the reprimand may result in a formal action against the student.  
\*NOTE: Warnings and reprimands may be appealed directly to the President. They are not subject to a student conduct hearing.
3. **DISCIPLINARY PROBATION** -- Exclusion from participation in privileges or extracurricular college activities set forth in the notice of disciplinary probation involves notification in writing of the reason for disciplinary probation to the student(s) or president of the student organization involved.
4. **RESTITUTION** -- Reimbursement for damage or for misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

5. **SUMMARY SUSPENSION** -- A summary suspension is for purposes of investigation. It is a means of relieving the tension of the student body or individual class due to a serious infraction of student behavior standards, removing a threat to the well-being of the students, or removing for the good order of the college a student or students whose presence would prevent the continued normal conduct of the academic community. Summary suspension is limited to that period of time necessary to insure that the purpose of the summary suspension is accomplished and in any case, no more than a maximum of five school days. Summary suspension is a type of suspension other than that ordinarily invoked by the instructor for disciplinary reasons in the classroom. The College President, Dean of Student Services, or other staff member designated by the President may summarily suspend a student when he or she deems it necessary for the safety and welfare of the college.
6. **DISCIPLINARY SUSPENSION** -- Disciplinary suspension follows a hearing based on due process. It shall be invoked by the College President, appropriate administrator, or other staff member designated by the President, upon the student for misconduct when other corrective measures have failed or when the seriousness of the situation warrants such action.
7. **EXPULSION** -- An expulsion is a long term or permanent denial of all campus privileges including class attendance. The governing board may expel a student who has been convicted of a crime arising out of a campus disturbance, or after a hearing by a campus body, and has been found to have willfully disrupted the orderly operation of the campus.

### **Student Conduct: Due Process**

#### **I. PRELIMINARY ACTION**

- A. The Dean of Student Services or designee shall receive and may issue any charge of alleged misconduct made against a student by another student, faculty member, administrator, or classified personnel. Such person shall sign and submit a written statement specifying the time(s), place(s), and nature of the alleged misconduct.
- B. The Dean of Student Services or designee shall confer with the student for the purpose of advising the student of the charge, possible sanctions imposed upon him or her and his or her rights under college regulations, state and federal laws.
- C. The Dean of Student Services or designee may also procure information relating to the charge from the student and other persons or sources. Whenever appropriate, the Vice President/designee of Student Services shall assess, or cause to have assessed, damage to property and injury to persons or other forms of misconduct.
- D. At this point, the Dean of Student Services or designee may take any of the following actions:
  1. Dismiss the charge for lack of merit.
  2. Issue a warning or letter of reprimand.
  3. Place the student on disciplinary probation, require restitution, place on summary or disciplinary suspension.
  4. Recommend expulsion.
  5. Remand the case to a student conduct hearing.

- E. At this time, if the student does not accept the decision of the Dean of Student Services or designee, the Executive Vice President/designee of Student Services shall arrange for the meeting of the student conduct hearing committee following the procedures outlined in sections II and III of this document.
- #### **II. COMPOSITION OF STUDENT CONDUCT HEARING COMMITTEE**
- The student conduct hearing committee, hereafter referred to as the hearing committee, shall be set up as follows:
- A. One student, one faculty member, and one administrator (other than the Dean of Student Services or designee and his or her immediate staff). These persons are appointed by the College President.
  - B. The President shall designate the chairperson of the hearing committee.
  - C. A minimum of one committee shall be selected annually.
  - D. Upon notification of the committee composition, each party is allowed one peremptory challenge, excluding the chairperson.
  - E. A quorum shall consist of all three members of the committee.
  - F. The chairperson will allow any proposed member of the committee to decline participation in the hearing.
- #### **III. FORMAL HEARING PROCEDURES**
- A. A hearing will be called by the chairperson within 15 working days of receipt of the Dean of Student Services or designee request.
  - B. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
  - C. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
  - D. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
  - E. The accused person and/or representative may be present as well as the aggrieved person and/or his or her representative. No other persons except scheduled single witnesses and the hearing committee members shall be present.
  - F. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
  - G. The hearing committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings of fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the College President. Actions in this procedure shall be completed within five working days.
  - H. The hearing committee shall submit its findings of fact and recommend action to both parties and to the President of the College. Upon receipt of the findings and recommendations, the President of the College shall:
    1. Concur with the committee's recommendation, or
    2. Not concur with the committee's recommendation, or
    3. Take alternative action.
    4. The College President shall state in writing the reasons for the action taken on the committee's recommendations. The President shall act within ten working days.

- I. If either party does not agree with the decision of the College President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he or she is still dissatisfied with the decision, an appeal may be made to the Governing Board who shall render the final decision.
- J. Records of all proceedings will be maintained by the College President in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/ state/federal laws, rules, regulations and contracts.

**B. FORMAL PROCESSES**

If the aggrieved student believes that the informal consultation processes mentioned in Section A have failed, the procedures and rules described below must be followed by both the student and the College. This process represents the formal grievance procedure of the College. However, the entire formal grievance process shall be discontinued at any time the parties can informally agree on a mutually satisfactory result. All formal records will be destroyed in this instance. Resolution of grievances may not abrogate state or federal laws and applicable governing board rules and policies.

- 1. A College grievance committee shall be established by the College President at the opening of each academic year. This committee shall be composed of one faculty member, one enrolled student and one administrator. The chairperson will be designated by the President. Committee members are appointed by and serve at the pleasure of the President. If, in the judgment of either participant in a formal grievance or the President, a conflict of interest or bias exists with any committee member, that member will be excused and a substitute appointed for the case in question only. A formal grievance must be filed with the Dean of Student Services or designee within 90 calendar days of the final event in a sequence of events, if any. The 90-day period shall commence on the day of the event or on the day of first knowledge of the event by the complaining party. Proof of the latter delayed date is the responsibility of the complaining party.
- 2. A formal grievance exists when the Dean of Student Services or designee receives a signed written charge specifying the time, place and nature of the injury from the aggrieved student. This written charge should be dated and must be on behalf of an individual student only. Group or class action grievances are not permitted. This charge must also clearly specify the informal consultation attempts made and described in Section A.
- 3. The Dean of Student Services or designee will verify the completeness of the written charge and present the charge to the grievance committee within ten working days of receipt.
- 4. The grievance committee will review the charges made (section B.2) within five working days and request a response in writing from the person accused. This person must reply within ten working days. Upon receipt of this response, the committee shall meet and recommend to the President that (a) the case be dismissed or (b) reasonable cause for a hearing exists. This action must take place within five working days.
- 5. The President will then either dismiss the case with the reasons set out in writing to both parties or request that the grievance committee hold a formal hearing. The President must take this action within five working days of receipt from the committee (section B.4).

## **APPENDIX II**

### **Student Grievance Procedure**

**I. PURPOSE**

Students are encouraged to pursue academic studies and other college-sponsored activities in order to promote intellectual growth and personal development. In seeking these ends, students should be free from improper interference by other members of the college community. A grievance may be initiated by a student whenever the student believes that he or she has been subject to unjust actions or denied normal student rights as stipulated in college regulations and in the state education and administrative codes. A grievance may be initiated by a student against any other student or any employee of the College.

**II. DEFINITION**

A grievance is an allegation of unjust action or denial of student rights. A grievance exists only when a specific educational wrong has occurred to a single student. This wrong must involve an unjust action or denial of student rights as defined in a specified college, college district or superior legal covenant or judgment. A grievance exists only when such an error or offense has some demonstrably correctable result. The outcome of a grievance must produce a tangible benefit to the student complaining or an actual redress of the wrong rather than a punishment for the person or persons found in error.

**III. PROCEDURES**

**A. INFORMAL PROCESSES**

When a student believes that a personal injustice has been sustained, an attempt should first be made to resolve the concern by informal means. Consultation should be made with the student, faculty member, administrator or classified person involved in order to seek direct resolution. If this process fails or, for some reason, cannot be accomplished, the aggrieved student should confer with the direct supervisor of the person allegedly causing the problem. If both of these steps are unsuccessful, the aggrieved student should discuss the problem with the Executive Vice President of Student Learning (for all programs and services controlled by this person) or the Dean of Student Services or designee (for all other college programs and services).

