

# San Juan College

## 2009/2010

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Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## MESSAGE FROM THE PRESIDENT

Welcome to San Juan College and what I hope will be one of the best learning experiences of your life! If you haven't taken a class here before you will soon find that San Juan College is committed to your success. Whatever goals you have set for yourself, the faculty and staff are poised to help you meet them.

We understand that coming to college can be intimidating, whether you are a new high school graduate or have been away from school for many years. You are not alone – you may be surprised to see students much like yourself sitting in class, studying in the library or leading a student organization. I hope you will take advantage of all the learning opportunities available and find where your strengths are.



Taking classes is just one part of an education, however. We encourage you to be an active learner and to get involved in campus life. You have opportunities to develop your leadership potential and you will meet people at San Juan College who will broaden your perspective of the world.

In this Student Handbook, you will find numerous opportunities to get involved, from clubs and organizations, to leadership development, to events and activities. You will surely benefit from being an active member of student life here on campus.

I wish you success in all your endeavors at San Juan College!

A handwritten signature in cursive script that reads "Carol J. Spencer".

Carol J. Spencer, Ph.D.  
President

# EXECUTIVE LEADERSHIP AT SAN JUAN COLLEGE



**Carol J. Spencer, Ph.D.**  
President  
566-3209  
SpencerC@sanjuancollege.edu



**David P. Eppich**  
Vice President for Student Services  
566-3318  
EppichD@sanjuancollege.edu



**J. Pernell Jones**  
Vice President for Business Services  
566-3253  
JonesP@sanjuancollege.edu



**Michael Tacha**  
Vice President for Learning  
566-3213  
TachaM@sanjuancollege.edu



**Timothy Warren**  
Vice President for Technology Services  
566-4321  
WarrenT@sanjuancollege.edu

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## SJC PHONE NUMBERS

### VP'S AND PRESIDENT

Carol J. Spencer, Ph.D. (President).....	566-3209
David P. Eppich, Vice President for Student Services .....	566-3318
J. Pernell Jones, Vice President for Business Services .....	566-3253
Michael Tacha, Vice President for Learning.....	566-3213
Timothy Warren, Vice President for Technology Services .....	566-4321

### ACADEMIC RESOURCES

GED Classes .....	566-3270
GED Testing.....	566-3329
Library.....	566-3249
Online Learning .....	566-3309
SJC Affirmative Action Officer .....	566-3215
Student Success Center .....	566-3270
Tutoring.....	566-3362
U.S. Dept. of Education Office of Civil Rights: Regional Office .....	(303) 844-5695
VA Representative.....	566-3545

### ACADEMIC SCHOOLS

School of Allied Health.....	566-3491
School of Business.....	566-3317
School of Continuing Education & Community Development .....	566-3461
School of Energy.....	327-5705
School of Extended Learning.....	566-3378
School of Humanities.....	566-3276
School of Math and Science .....	566-3230
School of Trades and Technology.....	566-3339

### CHILD AND FAMILY RESOURCES

Child & Family Development Center (CFDC).....	566-3383
Family Resource Center.....	566-3825

### COLLEGE RESOURCES

Bookstore .....	566-3260
Career Services .....	566-3423
Common Grounds Coffee Shop.....	566-4264
Community Learning Center .....	566-3214
Copy Services .....	566-3247
Cosmetology .....	566-HAIR (4247)
ENCORE.....	566-3121
Food Service .....	566-3265
Jobline.....	566-3448
KSJE 90.9 FM.....	566-3401
Mesa Pilot Training.....	566-3589
Planetarium .....	566-3361
Project Read.....	326-3503

Quality Center for Business .....	566-3700
Security .....	566-3333
Students with Disabilities Services (SDOC).....	566-3271
Technical Education Center .....	566-3216
Volunteer Center .....	566-3293