6. Formal hearing procedures:
  - a. A hearing will be called by the chairperson within 15 working days of receipt of the President's request (section B.5).
  - b. Both parties will be asked to attend the hearing and will be given sufficient notice in writing as to the time and place. Notice shall be given by certified mail at least five working days prior to the hearing date.
  - c. At the time of the hearing, the chairperson shall state the charge. The committee shall hear testimony, examine witnesses and receive all evidence pertaining to the charge.
  - d. Both parties shall have the right to present statements, testimony, evidence and witnesses. Each party shall have the right to be represented by a single advisor but not a licensed attorney.
  - e. The accused person and/or representative may be present as well as the aggrieved person and/or his or her representative. No other persons except scheduled single witnesses and the grievance committee members shall be present.
  - f. The person making the charge shall assume the burden of proof. The rule of confidentiality shall prevail at all stages of the hearing.
  - g. The committee shall judge the relevancy and weight of testimony and evidence. It shall make its findings of fact and limit its investigation to the formal charge. It shall also make a recommendation for disposition of the charge to the College President. Actions in this procedure shall be completed within five working days.
  - h. The committee shall submit its findings of fact and recommended actions to both parties and to the President of the College. Upon receipt of the findings and recommendations, the President of the College shall:
    - (1) Concur with the committee's recommendation, or
    - (2) Not concur with the committee's recommendation, or
    - (3) Take alternative action.
    - (4) The College President shall state in writing the reasons for the action taken on the committee's recommendation. The President shall act within ten working days.
  - i. If either party does not agree with the decision of the College President at this time, an appeal may be made to the Chancellor of the Ventura County Community College District; if he or she is still dissatisfied with the decision, an appeal may be made to the governing board who shall render the final decision.
  - j. Records of all proceedings shall be maintained by the College president in accordance with rules of confidentiality and board/state/federal laws, rules, regulations and contracts. Insertion of information regarding a case in an employee's personnel record will only be made in compliance with board/state/federal laws, rules, regulations and contracts.

The student grievance appeal is contained in the Board Policy Manual. Appeals to the governing board may be made only when all other steps in the procedure have been completed and when there is an identifiable remedy for the grievance. Appeals to the governing board shall be made in writing and shall specify exactly why the student feels the governing board should review the decision. If it is felt that proper procedures were not properly followed, then the appeal should specify what procedures were not properly followed and how the alleged errors affected the outcome. The governing board shall review the written records of the proceedings and any related materials.

The board may, after reviewing all materials, allow individuals to make statements to the board or may request clarification of facts from the President or clarification regarding the committee's deliberations from the grievance committee chairperson.

Appeals of the decision of the Chancellor must be made within 15 days of receipt of the result.

## **APPENDIX III**

### **Privacy Rights Governing Student Records**

Pursuant to the Federal Educational Rights and Privacy Act, the California Education Code (section 76240 et al) and the California Administrative Code Title V, the colleges of the Ventura County Community College District establish and maintain information on students relevant to admission, registration, academic history, career, student benefits or services, extra-curricular activities, counseling and guidance, discipline or matters related to student conduct, and shall establish and maintain such information required by law. All such records are maintained under the direction of the Dean of Student Development.

The colleges of this District maintain directory information which may be released to the public without the written consent of the student. Directory information shall include: participation in officially recognized activities and sports, including weight, height and high school of athletic team members, degrees, certificates and awards received by students, including honors, school scholarship awards, athletic awards and Dean's list.

Directory information will be released to branches of the United States military services in compliance with the Solomon Act, the National Student Clearinghouse, and may be released to other parties in accordance with section 76240 of the California Ed. Code. No directory information shall be released regarding any student or former student who has notified the District or any college thereof in writing that such information shall not be released. Such requests shall be addressed to the Dean of Student Development.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education record within 45 days of the day the College receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. Such request shall be made in writing to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to appeal regarding the request for amendment. Additional information regarding the appeal procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. In compliance with section 76222 of the California Education Code, a log or record shall be maintained of persons, agencies or organizations requesting and receiving information from a student record. Also pursuant to code, such log or record will not include the following:

1. A student to whom access is granted pursuant to Section 76230 to the Ed. Code.
2. Parties to whom directory information is released pursuant to Section 76240.
3. Parties for whom written consent is executed by the student pursuant to Section 76242.
4. Officials or employees having a legitimate educational interest pursuant to section 76243(a).

Such record shall be open to inspection only by the student and the college official or his or her designee responsible for the maintenance of students records, and to the Comptroller General of the United States, the Secretary of Education an administrative head of an education agency as defined in Public Law 93-380, and a state educational authorities as a means of auditing the operation of the system.

(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 that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Students, for a fee determined by the Board, may request copies of their records.

## APPENDIX IV

### Academic Freedom

The primary purpose of a college is to promote the exploration of ideas and the discovery and dissemination of knowledge and understanding. The college is to be an open forum for ideas and issues to be raised, challenged, and tested.

Academic freedom is the cornerstone of a college. Intellectual ferment is absolutely dependent upon academic and intellectual freedom. Freedom in teaching is fundamental for the protection of both faculty and students in teaching and learning. Freedom in research is fundamental to the advancement of knowledge.

The 1940 A.A.U.P. statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Notes from the American Association of College Professors provides a nationally recognized definition of academic freedom, its protections and its responsibilities.

(a) Academic employees are entitled to freedom in the classroom in discussing their subject, but they should be conscientious regarding teaching subject matter which has no relation to their subject.

(b) Academic employees are entitled to full freedom in research and in the publication of results, subject to the adequate performance of their other academic duties, but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(c) Academic employees are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence, they should at all times be accurate, should show respect for the opinions of others, and indicate that they are not speaking for the institution.

It is the policy of VCCCD that all academic employees, regardless of their employment status, should enjoy the privileges and exercise the responsibilities inherent in academic freedom as define by the AAUP statement. In addition, all VCCCD employees enjoy the same protection and responsibilities within the context of their obligations. Futhermore, faculty tenure constitutes the strongest procedural safeguard of academic freedom and individual responsibility, and as such, is essential for the maintenance of intellectual liberty and high standards in teaching and scholarship.

Reference: BP 4030 Academic Freedom, Title 5, Section 51023; Accreditation Standard 11.A.7.

## APPENDIX V

### Solicitation

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the college or the President's designee. This policy applies to all students, staff and citizens.

Nothing in this policy shall be construed to revoke the rights and privileges of students and staff as specifically granted by education code sections and board policy with regard to fund-raising activities, examinations of instructional materials, or other activities sanctioned by federal, state, and local regulations.

## APPENDIX VI

### Publicity Code and Information Dissemination

Students wishing to post, display, distribute, or otherwise make known an activity, event or other piece of information should seek advance approval from the Student Activities Office. This policy applies to all printed material distributed by students on the Ventura College campus including, but not limited to, all petitions, circulars, leaflets, newspapers, and all materials displayed on bulletin boards, kiosks, signboards, or other such display areas. In no case should printed materials be placed on lamp poles, buildings, windows, doors, retaining walls, painted surfaces, sidewalks, plans, and other such places.

All printed materials should be clearly designed to meet the needs of students, staff, and faculty; and the event, activity or program should be of obvious benefit to members of the campus community. All posted materials must display the Ventura College approval stamp. Persons posting materials will be responsible for their prompt removal when the activity or event is concluded. Failure to remove the posted material may result in a withdrawal of future posting privileges.

Requests by off-campus individuals or agencies to disseminate materials on the Ventura College campus should be referred to the Student Activities Office. Such material must be of a high campus value and pre-approval is required.

Posting of materials on bulletin boards and dissemination of information or petitions will be governed by time, place, situation, and manner requirements.

Coercion is not to be used to induce students to accept the printed material or to sign petitions. The Student Activities Advisor will limit the number of students and the number of distribution days for any issue. Individuals or groups are expected to use good taste in their manner of expressing ideas according to current law. Logs shall be maintained at each campus of persons, agencies, or organizations requesting or receiving information from a student record in compliance with section 76222 of the California Ed. Code. The log shall be open to inspection only by the student and the community college official or his/her designee responsible for the maintenance of student records, and to the Controller General of the United States, the Secretary of Education, an administrative head of an education agency as defined in public law 93-380 and state educational authorities as a means of auditing the operation of the system. Contact the Registrar's Office for additional information.

Pursuant to section 76222(j) of the California Education Code, students have the right to file a complaint with the United States Department of Education concerning an alleged failure by an institution to comply with section 438 of the General Education Provisions Act (20 U.S.C.A. 1232g).

Students may request and receive copies of their records for a fee determined by the District Board of Trustees and published under the "transcripts" section of this Catalog.