**COMPUTER LABS**

Biology Lab .....	566-3417
Cad Lab .....	566-3473
HHPC Lab.....	566-3779
Humanities Commons.....	566-3614
Internet Lab .....	566-3599
IT Lower Commons .....	566-3599
IT Upper Commons .....	566-3586
Keyboarding Lab .....	566-3330
Library Pod .....	566-3249
Networking Lab .....	566-3599
Operating Systems Lab .....	566-3599
PC Technician Lab .....	566-3599
Physics Lab .....	566-3458
SJC East Lab .....	334-3831
SJC West Lab .....	566-3589
Word Processing Lab .....	566-3330
Writing Development Lab .....	566-3439

**HEALTH AND HUMAN PERFORMANCE CENTER**

Fitness Center.....	566-3410
Intramural Sports Program.....	566-3414
Outdoor Equipment Rental Center.....	566-3221

**INFORMATION AND HELP DESK**

Computer Help Desk.....	566-3266
Information Desk (Educational Services Center).....	566-3436
San Juan College Hotline.....	566-3752
San Juan College East (Aztec).....	334-3831
San Juan College West (Kirtland).....	598-5897
Switchboard .....	0

**STUDENT ACTIVITIES**

Associated Students Office .....	566-3268
Campus Buzz (Student Newspaper) .....	566-3403
Student Activities Office.....	566-3403
Student Clubs and Organizations.....	566-3403

## STUDENT SERVICES

Admissions/Registrar's Office .....	566-3335
Advising and Counseling Center .....	566-3526
Business Office .....	566-3396
Career Services Office .....	566-3423
EDGE Program .....	566-3147
FAAB (Financial Aid Admissions Business) .....	566-3479
Financial Aid .....	566-3323
Native American Center .....	566-3321
Testing Center .....	566-3139

## THEATER, MUSIC, AND OTHER COMMUNITY EVENTS

Fine Arts Center .....	566-3465
KSJE 90.9 FM .....	566-3401
Music Department	
Instrumental Music (Keith Cochrane) .....	566-3386
Voice (Linda Edwards) .....	566-3273
Planetarium Starline .....	566-3311
SJC Events Scheduling .....	566-3296
Student Activities Office .....	566-3403
Theater Box Office .....	566-3430
Theater Department .....	566-3465

## UNIVERSITY PROGRAMS

ENMU Office .....	566-3621
Highlands University Programs .....	566-3552
UNM Education Program .....	566-3480
University Programs .....	566-3044

In accordance with the Americans with Disabilities Act, the information in this publication will be made available in alternative formats upon request to Student Services.

## STUDENT ACTIVITIES

### STUDENT ACTIVITIES

HOURS: 8 a.m.-5 p.m. Monday-Friday

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

[www.sanjuancollege.edu/studentactivities](http://www.sanjuancollege.edu/studentactivities)

- Houses student government (AS/SJC) and clubs and organizations
- Programs social, recreational and cultural activities
- Student Newspaper "The Buzz"
- Student Ambassador Program
- Provides leadership training opportunities
- Approval and posting of flyers
- Current housing list
- Co-curricular transcripts

## **ASSOCIATED STUDENTS**

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

[www.sanjuancollege.edu/studentgovernment](http://www.sanjuancollege.edu/studentgovernment)

- Consist of President, Vice President, Chief Financial Officer, Chief Communications Officer, Six At-Large Senator, and Club Senators
- Provides a voice for students
- Active involvement in government processes
- Gain leadership skills

## **CAMPUS BUZZ**

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

- Highlights campus events, student government and club issues
- Monthly Student Government/Club calendar and activities calendar
- Publishes student editorials
- Interested students are needed for: writers, photographers, editors

## **STUDENT ACTIVITIES BOARD**

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

- Helps plan annual events and activities of the Student Activities office
- Brainstorms and present new events and activities for SJC students
- Interested students should contact the Student Activities office

## **CO-CURRICULAR TRANSCRIPT SYSTEM**

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

- Web-based program that documents student's out-of-classroom learning experiences, such as: work-study, volunteerism/service learning, club involvement, and many more.
- Access online system by going to the San Juan College web site. Click on Current Students and then Co-Curricular Transcript.

## **STUDENT AMBASSADOR PROGRAM**

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

[www.sanjuancollege.edu/studentambassadors](http://www.sanjuancollege.edu/studentambassadors)

- Gain leadership skills
- Plan and implement fun and educational student activities
- Represent San Juan College on councils and committees
- Promote college events.
- Receive in-state tuition reimbursement upon completion of program requirements

## STUDENT CLUBS & ORGANIZATIONS

PHONE: 566-3403

LOCATION: Room 6107, Learning Commons

- Meet people and make friends
- Get involved
- Learn more about your academic, cultural or social interest

### **Current Clubs**

AISES (American Indian Science & Engineering Society)

Christian Student Ministries (CSM)

Dirty Mud Lovers (DML)

ENCORE

Latter-Day Saints Student Association (LDSSA)

Liberty Central

Physical Therapy Club (PTA)

Polyology Club

Psi Beta (Social Sciences Club)

Renewable Energy & Sustainable Practices Education & Consulting Team (RESPECT)

SJC RPG

Skills USA Cosmetology VICA

Student American Dental Hygienist Association (SADHA)

Student Nurses Association

### **Current Organizations**

Phi Theta Kappa (PTK)

National Society of Leadership and Success

**Have a club idea? Come see us and we will help you get started.**

## ADMISSIONS AND RECORDS OFFICE

HOURS: Fall and Spring semesters – 8 a.m.-5:30 p.m., Monday-Thursday;  
8 a.m.-5 p.m., Friday. Summer semester and break – 8 a.m.-5 p.m.,  
Monday-Friday

PHONE: 566-3545

LOCATION: Educational Services Building (clock tower building)

WEB ADDRESS: [www.sanjuancollege.edu/admissions](http://www.sanjuancollege.edu/admissions)

- Apply to San Juan College
- Register for classes
- Add/Drop classes
- Change your major
- Change demographic information (address/phone number/ name)
- Complete student withdrawals
- Official transcript requests
- Enrollment verification letters
- Residency status check/change
- Change from non-degree to degree seeking (and vice versa)
- Transcript evaluation functions

## ADVISING & COUNSELING CENTER (ACC)

HOURS: 8 am – 5 pm, Monday-Friday

LOCATION: Educational Services Center (clock tower building)

<http://www.sanjuacollege.edu/pages/115.asp>

We offer academic advising assistance with:

- Degree requirements
- Registration procedures
- Degree checks
- Transfer information
- Career information
- Students with disabilities

We also have:

- Licensed professional counselors to assist students with personal issues

## BOOKSTORE

HOURS: Fall and Spring 8 a.m.-6 p.m., Monday-Thursday; 8 a.m.-5 p.m., Friday; special hours are listed in the current class schedule.

PHONE: 566-3260

LOCATION: Room 1940

WEB ADDRESS: [www.sanjuacollege.edu/bookstore](http://www.sanjuacollege.edu/bookstore)

- Textbooks and classroom supplies
- Can charge textbooks to student's accounts (the first week prior to classes and the following two weeks)
- Provides book buy back each semester
- Graduation cap and gown orders (Must be placed by February 15th) well have extra's to purchase up until graduation.

## CAMPUS STUDENT EMAIL

PHONE: 566-3266

LOCATION: MY SJC Portal

WEB ADDRESS: <http://mail.live.com>

- SJC provides every student a campus Microsoft Live email account with 5 gigabytes of storage space. You may access your email from MY SJC Portal or <http://mail.live.com>. Your email address will be: [username@my.sanjuacollege.edu](mailto:username@my.sanjuacollege.edu)
- Example: [blschwarzenegg89@my.sanjuacollege.edu](mailto:blschwarzenegg89@my.sanjuacollege.edu)

## CAREER SERVICES/JOB PLACEMENT

HOURS: 8 a.m.-5 p.m., Monday-Friday  
Evening by appointment only

LOCATION: Room 1630

PHONE: 566-3423

WEB ADDRESS: [www.sanjuacollege.edu/careerservices](http://www.sanjuacollege.edu/careerservices)

- Full-time career services assistance
- On-line job postings
- Assistance with:
  - Finding work that will enhance a resume
  - Preparing resume and cover letters
  - Portfolio creation
  - Interviewing Skills