## APPENDIX VII

### Use of Student Image, Likeness or Voice Captured at Public Events

The College often hosts events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held at the theatre. Those events are considered news events. Such an event may be photographed, video-taped or Webcast for purposes of archiving the event, educational use, or publicity. Students, staff and faculty who attend those events may have their image or voice captured on video, Webcast or photograph. Due to the nature of the events, the College has no means by which to prevent such photographs, videotaping or Webcastings from including a specific student's image or voice. By attending the event, a person is granting the College the right to use any such still or motion images or voice recordings in future publicity or publications as needed and without compensation. No release shall be required by the College to utilize in an appropriate manner any images captured during a public event.

## APPENDIX VIII

### Parking & Campus Traffic

The Governing Board of Trustees of the Ventura County Community College District has authorized promulgation of this regulation to provide for the safe and orderly flow and parking of motor vehicle traffic on the campus of Ventura College pursuant to the California Vehicle Code. It is applicable to all vehicles operated or parked within the legally established and posted boundaries of the public grounds upon which the college is situated. On special occasions, events, or emergencies, the college authorities reserve the right to temporarily suspend these regulations, in whole or in part, as may be necessary to accommodate the situation. Suggestions for change of these regulations or any questions concerning their provisions should be directed to the Office of the Vice President of Business Services or the Chief of College Police.

STUDENT/VISITOR PERMIT PARKING AREAS are located about the campus and are restricted to permit parking by students, visitors and staff members.

THE VISITOR PARKING AREA is located on South Campus Way. It is a green curb zone. Permits are not required, but the 30 minute time limit is strictly enforced, except during the first two weeks of the fall and spring semesters and the first week of the summer term. During those times, no time limit will be enforced.

STAFF PARKING AREAS are posted and restricted to staff member's vehicles that display a valid staff parking permit. Students with a student permit may park in any staff area after 6:50 p.m. and on weekends.

HANDICAPPED PARKING ZONES are posted and located throughout the campus for restricted parking by vehicles displaying a DMV issued disabled person's placard, license plates or college issued handicapped permit. Handicap parking areas are enforced at all times regardless of the day or hour. Handicap spaces with signs which read "vans only" are for vans and must not be used by regular vehicles. Vehicles displaying HC placards must also display a valid parking permit (student, staff or visitor).

MOTORCYCLE PARKING ZONES are marked and located about the campus and are to be used only for motorcycles and motor scooters displaying valid staff, student, visitor, guest, or special permits. Student/visitor motorcycles are not authorized to occupy an automobile parking stall unless there aren't motorcycle stalls in that particular lot. Staff members may park their motorcycles in a staff stall since there is no staff motorcycle parking.

LOADING ZONES for passengers (white curb) and cargo (yellow curb) are located at designated areas of the campus. Vehicles in the process of loading/unloading do not need a parking permit to stop in these zones. Parking of vehicles is limited to 15 minutes in yellow loading zones. Vehicles may not be left unattended in white curb passenger loading zones.

VENDORS needing to park on campus on a regular basis may request a special vendor's permit valid for up to one year.

OFF-CAMPUS PARKING without a permit is available on the adjacent city streets and in some surrounding residential areas. If you choose to park in these areas, please be considerate of our neighbors. Do not block their driveways or park in any other manner prohibited by the vehicle code or city ordinance. Parking in the lot immediately south of the Wright Library just east of the campus is restricted to library patrons. Off-campus parking violations are regularly cited by the Ventura City Police Department.

## **Parking Permits**

The Campus Police Department, in conjunction with the Student Business Office is responsible for issuing and controlling all parking permits for the Ventura College campus. Lost or stolen parking permits must be promptly reported to the Student Business Office. By reciprocal agreement, valid staff and student permits from Ventura, Moorpark, and Oxnard Colleges are recognized for parking in designated and otherwise unrestricted parking zones on any of the three college campuses. Daily permits are valid only on the campus where they are purchased.

Regular semester permits and staff permits issued by all three colleges must be affixed to the back of the inside rearview mirror of the vehicle. On motorcycles and motor scooters, the permit must be attached to the left front shock bar. On automobiles guest, visitor, and vendor permits should be displayed on top of the front dashboard inside the front windshield. Permits are issued as follows:

REGULAR FULL-TIME STAFF MEMBERS AND PART-TIME CLASSIFIED PERSONNEL may obtain a staff parking permit without charge from the Campus Police Office. A regular staff permit is not be used on any other vehicle except the one it was issued to. A staff parking permit may not be sold, given or loaned to anyone outside of the immediate family of the staff member to whom it was issued.

PART-TIME INSTRUCTORS may obtain staff parking permits without charge from the Office of Human Resources in the Administration Building. The same rules that apply to full timers also apply to the evening staff members.

TEMPORARY STAFF MEMBERS, CONTRACTORS, AND VENDORS may obtain special parking permits at no charge from the Campus Police Office.

FULL-TIME AND PART-TIME STUDENTS may obtain parking permits at the Student Business Office upon payment of the prescribed parking fee. Each semester or term requires a new student parking permit.

GUESTS may obtain permits by advance arrangement with the Campus Police Office.

DAILY PARKING PERMITS cost \$1.00 and may be purchased at any of the three permit machines on the campus. The machines are painted bright yellow and accept dollar bills and coins. One is located by the flag pole next to the Administration building. Another is located in the E-lot just east of the Science building. The third machine is located along East Campus Way just north of the E-lot. Daily permits can also be purchased at the Student Business Office. Daily permits purchased at Ventura College are not valid on the Moorpark or Oxnard campus and vice versa.

DISABLED STAFF MEMBERS AND STUDENTS may obtain supplemental handicapped parking stickers at no charge from the Disabled Students Office. These permits are not valid off-campus.

OFFICIAL VEHICLES displaying federal, state or county license plates are presumed to be on official business and do not require parking permits.

EVENTS OPEN TO THE GENERAL PUBLIC (by advance arrangement with the Campus Police Office) may result in the temporary suspension of the enforcement of permit parking requirements in all or part of the campus to allow community attendance.

## **Traffic and Parking Enforcement**

Any person who brings a vehicle onto the campus is required to comply with all parking regulations and traffic laws of the State of California. The Campus Police Officers and student cadets employed by the Campus Police Department are responsible for enforcing the provisions of these laws. Violations will result in citations being issued with collection or follow-up action on parking citations being taken through the Department of Motor Vehicles.

Processing of parking citations consists of a notice-of-delinquent-parking letter originated by the processing agency informing the violator that failure to respond to the original citation will increase the fine. If the notice-of-delinquent-parking letter is not responded to by the violator within 14 days from the date of the letter, the Department of Motor Vehicles, Sacramento, CA, will be notified. Once such notice is filed with the DMV, the registered vehicle cannot be reregistered in California until the parking violation and administrative fees are paid in accordance with Section 40200 CVC.

Traffic flow and vehicle parking on the campus is regulated as follows:

THE SPEED LIMIT on the campus is 15 MPH on all roadways and 10 MPH within parking lots and fire lanes. No person shall drive a vehicle on campus at a speed that is greater than is reasonable or prudent having due regard for weather, visibility, the traffic on and the surface and width of the roadway, and in no event at a speed which endangers the safety of persons or property. No person shall operate a motor vehicle or combinations of vehicles in such a manner so as to disturb educational activities in progress on the campus.

All vehicles shall be operated and parked in conformance with posted or marked one-way traffic patterns. Vehicles shall not be parked against the flow of traffic or backed into diagonal parking stalls. No vehicle shall be parked in a marked or posted no-parking zone or in such a manner so as to obstruct access by emergency vehicles on a fire lane or to a fire hydrant.

Parking is not authorized outside of a marked stall or extending into the roadway causing a traffic hazard, or in any other location not specifically designated and/or posted for parking.

Vehicles involved in passenger loading/unloading are not to be left unattended in any passenger loading area.

No overnight parking of motor vehicles is permitted on the campus without the consent of the Campus Police Office. Only vehicles with a bona fide reason recognized by the College are permitted to park on the campus during other than regular class hours.

During regularly scheduled class hours, all motor vehicles parked on the campus must conspicuously display a valid permit, vehicle identification number and license plate. Vehicles not displaying a Vehicle Identification Number or a license plate may be towed. A parking permit is invalid if:

1. Used on a vehicle other than the one to which it was issued;
2. Not plainly displayed so that it can be read from outside of the vehicle;
3. Student semester permit not totally and permanently affixed to the back of the inside rear view mirror;
4. Altered in any manner;
5. Student semester permit issued for a school term other than the one currently in progress.