## CHILD AND FAMILY RESOURCES

HOURS: 8 a.m.-5 p.m. Monday-Thursday; 8 a.m.-12 p.m., Friday

LOCATION: 3539 E. 30th Street

PHONE: 566-3825

WEB ADDRESS: [www.sanjuancollege.edu/familyresource](http://www.sanjuancollege.edu/familyresource)

- Assistance with community resource information and referrals for housing, paying for utilities and other household needs.
- Assistance in locating quality child care.
- Parenting information including home-based family support, child behavioral health, child growth and development and overall child and family wellness.
- Access to Early Learning Resource Library, where community members can check out educational toys and books for their children and families.
- Continuing education training opportunities in early childhood, social work, human service and special needs topics.
- Practicum placement opportunities for associate's, bachelor's and master's level students.
- Car seat distribution program for eligible students.

## COPY SERVICES

HOURS: Fall and Spring semesters-8 a.m.-6 p.m.,  
Monday-Thursday; 8 a.m.-5 p.m., Friday.  
Summer semester-8 a.m.-5 p.m., Monday-Friday

PHONE: 566-3247

LOCATION: Room 1618

- Finishing services for reports and presentations
- Black & white and full color copies
- Transparencies
- Paper in a rainbow of colors in light and heavy weight papers
- Laminating
- Binding
- Signs and nametags

## DINING SERVICES-SODEXO

### **Mary's Kitchen**

HOURS: 7 a.m.-6 p.m., Monday- Thursday, 7 a.m.-2 p.m., Friday

PHONE: General Manager: 566-3671  
Catering Office: 566-3155

WEB ADDRESS: [www.sjcmaryskitchen.com](http://www.sjcmaryskitchen.com)

- Custom Catering is available for all of your events, on and off campus.
- Serving breakfast, lunch and dinner at Mary's Kitchen

### **Common Grounds Coffee**

HOURS: 7:00 am– 5:00pm Monday – Thursday, 7:00am – 2:00pm. Friday

PHONE: 566-4264

Espresso drinks, bakery, sandwiches, and salads are available.

### **HHPC Café**

HOURS: 7:00am-2:00pm. Monday-Friday

PHONE: 566-3594

Espresso drinks, smoothies, bakery, sandwiches, and salads are available.

## EDGE PROGRAM

HOURS: 8 a.m.-5 p.m., Monday-Friday

PHONE: 566-3147

LOCATION: Room 1414-near the Little Theatre

WEB ADDRESS: [www.sanjuancollege.edu/EDGE](http://www.sanjuancollege.edu/EDGE)

- Walk-in tutoring in Math, English, and Science
- Plato Lab, where you can use computer-assisted self-study materials to learn at your own pace
- Academic Advisement
- Various workshops focusing on academic and career success

## HEALTH AND HUMAN PERFORMANCE CENTER

HOURS: 4:30 a.m.-10 p.m., Monday-Thursday;

4:30 a.m.-8 p.m., Friday;

6:30 a.m.-1:30 p.m., Saturday

PHONE: 566-3410

WEB ADDRESS: [www.sanjuancollege.edu/hhpc](http://www.sanjuancollege.edu/hhpc)

### **Outdoor Equipment Rental Center**

HOURS: 12-6 p.m., Monday-Friday

PHONE: 566-3221

WEB ADDRESS: [www.sanjuancollege.edu/outdoor](http://www.sanjuancollege.edu/outdoor)

### **Intramural Sports**

HOURS: Varied, call for current schedule.

PHONE: 566-3414

WEB ADDRESS: [www.sanjuancollege.edu/intramurals](http://www.sanjuancollege.edu/intramurals)

## HEALTH INSURANCE

San Juan College does not have a medical center and does not offer health insurance to students. Students looking for health insurance should try some of the following options:

- Search the Internet for “Student Health Insurance” or “Student Health Policies.”
- Look for policies that have been approved by the American Association of Community Colleges, or the State of New Mexico.
- The College periodically receives policies from various agencies. These policies can be found at the Information Desk in the Educational Services Center while supplies last. The College does not endorse any particular policy.
- Students can consult various local insurance agencies to determine the types of student health insurance policies they carry.
- For more information regarding student health insurance options, please call 566-3318

## LIBRARY

HOURS: 7:30 a.m.-9 p.m., Monday-Thursday;  
8 a.m.-5 p.m., Friday;  
9 a.m.-5 p.m., Saturday;  
1-5 p.m., Sunday

LOCATION: Second floor, Learning Commons

PHONE: 566-3249

WEB ADDRESS: <http://www.sanjuancollege.edu/lib/>

- 60,000+ volumes
- Special collections
- Research databases and eBooks
- Research and reference assistance
- Public and lab computers with wireless network
- Laptop computers for checkout
- Quiet study rooms
- Copy center with DocSend equipment

## NATIVE AMERICAN CENTER

HOURS: 8 a.m.-5 p.m., Monday-Friday

LOCATION: Room 1717

PHONE: 566-3357 or 566-3321

WEB ADDRESS: [www.sanjuancollege.edu/pages/132.asp](http://www.sanjuancollege.edu/pages/132.asp)

- Admission assistance (Native American Student Orientation, Admission orientation)
- Academic advisement (Accuplacer scores, academic progress, etc.)
- Scholarship advisement (FAFSA, tribal scholarships, etc.)
- Information and services (counseling, tutoring, etc.)
- Equipment availability (computer, copy machine, fax, etc.)
- Enhance leadership skills, civic engagement, multi-cultural awareness, and cultural identity through events and activities including the annual San Juan College Pow wow, extracurricular experiences, cultural lectures, educational and cultural trips.
- Assists in recruiting Native American students to San Juan College
- Partners with native organizations at New Mexico colleges and universities to provide college transfer information to Native American students and to assist with transfers and referrals

The Native American Center is committed to the access, retention, and graduation of Native American students.

## RECYCLING PROGRAM

PHONE: 566-3257

San Juan College recycles these items used on campus:

- White paper, newsprint and corrugated cardboard
- Aluminum cans
- Plastic soda bottles

## SECURITY AND SAFETY

HOURS: 24/7

LOCATION: Room 1100

PHONE: 566-3333

WEB ADDRESS: [www.sanjuancollege.edu/pages/360.asp](http://www.sanjuancollege.edu/pages/360.asp)

- Offers 24/7 patrols with foot patrols/bicycles/golf carts/security vehicle
- Assistance with:
  - Security escort
  - Emergency telephones
  - Unlock vehicles
  - Jumpstart vehicles
  - Fire, smoke and intrusion alarms
- Promotes a safe, secure campus environment
- Coordinates College emergency management plan
- Enforces campus rules and regulations
- Maintains close working relationships with local police and fire departments
- Maintains campus crime statistics for the Department of Education

## STUDENT SUCCESS CENTER

HOURS: 8 a.m.-8 p.m., Monday –Thursday,  
8 a.m.-5 p.m.,  
Friday (tutoring available until noon)

LOCATION: Room 1611

PHONE: 505-566-3362

WEB ADDRESS: [www.sanjuancollege.edu/ssc](http://www.sanjuancollege.edu/ssc)

### SERVICES:

- Tutoring: Walk-in tutoring in writing and math during all hours the center is open. Biology, chemistry, physics and accounting tutoring available at specific times (see website for schedule). Tutoring for all other subjects available by appointment.
- Group Tutoring: Available for specific math, writing and science courses (see website for schedule and locations).
- Study Partner: Assistance finding study partners for most math, writing and science courses (see website for details).
- Workshops: Special topic workshops available as available (see website for schedule).
- SMART Lab (computer-assisted learning lab, to assist in learning at your own pace).
- Online PLATO (computer-assisted learning software) available from home
- GED and Adult Basic Education Courses
- English as a Second Language courses
- College Success, foundational math and study skills courses
- Language learning lab

## STUDENTS WITH DISABILITIES SERVICES

HOURS: 8 a.m.-5 p.m., Monday-Friday  
LOCATION: Room 4114, Educational Services Center  
PHONE: 566-3271  
WEB ADDRESS: [www.sanjuancollege.edu/disabilities](http://www.sanjuancollege.edu/disabilities)

Academic accommodations

- Technology lab with specialized software/equipment
- Support services
- Confidential record keeping