Parking permits are required on the days school is in session in the student lots from 7:30 a.m. to 10:00 p.m., Monday through Thursdays, and from 7:30 a.m. to 5:00 p.m., Fridays.

### **Removal of Parked and Abandoned Vehicles**

In accordance with the California Vehicle Code, Ventura College reserves the right to remove from its grounds any vehicle under the following circumstances for which the owner will be liable for towing and storage charges:

1. Abandoned vehicles: Vehicles parked on the campus without permission from the Campus Police Office are presumed to have been abandoned, if not claimed by their owner within 72 hours.
2. Vehicles impeding the operation of emergency equipment, obstructing traffic flow, or otherwise parked in such a manner so as to create a hazard to the safety of persons or property.
3. Any vehicle which is issued five or more citations to which the owner or person in control of the vehicle has not responded within 21 days.
4. Vehicle with registration expired for over 6 months.
5. Vehicles parked illegally which do not have license plates, vehicle registration or a vehicle identification number displayed.

### **General Parking and Traffic Information**

The College assumes no responsibility for damage to a vehicle, injury to its occupants, or theft of its contents while it is being operated or parked on the campus. Should your vehicle be involved in any of these contingencies, you are to immediately notify the Campus Police. If your vehicle becomes disabled on campus, contact the Campus Police Office, officers there will assist you in contacting someone who can help you. If your battery is dead, jump-start service is available. Parking assistance and information can be obtained from the Campus Police Office. Please lock your vehicle while it is parked on the campus and remove any tempting items from view to prevent theft. Drive safely and observe all campus traffic and parking rule.

### **Carpool**

Ventura College has several student and staff carpool areas. All carpool areas are enforced from 7:30 a.m. to 5:00 p.m., when school is in session and on any regular work day. Special permits are required to park in carpool areas. Students may not park in staff carpool areas prior to 6:50 p.m. (after 6:50 p.m. all staff parking areas revert to regular student parking).

Applications for purchasing a carpool permit can be obtained at the Student Business Office. Staff members can obtain a carpool permit at the Campus Police office. Three or more occupants are required per vehicle in order to qualify for a carpool permit. A vehicle must also be occupied by three or more occupants at the time it pulls into a student carpool space. A student who arrives on campus without the required three occupants may park in a regular student lot with their carpool parking permit.

Carpool permits are not available for use by evening students.

## **APPENDIX IX**

### **Equal Opportunity Statement**

The Ventura County Community College District is committed to providing equal opportunity in education and to prohibiting discrimination based on race, gender, color, religion, age, national origin, disability, marital status, sexual orientation, or Vietnam veteran status. This commitment is in accordance with the requirements of state and federal law.

All members of the college community—students, faculty, administrators, staff, and visitors—must be able to study and work in an atmosphere of mutual respect and trust. Indeed, the District is actively committed to creating and maintaining an environment that respects the dignity of everyone. If you feel that you have been subjected to unlawful discrimination based on disability or in violation of the American with Disabilities Act, or if you feel that you may have been subjected to any other form of unlawful discrimination, please contact Dr. Lyn MacConnaire, Student Development, Ventura College, 4667 Telegraph Road, Ventura, CA 93003. Telephone: (805) 654-6455 or e-mail: [Imacconnaire@vcccd.net](mailto:Imacconnaire@vcccd.net).

Individuals wishing information concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education, programs, and activities, should direct their inquiries to Dr. Lyn MacConnaire, Student Development, Ventura College, 4667 Telegraph Road, Ventura, CA 93003. Telephone: (805) 654-6455 or e-mail: [Imacconnaire@vcccd.net](mailto:Imacconnaire@vcccd.net).

## APPENDIX X

### Student's Right-to-Know

In compliance with the federal Student-Right-to-Know and Campus Security Act (Public Law, 101-524), it is the policy of the Ventura County Community College District and Ventura College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2002, a group of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. (Approximately 2.6% of all community college students statewide were included in the study.) The completion and transfer rates are listed below, along with a brief description of how these rates are defined. These rates do not represent the success rates of the entire student population at Ventura College, nor do they account for student outcomes occurring after this three-year tracking period. The rates below exclude part-time students, continuing students, students attending Ventura College to obtain or upgrade job skills, improve basic skills, maintain licenses, working toward high school credits, pursuing lifelong learning, etc. The rates below do not include any students who took longer than two years to complete their academic goal.

The "transfer rate" does not include any students who first completed a degree or certificate or became "transferred prepared" prior to transferring. The "completion rate" results for the 2002 SRTK study described above was 45.6% for VC. The Statewide completion rate was 36%. The completion rate is the percent of students from the group studied who attained a certificate or degree or became "transferred prepared" during a three year period from Fall 2000 to Spring 2004. Transfer-prepared was defined by the study as having completed 56 transferable units with a minimum GPA of 2.0.

The transfer rate result for the SRTK study of Ventura College described above was 22.5%. The Statewide Transfer rate was 29.6%. Caution: the transfer rate does not count students who attained a certificate or degree prior to transferring to another post-secondary institution such as UC or CSU.

General information about SRTK is available to the public through the Chancellor's Office of the California Community College System Web site: <http://srtk.cccco.edu/index.asp>. Specific information on the most recent cohort for Ventura College is available at <http://srtk.cccco.edu/683/02index.htm>.



*VC music student performs for President's reception*

## APPENDIX XI

### Policy on Harassment / Discrimination Complaint Procedure for Harassment / Discrimination

Members of a college community--students, faculty, administrators, staff and visitors--must be able to study and work in an atmosphere of mutual respect and trust. Ventura County Community College District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The goal of Ventura County Community College District is to be sensitive to the needs of students, staff and those who interact with the college community, while preserving the rights of those against whom allegations have been made. Employees or students of the District who feel that they have been harassed or discriminated against based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status or physical or mental disability have the right to file a complaint.

The procedures outlined govern the process for all discrimination complaints filed by employees or students, including sexual harassment. Complaints may be filed: student against student, student against employee, employee against student, employee against employee, visitor against employee, employee against visitor, etc.

Complaints must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident. District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will have received training from a qualified source in advance of their service.

Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

#### Definitions:

- Complainant:** An individual who believes that he/she has been the victim of harassment or discrimination.
- Respondent:** An individual against whom a claim of harassment or discrimination is made.
- Complaint:** A written allegation that a student, staff member, or other individual who interacts with VCCCD has subjected someone to harassment or discrimination.
- Responsible District Officer:** The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints.

The District has established the following procedures to resolve charges of harassment or discrimination.

## Informal Process

An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status or physical or mental disability may resolve the matter through an informal process under this procedure. Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

1. A person who believes that he or she has personally suffered harassment or discrimination should contact the appropriate Intake Facilitator at their location to directly discuss his or her concerns.
  2. The Intake Facilitator may inform the Respondent of the possible complaint and shall meet with the Complainant to:
    - a. understand the nature of the concern;
    - b. give to Complainant a copy of the District's Sexual Harassment Policy brochure and this "Complaint Procedure for Harassment/Discrimination" document;
    - c. inform Complainant of his or her rights under this complaint procedure;
    - d. assist the Complainant in any way advisable.
  3. If the Complainant and the Respondent agree to a proposed resolution, the resolution shall be implemented and the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.
  4. The Intake Facilitator shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative agreement upon resolution of the complaint, a letter summarizing the resolution shall be sent to the Complainant and the Respondent. A copy of this letter shall be sent to Human Resources for approval.
  5. Once a complaint is put in writing and signed by the Complainant, the Complaint is considered to be formal and the formal complaint procedures should be followed.
3. The Intake Facilitator will review the complaint to determine whether it describes the kind of harassment or discrimination which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct. If the complaint does not describe the kind of prohibited conduct the District investigates under the procedures, the Complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.
  4. After a proper complaint is received, the Intake Facilitator shall investigate the charges as stated in the complaint. The Intake Facilitator shall send a copy of the complaint to the Responsible District Officer, who, after consultation with the Vice Chancellor of Human Resources and the District Chancellor, shall send a copy to the State Chancellor of the California Community College System. A summary of the complaint and procedures shall also be sent to the Respondent. A copy of the complaint will be maintained in the Office of Human Resources at the District Service Office.
  5. The Intake Facilitator shall meet with the Complainant to review the nature of the complaint and identify the scope and the nature of the investigation. If the Complainant fails to meet with the Intake Facilitator within a reasonable time (usually 10 working days), the Intake Facilitator will continue the investigation to the best of his/her abilities based on the written formal complaint. After meeting with the Complainant, the Intake Facilitator shall give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. Complainant and Respondent may inform the Intake Facilitator of witnesses to contact and may present documents in support of their positions.
  6. Prior to completing the investigation, the Intake Facilitator shall meet again with the Complainant and the Respondent separately, to give an overview of the steps taken during the investigation, and to ask Complainant and Respondent for the names of any other individuals the Intake Facilitator might speak with to request any additional information.
  7. The Responsible District Officer shall determine whether harassment or discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies. If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked. If the Responsible District Officer finds there is no evidence to sustain the allegation, the record shall be kept confidential, except to the extent that disclosure may be required by law. The records will be destroyed to the extent the law allows. After completion of the investigation, the Intake Facilitator shall meet with the Responsible District Officer who shall be responsible for reviewing the Intake Facilitator's report, making factual determinations, reaching a conclusion regarding the charges, and recommending appropriate action, if any.

## Formal Process

1. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability shall complete and sign the District's Harassment/Discrimination Complaint Form within one year of the alleged incident or within one year of the date on which the Complainant knew or should have known of the facts of the harassment or discrimination incident.
2. On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall be signed and dated by the Complainant, and shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue and detailed description of the actions constituting the alleged harassment or discrimination. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.

8. In the event the complaint is against the Responsible District Officer, the Vice Chancellor of Human Resources shall appoint an investigator to review the complaint. In the event the complaint is against the Vice Chancellor of Human Resources, the District Chancellor or designee shall appoint an investigator to hear the complaint, receive the report, and make a determination on any final action.
9. The District shall complete its investigation and forward to the Complainant and Respondent within 90 calendar days of receiving a complaint, and the Chancellor of the California Community College System within 150 calendar days of receiving a complaint, all the following:
  - a. a summary of the investigative report;
  - b. a written notice setting forth:
    1. the findings of the District investigator and District Chancellor as to whether harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint;
    2. a description of actions to be taken, if any, to remedy any discrimination or harassment that occurred and to prevent similar problems from occurring in the future;
    3. the proposed resolution of the complaint;
    4. the Complainant's right to appeal to the District Chancellor, then the State Chancellor of the California Community College System; and
    5. in the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

### **Appeal Rights**

If the Complainant is not satisfied with the results of the formal level administrative determination, the Complainant may appeal the determination by submitting objections to the District Chancellor within fifteen calendar days of the receipt of the determination. Within forty-five calendar days of receiving the Complainant's appeal, a copy of the final District decision rendered by the District Chancellor shall be forwarded to the Complainant, the State Chancellor of the California Community College System, and, if appropriate, the Respondent.

If the District Chancellor does not act within forty-five calendar days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

Complainant shall have the right to file a written appeal with the State Chancellor of the California Community College System within thirty calendar days after the District Chancellor has issued the final District decision or permits the administrative determination to become final.

### **How to File a Complaint**

1. A copy of these procedures and the Ventura County Community College District's Harassment/Discrimination Complaint forms are available in the Office of Human Resources, the offices of the Intake Facilitators on each campus, and in the Executive Vice President's Office on each campus.
2. Completed complaint forms may either be mailed or delivered to the Ventura County Community College District, Associate Vice Chancellor of Human Resources, 333 Skyway Drive, Camarillo, CA 93010, or to one of the Intake Facilitators on each campus.
3. Complaints must be filed with the District within one year of the alleged unlawful harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.
4. A person who alleges that he or she has personally suffered harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, physical or mental disability, or one who has learned of such unlawful harassment or discrimination, shall invoke the procedures described above.
5. An individual may also file a complaint of unlawful discrimination with the Equal Employment Opportunity Commission, 2014 "T" Street, suite 210, Sacramento, CA 98514, the United States Department of Education, Office of Civil Rights, 50 United Nations Plaza, room 239, San Francisco, CA 94102, or the Department of Fair Employment and Housing may be called at 1-408-291-7352. These additional procedures may be used at the time of filing a complaint, during, or after use of the District harassment or discrimination complaint process. Filing deadlines for the aforementioned offices may vary. Note that the filing deadlines and procedures for each agency may differ.
6. Non-retaliation for filing--no individual will suffer retaliation as a result of filing a claim or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

### **Dissemination**

The District will disseminate the information regarding District policies and appropriate procedures on harassment and discrimination to all employees and students by announcing its existence in prominent places throughout the District including, but not limited to, the College Catalog and Schedule of Classes, appropriate employees and/or student publications, on official District and Union bulletin boards, and by direct communication to District employees. For additional information or to file an incident report or a claim, contact any of the following:

David Bransky (805) 654-6487  
 Lucy Capuano-Brewer, (805) 654-6400, ext. 1272  
 Alisa Sparkia Moore (805) 654-6462

## APPENDIX XII

### Sexual Assault

It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

California Education Code Section 67385 requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual assault which occur on campus or during official campus events, as well as providing the victims with information regarding treatment options and services.

Ventura County Community College District exercises care to keep its campuses free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault are violations of VCCCD standards and will not be tolerated on campus. California statutes and the VCCCD Standards of Student Conduct prohibit sexual assaults. Where there is cause to believe the District's regulations prohibiting sexual assault have been violated, the District will pursue strong disciplinary actions including suspension or expulsion from the college.

Ventura County Community College District is committed to providing prompt, compassionate services to those individuals who are sexually assaulted, as well as follow-up services, if needed.

### Administrative Regulations and Procedures Concerning Incidents of Sexual Assault on Campus

#### I. INTRODUCTION

Education Code Section 67385 requires that the governing board of each community college district adopt and implement clear, consistent and written procedures to ensure that specific victims of sexual assault which occurred on campus property or during college sponsored events shall receive information regarding available treatment options and services, both on and off-campus, as well as to ensure that the colleges will promptly respond to the option selected by the victim.

#### II. DEFINITIONS

For the purpose of the legislation, the following definitions are offered:

1. "Specific population" and "specific victim" include students, faculty and staff.
2. "Sexual assault" is any kind of sexual activity which is forced upon a person against his or her will. The definition includes, but is not limited to: rape (including "date" or "acquaintance rape"), forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.
3. "On-campus" is defined quite broadly to include: 1) any building or property owned or controlled by the District within the same reasonable contiguous geographic area and used by the District in direct support of, or related to, its educational purposes; or 2) any building or property owned or controlled by student organizations recognized by the institution.

4. "Official college sponsored events" include, but are not limited to, all classes off-campus, field trips or any event on the college calendar.
5. "Victim" of sexual assault is generally referred to here as being a female, but could also include a male.

#### III. COLLEGE POLICY REGARDING SEXUAL ASSAULT ON CAMPUS

Ventura College exercises care to keep the campus free from conditions which increase the risk of crime. Crimes of rape and other forms of sexual assault will not be tolerated on campus as defined. The Ventura County Community College District prohibits sexual assaults, as do California criminal statutes.

The Board of Trustees commits the college to taking prudent action to prevent sexual assaults from occurring and to ensure that students, faculty and staff are not adversely affected for having brought forward a charge of rape or other forms of sexual assault. Where there is cause to believe the college's prohibitions against sexual assault have been violated, Ventura College will pursue strong disciplinary actions which include the possibility of suspension or expulsion from the college.

In addition, a student, faculty or staff member charged with sexual assault can be prosecuted under California criminal statutes in addition to being disciplined under the Code of Student Conduct or Education Code, as applicable. Even if prosecution does not take place, the campus may pursue disciplinary action.

The Board of Trustees is also committed to provide prompt, compassionate services to those individuals who are sexually assaulted and follow-up services, if needed.

Written guidelines for dealing with sexual assault follow.

#### IV. GUIDELINES, PROCEDURES AND PERSONNEL RESPONSIBLE FOR RESPONDING TO A SEXUAL ASSAULT INCIDENT.

The INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will provide a secure setting for the victim. (This could be an unoccupied office or classroom, a well-lighted area or, ideally, the Student Health and Psychological Services.) If possible, bring the victim to the Student Health and Psychological Services. The Campus Police Office and the STUDENT HEALTH AND PSYCHOLOGICAL SERVICES COORDINATOR should be notified, if possible. The involved college personnel should then:

1. Listen to the victim's needs.
2. Assess the situation. Determine the seriousness of the victim's injuries; call "911" if injuries are severe and transportation is needed by ambulance to a hospital.
3. Ask the victim what she or he wants to do. A consent form (available in English and Spanish) may be completed by the victim for any of the following options:
  - a. Does the victim want to be taken to a hospital or a private doctor's office? Does the victim want to contact a friend or family member? If the victim does not want to contact anyone, a Campus Police Officer may take the victim to the hospital. If possible, a female should accompany the victim if the officer is male.