## TECHNOLOGY SERVICES

HOURS: 8 a.m.-5 p.m., Monday-Friday  
LOCATION: Room 7203, Information Technology Center  
PHONE: 566-3266  
WEB ADDRESS: <http://ots.sanjuancollege.edu>

- 24/7 technical support for SJC computer issues
- Computer lab services and support
- Web-CT support
- Student login accounts
- Student E-mail services
- Network storage

## TRANSPORTATION

### **Red Apple Transit**

HOURS: 7 a.m.-6 p.m., Monday-Saturday  
PHONE: 325-3409  
WEB ADDRESS: [http://www.farmington.nm.us/city\\_services/red\\_apple\\_transit](http://www.farmington.nm.us/city_services/red_apple_transit)

- Fixed route services within the City of Farmington, the City of Aztec, and San Juan County.
- Dial-A-Ride demand response van service to all customers within the city limits of Farmington. Appointments must be made no later than 24 hours in advance and no earlier than 21 days in advance.
- Free Paratransit services anywhere within the Farmington city limits and within 3/4 mile of all fixed-routes outside the Farmington city limits.

### **Navajo Transit System**

HOURS: Routes begin as early as 5 a.m. and end as late as 8 p.m.  
PHONE: 928-729-4002  
WEB ADDRESS: [www.nts.navajo.org/about.html](http://www.nts.navajo.org/about.html)

- Runs seven fixed routes

## **VOLUNTEER CENTER**

HOURS: 8 a.m.-5 p.m., Monday-Friday

LOCATION: Room 1911 West Classroom Complex,

PHONE: 566-3293

WEB ADDRESS: [www.sanjuancollege.edu/volunteer](http://www.sanjuancollege.edu/volunteer)

- Service Learning: A teaching and learning method that connects meaningful community service experience with academic learning, personal growth, and civic responsibility.
- Community Volunteer Program: Helps identify your strengths and where your interests are for volunteerism in San Juan County.
- Senior Companion Program: Senior Companions are healthy older adults who assist with a trip to the grocery store, a social outing at the Senior Center, meal planning, taking walks, getting to the doctor, or are simply a friend to talk to.

## **WEB REGISTRATION**

WEB ADDRESS: <https://webadvisor.sanjuancollege.edu>

The San Juan College DAISY (**D**ata**I**nformation **S**ystem, also known as WebAdvisor) is our online registration system available to students 24 hours a day, 7 days a week. For the first week of pre-registration, access to the system will be open only to current degree-seeking students. After that first week, DAISY will be open to all current degree and non-degree seeking students.

### LOG IN

1. Go to <https://webadvisor.sanjuancollege.edu>
2. Select LOG IN, using your network log in and password to gain access to a variety of options.
  - a. (Username: first initial, middle initial, last name – first 12 characters only, last two digits of your Social Security Number)
  - b. (Password: sjcp + last four of your social/ example: SS#: 555-22-1212 then password = sjcp1212)
3. Select CURRENT STUDENTS.

### NEED ASSISTANCE?

Go to <http://www.sanjuancollege.edu/pages/3397.asp> for dates, deadlines, DAISY (WebAdvisor), and registration help links/tutorials. This is a great resource for all your registration needs!

# SAN JUAN COLLEGE POLICIES/RULES

## ACADEMIC HONESTY RULES

### INTRODUCTION

San Juan College believes that the basis for personal and academic development is honesty. Personal commitment, honest work, and honest achievement are necessary characteristics for an educated person. In order to help the students, staff, and faculty of San Juan College maintain academic honesty, it is necessary to establish academic honesty rules. These rules will govern the procedures and consequences associated with academic dishonesty and will serve as an educational tool, outlining what is academically dishonest conduct. It is the individual responsibility of each student, faculty member, and administrator to read and understand these rules. It should be further understood that ignorance of what constitutes academic dishonesty in no way absolves guilt from an act which lacks academic integrity. The following rules shall present definitions for several types of academic dishonesty and then proceed to describe the process by which cases of academic dishonesty are reported and adjudicated.