- b. Does the victim want to have the Ventura County Coalition Against Domestic and Sexual Violence contacted? The mission of the Coalition is to coordinate and implement services to the victim of sexual assault. (For a further description of the Ventura County Coalition Against Domestic and Sexual Violence Services, see Section VII.)
- c. Does the victim want to report the incident to the police? NOTE: If the victim is younger than 18, the sexual assault must be reported to the police. If the victim is 18 years or older, it is the victim's decision whether or not to involve the police (NOTE: California law requires hospitals to report injuries by criminal act to a law enforcement agency.)

If the victim of sexual assault decides to involve the police, the CAMPUS POLICE LIEUTENANT will notify the appropriate police department and may request an officer of like gender of the victim for the report. The officer will take a police report, transport, accompany or meet the victim at an appropriate medical facility for the evidentiary examination, may conduct a follow-up interview, and may transport the victim home with consent.

The COORDINATOR OF STUDENT HEALTH AND PSYCHOLOGICAL SERVICES will notify the parent, guardian, spouse or friend, if appropriate and with the consent of the victim.

Upon consent of the victim, the COORDINATOR OF STUDENT HEALTH AND PSYCHOLOGICAL SERVICES may arrange for college personnel or a Rape and Sexual Abuse Counseling (RASAC) advocate to accompany the victim, if appropriate, through hospital procedures and encounters with law enforcement agencies.

The CAMPUS POLICE LIEUTENANT will complete a confidential incident report and keep records of the incident for statistical purposes.

As early as possible in the process outlined above, the DEAN OF STUDENT SERVICES or the administrator on duty at the college should be notified. That individual should go to the victim's location and assist in the administration of these procedures, as well as notifying other campus and/or District officials, as appropriate.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS WHEN THE CAMPUS IS NOT OPEN ("AFTER HOURS"), THE INDIVIDUAL INITIALLY NOTIFIED about the sexual assault will notify the Campus Police by calling on any campus phone (ext. 6486). The CAMPUS POLICE LIEUTENANT will follow the same procedures as described above.

IN THE EVENT THE SEXUAL ASSAULT INCIDENT OCCURS AT AN OFF-CAMPUS EVENT and it is not possible to contact the CAMPUS POLICE, then the INDIVIDUAL INITIALLY NOTIFIED will contact the LOCAL LAW ENFORCEMENT AUTHORITY if the victim wishes. If, however, the victim is under 18 years of age, the LOCAL LAW ENFORCEMENT AUTHORITY MUST be contacted.

**FOLLOW-UP PROCEDURES BY COLLEGE STAFF:**

The DEAN/DESIGNEE OF STUDENT SERVICES and CAMPUS POLICE LIEUTENANT will do a follow-up interview with the victim to inform her/him of the legal options available for filing a civil suit or a criminal action. If she/he wants to pursue criminal action, the appropriate police department will conduct the follow-up criminal investigation.

The COORDINATOR OF STUDENT HEALTH AND PSYCHOLOGICAL SERVICES will provide the victim with information on the treatment and counseling of sexual assault and provide referrals for appropriate assistance such as the COLLEGE PSYCHOLOGIST (or alternative counseling services) and the COLLEGE PHYSICIAN. The DEAN/DESIGNEE OF STUDENT SERVICES will explain disciplinary procedures and actions available.

The ASSOCIATE CHANCELLOR OF HUMAN RESOURCES, if appropriate, will explain disciplinary procedures and actions available in cases involving faculty or staff.

The DEAN/DESIGNEE OF STUDENT SERVICES will be responsible for ensuring that all follow-up procedures are completed.

**V. LEGAL REPORTING REQUIREMENTS AND PROCEDURES**

The reporting of rape and other forms of sexual assault follows the same procedures as the reporting of any crime. No special information is required, but the report needs to include certain standard information such as where the incident occurred, to whom (identified by name and age) and exactly what happened.

Once a victim of sexual assault has chosen to notify authorities about the assault and chooses to pursue prosecution, a medical-legal examination should be performed as soon after the assault as possible and within hours for evidence.

**VI. LIST OF CAMPUS SERVICES AND PERSONNEL AVAILABLE TO ASSIST WITH INCIDENTS OF SEXUAL ASSAULT.**

- Campus Police, ext. 6486
- Campus Student Health and Psychological Services Office, ext. 6346
- Student Services, ext. 6455
- Office with evening and weekend responsibility, ext. 6465

**VII. LIST OF OFF-CAMPUS SERVICES**

***Hospitals with Specialized Care:***

- Ventura County Medical Center, Ventura, (805) 652-6000 (preferred)
- Simi Adventist Hospital, Simi Valley, (805) 527-2462
- Ventura County Coalition Against Domestic and Sexual Violence [(805) 654-8141; Hotline (805) 656-1111; Spanish only (800) 300-2181].

The coalition was initiated to provide assistance and support to victims of rape and domestic violence.

In response to expressed needs from the community, the coalition now provides victim services, advocacy services, follow-up crisis counseling, information and referral, treatment program and post-crisis services.

In addition, they also have available prevention and education programs, child abuse prevention programs for schools, outreach programs for business and organizations and professional training to replicate their success.

***Emergency Shelters:***

- Care and Share, Simi Valley, (805) 522-5676
- Catholic Charities, Ventura, (805) 643-4694
- Lutheran Social Services, Thousand Oaks, (805) 497-6207

***Legal Services:***

- Lawyer's Referral Services, (805) 650-7599

**Counseling/Support Groups:**

Interface, referrals and counseling, 1-800-339-9597.  
Ventura County Mental Health, 24-hour referral, (805)  
652-6727.

**Medical Services (for Bilingual/Undocumented persons)**

Clinicas del Camino Real, Ventura, (805) 647-6322,  
Oxnard, (805) 483-7563.

VIII. PROCEDURES FOR ONGOING CASE MANAGEMENT

Follow-up intervention may be provided with the victim's consent and as needed by the COLLEGE PSYCHOLOGIST for psychological counseling. The DEAN/DESIGNEE OF STUDENT SERVICES will track the victim's academic progress and will assist, when requested, by arranging academic counseling, tutoring and other services deemed appropriate. ACADEMIC COUNSELORS may assist with developing an education plan.

The DEAN/DESIGNEE OF STUDENT SERVICES or ASSOCIATE CHANCELLOR OF HUMAN RESOURCES will initiate disciplinary procedures and inform the victim of the status of any disciplinary actions and the EXECUTIVE VICE PRESIDENT/DESIGNEE OF STUDENT SERVICES will keep the COLLEGE PRESIDENT informed.

The following individuals may also be contacted, as appropriate, on a need-to-know basis by the aforementioned administrators:

Executive Vice President of Student Learning  
Coordinator, Disabled Student Services  
Division Administrators/Chairs  
Instructors  
Chancellor  
Associate Chancellor of Human Resources  
Public Information Officer

IX. PROCEDURES FOR GUARANTEEING CONFIDENTIALITY

In all associations with the public, the media, family and friends of the victim, and in accordance with the Family Rights and Privacy Act and the Buckley Amendment, the name of the victim and/or specific details of the assault will be released only when essential to the health and safety of the individual assaulted or that of other members of the campus community. The PUBLIC INFORMATION OFFICER will be kept informed and will interface with the media, general public, students and staff. Other campus personnel dealing with the incident should refer any inquiries to the Public Information Office.

In addition, and in full accordance with Chapter 593 of the Education Code, no person, persons, agency or organization permitted access to student records (including security records about incidents involving the college's students) shall permit access to any information obtained from those records by any other person, persons, agency or organization WITHOUT THE WRITTEN CONSENT OF THE STUDENTS INVOLVED.

However, the victim of any sexual assault which is the basis of ANY DISCIPLINARY ACTION taken by the community college SHALL BE PERMITTED ACCESS TO THAT INFORMATION in compliance with the Buckley Amendment. Access to this information shall consist of a notice of the results of any disciplinary action taken by the college and the results of any appeal. This information shall be provided to the victim within three days following the said disciplinary action or appeal.

X. INFORMATION REGARDING THE EXISTENCE OF OTHER OPTIONS

**Criminal Actions:** Once an incident of sexual assault has been reported to the appropriate police department by college personnel, it is up to the police department to collect information, including the medical/legal exam, and to investigate the matter. The information is then turned over to the District Attorney's Office to determine if criminal prosecution is appropriate.