### TYPES OF ACADEMIC DISHONESTY

**A. Cheating:** Using materials, information, or study aids other than those specifically authorized by the instructor during exams, quizzes, or other graded, in-class activities. Cheating includes, but is not limited to:

- Copying or conspiring to copy another student's work
- Intentionally allowing another student to copy one's work
- Unauthorized use of a textbook, cheat sheet, notes, etc.
- Unauthorized use of devices such as calculators, cell phones, symbolic manipulators, palm pilots, electronic dictionaries, walkmans, tape recorders, radio transmitters, etc.
- Obtaining answers to specific test questions from another student before or during an exam
- Taking an examination or completing an assignment for another student or commissioning someone to take an exam or complete an assignment for oneself

**B. Plagiarism:** Using another person's or group's words, ideas, or data as one's own. To avoid plagiarizing, a student must give credit through footnotes, citations, or proper quotation structure when he/she uses:

- Another person's idea, opinion, or theory
- Any pieces of information that are not common knowledge such as facts, statistics, graphs or drawings
- Quotations and/or paraphrases of another person's actual spoken or written words, including lectures, classroom discussions, and handouts
- Another person's data, solutions, or calculations without permission and/or proper citation of the source

Ignorance of plagiarism is not a legitimate defense against a charge of plagiarism. It is the responsibility of a college student to know what constitutes plagiarism. Any questions about what constitutes plagiarism should be discussed with the faculty member who gave the assignment.

**C. Fabrication:** Knowingly giving false data, false information, false sources, or false testimony in laboratory work, field activities, research projects, or writings submitted for academic credit. Fabrication also involves:

- Giving false testimony or information in an attempt to excuse missing academic assignments or examinations
- Changing examination answers or assignments after they have been graded, in an attempt to illegitimately earn a higher grade

#### **D. Other Acts of Academic Dishonesty include, but are not limited to:**

- **Stealing** or attempting to steal exams, answer keys, or official academic records, etc.
- **Forging** or altering academic records, grade change cards, attendance records, or signatures, etc.
- **Unauthorized collaboration**, particularly on take-home exams, without instructor permission
- **Facilitating** academic dishonesty by knowingly or intentionally helping another student commit any act of academic dishonesty
- **Intentionally impairing** the performance of other students (i.e. denying access to information, resources, or material made available for general class use; giving misleading information; destroying or altering materials, including computer files)
- **Submitting** all or part of one's work from one class for use in another without instructor permission
- **Falsely signing in or out** on a PC that tracks actual lab hours

### **LEVELS OF ACADEMIC DISHONESTY**

#### **A. Level One Academic Dishonesty Infractions**

Minor infractions that do not significantly affect the student's overall grade constitute Level One infractions.

- A Level One infraction cannot be the primary cause of course failure.
- A Level One infraction cannot lead to expulsion.
- Level One incident is noted by the instructor and discussed with the student. If the instructor feels disciplinary action is necessary, the incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level One Infractions:

- Claiming to participate in group work and not doing so
- Minor amounts of plagiarism involving the failure to footnote or give proper acknowledgment in an extremely limited section of an assignment or failing to cite all sources in a bibliography or Works Cited page
- Cheating on minor quizzes that do not significantly affect the student's overall grade

Possible Disciplinary Actions:

- Make-up assignment
- Redo assignment for a lesser grade
- Chance to rewrite assignment
- No credit for the assignment

#### **B. Level Two Academic Dishonesty Infractions**

Infractions characterized by dishonesty of a more serious character or which affect a more significant aspect or portion of the coursework are Level Two infractions.

- A Level Two infraction cannot result in expulsion from the institution.
- The record of a Level Two infraction will be kept for two years by the appropriate Dean and the Office of the Registrar.
- The student will be placed on disciplinary probation for a period of two years.

- Level Two incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level Two Infractions:

- Fabricating a paper
- Plagiarizing moderate portions on a written assignment
- Altering exams for the purpose of re-grading
- Presenting the work of another as one's own
- Cheating on an exam

Possible Disciplinary Actions:

- Failing grade on assignment
- Reduction of course grade, including failure of course
- Additional options as approved by Dean and instructor

### **C. Level Three Academic Dishonesty Infractions**

Infractions that are a serious breach of academic honesty and affect a major or essential portion of work done to meet course requirements are Level Three infractions. Incidents that involve premeditation or are preceded by one or more Level Two infractions are also Level Three infractions.