The District Attorney's Office has the ultimate responsibility to determine whether the incident is a criminal offense and to bring it before the courts for punitive action against the assailant. Punitive consequences can include fines, probation and incarceration. If there is not sufficient evidence for the case to be passed on to the District Attorney, the police may decide to initiate an investigation to gather the necessary information which could lead to a prosecution.

**Civil Actions:** If the victim of the sexual assault decides that she/he wants to pursue a civil action for damages against the perpetrator, then the victim should consult with an attorney for the civil legal action. The District Attorney's Office is reluctant to refer to any particular civil attorney, but the Ventura County Coalition Against Domestic and Sexual Violence has a complete referral list of local attorneys with whom they have had experience. In addition, the names of attorneys may be obtained through the Ventura County Bar Association.

**Disciplinary Process Through the College:** Various forms of discipline may be imposed on a student who is guilty of misconduct ranging from reprimand, probation and suspension, to expulsion. The student disciplinary procedures of the College are described in this Catalog (see Appendix I). They are initiated by the DEAN/DESIGNEE OF STUDENT SERVICES. Faculty and staff are subject to the college's disciplinary action policies.

**Mediation Services:** Mediation between any of the "specific population" involved in a sexual assault incident at the college is available and may be arranged through the DEAN/DESIGNEE OF STUDENT SERVICES.

**Alternative Housing Arrangements:** As Ventura College is a commuter school, there are no student housing facilities such as dormitories on campus or a student housing office to coordinate off-campus housing.

To find alternative housing and information about roommates, a victim of sexual assault could consult the housing bulletin board. The Ventura County Coalition Against Domestic and Sexual Violence has information as well about shelter homes for victims.

**Academic Assistance Alternatives:** Academic assistance for victims of sexual assault includes tutoring, switching to different sections or classes, academic counseling, "Incomplete" or "Withdrawal," or assistance in transferring.

**Harassment Restraining Order:** Under California law (Section 527.6 of the Code of Civil Procedure), courts can make orders to protect people from being harassed by others. These orders are enforced by law enforcement agencies. A victim who desires to obtain such an order must file an action in the Superior Court. Simplified procedures for obtaining such orders have been established by the courts. An instructional booklet that tells what court orders a victim of harassment can obtain and how to get them is available from the Clerk of the Ventura County Superior Court, Hall of Justice, 800 South Victoria Avenue, Ventura, California 93009.

## APPENDIX XIII

### Student Financial Services Board of Governors Enrollment Fee Waiver (BOGW)

**You are eligible to receive a Fee Waiver if you are a California resident and you meet any ONE of the following criteria:**

1. Are currently receiving benefits from TANF/CalWORKs, SSI/SSP or General Assistance.
2. Are a dependent student whose parent(s) are currently receiving TANF/CalWORKs or SSI/SSP.
3. Have applied for financial aid at Ventura College and have demonstrated eligibility for a Board of Governor's Fee Waiver.

If you do not meet any of the criteria listed above, you may still qualify for a waiver if you:

4. Meet certain income standards (standards available in the Financial Aid Office, EAC, SPVC, BVA, and EOPS Offices).

BOGW applications are available in the Financial Aid Office or in the Schedule of Classes each semester.

### Where the Money Comes from Federal Government

The federal government is our largest source of student financial aid today. It allocates funds to the Ventura County Community College District each year after our application for funds has been approved. It is the function of each individual college (Moorpark, Oxnard, and Ventura) to disburse funds to as many eligible students as possible. The amount of money earmarked by Congress for financial aid can fluctuate from year-to-year so that the amount of aid we offer might also vary. All information is subject to change without advance notification.

**FEDERAL PELL GRANT PROGRAM:** Pell Grants vary in amount based on eligibility criteria such as family contribution and enrollment status. You may qualify if you are an undergraduate student with financial need and are a citizen or an eligible noncitizen.

**CAMPUS-BASED PROGRAMS:** By completing a FAFSA, students will have their eligibility determined for other federal programs. At Ventura College, these include:

**FEDERAL SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (FSEOG):** You may be eligible for Federal SEOG if you are at least a half-time undergraduate student (six units or more) with financial need. Grants range from \$100 to \$600 a year.

**FEDERAL WORK STUDY (FWS):** Our work study program provides jobs for those who have great financial need and are willing to earn a part of their educational expenses. Jobs at Ventura College pay at least the legal minimum wage, and you may work up to 20 hours a week, depending on your need and your academic progress. Most job assignments are on campus.

**FFELP - FEDERAL FAMILY EDUCATION LOAN PROGRAM:** Ventura College offers need-based and non-need based student loans. Mandatory entrance and exit counseling is required. **Ventura College reserves the right, in accordance with federal regulations, to deny a student loan or reduce the amount of a student loan.**

**SUBSIDIZED STAFFORD LOANS:** These are made to students who are enrolled at least half-time with financial need exceeding the amount which can be awarded by existing college-based programs and other grant programs. This program enables you to borrow from any participating lender such as a bank or credit union. The annual loan limit for first year Ventura College students is \$2,625. Repayment begins six months after you graduate or leave school for whatever reason. You are allowed ten years to pay back the loan, and you are charged no interest while in school.

**UNSUBSIDIZED STAFFORD LOAN:** Students may be eligible to borrow a non-need based loan for the difference between the subsidized eligibility and annual loan limits and/or to replace family contribution. Independent students may be eligible to borrow an "Additional Unsubsidized Stafford Loan" of up to \$4,000 per year. Total aid, including all loans cannot exceed cost of attendance.

**FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS):** Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

**WITHHOLDING OF SERVICES FOR STUDENTS WHO ARE IN DEFAULT ON A LOAN OR LOANS:** The VCCCD shall withhold institutional services from a student or former student for whom the California Student Aid Commission notifies a District college that he/she is in default on a loan or loans under the Federal Family Education Loan Program. The services that may be withheld from the student shall include, but are not limited to, the provision of grades, transcripts, and diplomas. The college shall notify the student in writing at the last known address of the student or former student that he/she is in default on a loan and that records are being withheld and the reason therefor, and shall provide the student with the address of the Student Aid Commission.

"Default" means the failure of a borrower to make an installment payment when due, or to meet other terms of the promissory note under circumstances where the guarantee agency finds it reasonable to conclude that the borrower no longer intends to honor the obligation to repay.

The District shall not withhold registration privileges of students in default of a loan or loans under the Federal Family Education Loan Program (FFELP). In addition, the District shall not withhold services during the period when the facts with respect to the default are in dispute or when the student or former student demonstrates to the governing board of the district or the Student Aid Commission, or both, that reasonable justification for the delay exists as determined by the institutions.

## State Government

The California Student Aid Commission, administers aid programs offered by California except EOPS and BOGW. Additional forms for these programs are available from the Ventura College Financial Aid Office, any high school counselor, or by contacting the Student Aid Commission, EOPS administrators.

**CAL GRANT A:** These go to high school seniors or college freshmen, sophomores, or juniors who have financial need and high academic ability as indicated by grades and Scholastic Aptitude Test (SAT) scores. Cal Grant A's, annually renewable under commission regulations, pay for any accredited four-year school in California. If you are attending Ventura College and win a state scholarship, it will be held in reserve until you are ready to transfer to a four-year university.

**CAL GRANT B:** You may qualify if you need financial aid to attend any college. Recipients are selected on the basis of demonstrated need and grades. Cal Grant B's are renewable annually, and they range from \$200 to \$1551 a year for subsistence in the first year of enrollment after high school and may be increased to include tuition up to an additional \$5,250 for the second, third, and fourth academic years.

**CAL GRANT C:** These grants are awarded to students who are enrolled in our occupational programs for at least four months and can demonstrate need for aid. Cal Grant Cs pay up to \$576 for training-related costs such as special clothing and books.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE):** Under the umbrella of EOPS, childcare, financial assistance may be provided to EOPS, single, head of household, TANF/CalWORKs recipients with children under the age of fourteen.

**EXTENDED OPPORTUNITIES PROGRAMS AND SERVICES (EOPS):** EOPS is a state-funded program which can provide Ventura College students with financial aid and support services. EOPS grants are available to full-time (12 units or more) Ventura College students who indicate a high financial need. Generally, full-time Ventura College students who come from a family of four whose income was \$25,050 or less during the previous year receive consideration for EOPS financial grants. In addition, EOPS students must be identified as educationally disadvantaged according to Title V regulations of the state of California. Information concerning the EOPS Program is available in the Ventura College EOPS Office.

Applications are accepted continuously throughout the school year. It is recommended, however, that students interested in EOPS financial grants apply well before they actually enroll in classes at Ventura College.

**(BOGW):** In addition, the State Chancellor's Office provides funds for the Board of Governors Fee Waiver (BOGW) to assist qualified students with the enrollment fees. Students who are California residents may qualify to have their enrollment fees paid with a BOGW if:

1. They have already qualified for financial aid, such as a Pell, Cal Grant, or EOPS for that year, or
2. Student or family receives TANF/CalWORKs, SSI/SSP, General Relief or California Veterans Dependents Educational Assistance, or
3. They meet certain income standards. BOGW applications are available in the Financial Aid Office or during registration each semester.

## How to Apply -- Procedures

At Ventura College, the FAFSA (Free Application For Federal Student Aid) is used to collect information necessary to determine a student's need for financial aid. Applications are available in the Financial Aid Office each year after January 1st. Students are encouraged to apply online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Deadline dates for Cal Grants are March 2 and September 2. Further information can be obtained in the Financial Aid Office.

## How Eligibility is Determined

When you submit the FAFSA your financial ability to contribute to the costs of your education at Ventura College is evaluated. The decision to award financial aid rests ultimately with the Financial Aid Officer who informs students whether or not they are eligible for assistance after all information is verified.

In the interest of equity and fairness, it is important that you provide accurate and complete information on your FAFSA. Failure to do so may jeopardize your request for assistance. Often, additional information will be requested from students and/or parents to complete a student's financial aid file.

## How Student Aid is Distributed to Students

At Ventura College, grant checks are normally mailed twice per semester. The first grant checks are mailed during the first week of instruction to those students who applied and completed their files on time. Each year, disbursement information is mailed with award notifications. Late applicants must refer to their award notification for their first disbursement dates. Work study and loan checks are distributed at the Student Business Office. Students are required to keep the Financial Aid Office informed of their current mailing address at all times.

## Satisfactory Academic Progress

Federal regulations require that the Financial Aid Office establish a satisfactory academic progress policy that includes minimum standards. These standards include a minimum units requirement, grade point average requirement, and a time frame requirement. Students must enroll in an eligible program (degree, transfer, or one year certificate program) and be making progress toward that goal. These standards apply to all financial aid applicants and the evaluation of progress will apply to all college level coursework taken, including coursework taken prior to applying for financial aid. A copy of the satisfactory academic progress standards is available in the Financial Aid Office.

The requirements that a student be making satisfactory progress for financial aid eligibility should not be confused with the institutions "good standing" requirement. Good standing means that a student is allowed by the institution to continue in enrollment. Satisfactory progress means that the student is proceeding in a positive manner toward fulfilling degree or vocational objectives.

## Location of Office

The Financial Aid Office is located on the campus between the Campus Center and the Athletic Event Center. If you would like to call, dial (805) 654-6369.

## Important Things to Keep in Mind

You must reapply for financial aid each academic year. Applications are available in January of each year. The Financial Aid Office will continue to process applications into the academic year as long as funds are available. It is wise to apply early in the academic year, if you are interested in receiving grant money.

## Beating the Deadlines

It is very important that you meet all our deadlines. Failure to do so may result in your aid being delayed. All applications will be processed in the order in which they are completed. The sooner you complete your file, the sooner you will hear from us.

You can help the Financial Aid Office work for you if you:

1. Apply early.
2. Assemble the required supporting documents to complete your file quickly.
3. Respond to the offer of our award shortly after it is received.
4. Interview for work-study placement as soon as your eligibility has been determined.
5. Manage your money to avoid a crisis between disbursement dates.
6. Maintain good standing and satisfactory academic progress.
7. Maintain your total unit commitment.

**Additional Information:** You may be asked to provide additional documents which may include the following:

**Tax returns:** Signed copies of your Federal Income Tax Return may be requested by the Financial Aid Office to complete a financial aid file. When applying for financial aid, if you (or your parents) have not yet filed your tax return, please be sure to provide as accurate an estimate on your application. When you (or your parents) do file, remember to keep a copy!

**Counselor's Certification Form:** All students are required to submit a *Counselor's Certification Form*. You must make an appointment with your academic counselor at Ventura College in order to have this form completed. This counselor can include your EOPS, EAC, BVA, SPEC, or general Ventura College counselor. If you have attended other colleges, institutions, or vocational/technical institutions, a copy of your academic records must be on file with the Counseling Department.

**Non-High School Grads:** If you are not a high school graduate or you do not have the equivalent of a high school diploma (GED, etc.), you will be required to pass an *Ability to Benefit Test*.

**Supplemental Data Form:** All students are required to submit a Supplemental Data Form available in the Financial Aid Office.

**HOW YOUR AWARD WAS DETERMINED.** Your offer of financial aid is based on a basic budget figure which is our estimate of how much it costs a student in your circumstances to attend Ventura College. Your resources were subtracted from this basic budget figure to determine your financial need.

We have two basic budgets which take into account a student's living situation, costs of fees, books and supplies, housing, food, transportation, medical, and personal expenses. Copies of these budgets are available in the Financial Aid Office.

The expected family contribution is computed for all students using a nationally established system for determining a student's and/or parents' education costs.

## Report Changes Promptly

If your situation changes, let the Financial Aid Office know. If you move, get married or divorced, have a baby, get a job, are awarded a scholarship, drop out of school, or have anything happen that even remotely affects your financial situation, it is your responsibility to inform us immediately.

All of the foregoing in Appendix XIII is in compliance with the federal regulations of the Student Consumer Information Addition to the Higher Education Act of 1965, as amended.

## Institutional Refund of Student's Tuition and Fees

If a refund is due a student under the institution's refund policy and the student received any Title IV aid other than Federal Work Study, part of the refund must be returned by the college to the Title IV program(s) as determined by the appropriate refund calculation.

The Financial Aid Office will determine the largest applicable refund for the student. A calculation will be used if the student completely withdrew on or before the 60% point time of the enrollment period in which her or she is charged.

The institution will use the following definition of withdrawal date: *Official* is the date the student notifies the school of his or her intent to withdraw. *Unofficial* withdrawal is the last recorded date of attendance (as documented by the institution).



*The VC Financial Aid Office is here to help!*

## APPENDIX XIV

### Student's Right-to-Know Campus Security and Crime Awareness

Ventura College endorses and supports Public Law 101-524, the Student-Right-to-Know and Campus Security Act, as amended by Public Law 102-26. The College will make available, upon request, to any interested individual, information on policies regarding the use of the campus facilities, the reporting of criminal actions and/or emergencies which have occurred on campus.

Any individual interested in requesting this information may inquire at the Campus Police Office or visit the VCCCD Police Web site: [www.vcccd.net/police/index.htm](http://www.vcccd.net/police/index.htm). The entire text of this Act is available upon request from the executive vice president in the Administration Building.

The security of all members of the campus community is of vital concern to Ventura College. Anyone who is a witness or victim of a crime needs to make a report to Campus Police (805-654-6486). It is requested that anyone aware of an unsafe condition (burned out light bulb, etc.) should contact the Office of Business Services (805-654-6354). Ventura College appreciates everyone's help in keeping the campus safe and secure.

### Crime Awareness

The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus. The Ventura County Community College District's Campus Police office reported the following crimes on the Ventura College Campus for the reporting period of January 1, 2005 to December 31, 2005.

### Campus Safety Statistics

Murder .....	0	Weapons Violations .....	3
Rape .....	0	Vandalism .....	29
Robbery .....	0	Bomb Threats .....	0
Aggravated Assault .....	0	Fraud/Embezzlement .....	1
Theft (combined) .....	13	Receiving/Possessing of	
Auto Theft .....	2	Stolen Property .....	2
Arson .....	0	Sex Offenses .....	1
Misdemeanor Assault .....	1	Burglary (combined) .....	13
Narcotics Violations .....	15	Battery .....	8
Alcohol Violations		Computer Crime .....	1
(including DUI) .....	10	Miscellaneous* .....	162

\*Includes noncriminal incident reports, traffic collisions, and misdemeanor traffic violations.

### Total reported crimes ♦

<u>YEAR</u>	<u>TOTAL</u>
2005 .....	99
2004 .....	159
2003 .....	102

♦Does not include miscellaneous above.



VC Swim and Dive team - winners of the 2005 State Championship



*The annual Job Fair helps students plan ahead.*