- The record of a Level Three infraction will be kept on file permanently.
- The notation of “Academic Disciplinary Separation” will remain permanently on file in the following offices: Registrar, appropriate Dean, and Vice President for Student Services.
- A Level Three incident is documented by the instructor and issued through a notice of violation to the student within five business days of when the occurrence is discovered. The student is notified in that notice of violation to meet with the instructor within 72 hours to discuss the incident. Following that discussion, the instructor then files a report within 48 hours with the appropriate Dean and the involved student regarding the incident and his/her final determination of the violation with discipline measures, if any, included. The student may file a written letter to appeal that determination with the Dean within 72 hours after receipt of the report. The Dean will set the appeal hearing with the student and any other witnesses and will render a final decision based on that hearing.

Examples of Level Three Infractions:

- Plagiarizing major portions of written assignments
- Collaborating before an exam to develop methods of exchanging information and implementing those plans
- Using a purchased paper, exam, or other materials
- Stealing or selling an exam, exam answers, a paper, or official academic records
- Intentionally impairing another student's performance
- Having a substitute take an exam or taking an exam for someone else
- Forging or altering any academic records

Possible Disciplinary Actions:

- Suspension
- Expulsion, Academic Disciplinary Separation
- Failure of the course, with notation “Academic Disciplinary Separation”

## NOTICE OF VIOLATION OF ACADEMIC HONESTY

San Juan College instructors will use the “notice of violation of academic honesty” form for all levels of alleged academic dishonesty. The exception to this will be Level One violations in which the instructor feels no documentation or follow through is necessary. The instructor will complete the form, which provides for the following:

1. A description of the academic dishonesty involved
2. Evidence of the violation to include:
  - a. Name of course
  - b. The assignment, examination, or project
  - c. Date work was due, presented, taken, or performed
  - d. Information used to establish the violation, witness names not disclosed
3. Violation level
4. Proposed penalty
5. Signature of student(s) indicating receipt of form and date
6. Statement of student(s) to instructor
7. Recording date of meeting with student and instructor
8. Appeal to appropriate Dean by student, date set for hearing
9. Decision by Dean concerning appeal.

In the case of Level One academic dishonesty, the instructor will hold the material relative to the case. In cases of Level Two and Level Three academic dishonesty where the Dean upholds the decision of the instructor, copies of the documents will be sent to the Vice President for Learning and the Vice President for Student Services to be made part of the student(s) permanent record. The decision will not be reflected on the student official transcript. **In all cases, any materials are considered confidential in nature and handled accordingly.**

## GRADE APPEALS POLICY

Please refer to the San Juan College 2009-2010 Academic Catalog; pages 41-42.

## CLASS EXPECTATIONS - STUDENT ATTENDANCE - CHILDREN, PETS, & CELL PHONES

All students will receive the following information the first day of classes:

- A topical outline of the course
- Requirements of the course
- Grading system to be used
- Attendance policy for the course (also see below)
- Process required in taking examinations
- Process required by which students will receive grades

Students who start a class after the first class meeting must request a class expectations handout from the instructor.

Students are expected to regularly attend all classes for which they are registered.

- Valid reasons for missing classes do not relieve the student from making up any missed work.
- Any instruction missed and not subsequently completed will necessarily affect the student’s grades, regardless of the reason for the absence.
- Only students enrolled for credit, non credit or audit are permitted to attend classes.
- Students who have officially withdrawn from a course may continue to attend the course with the permission of the instructor for the remainder of the semester.

In order that classes and the normal usage of the college facilities and grounds are not disrupted, the following rules apply:

- Students are not allowed to leave unattended children on campus.
- Students should not bring children to class, labs or leave them unattended in the lounges, halls, library or cafeteria.
- Dogs are not allowed to roam freely on the campus and must be on leash at all times.
- Only seeing-eye dogs are allowed in the buildings or classrooms.
- The use of cellular phones, text messaging, pagers and MP3 players is disruptive in the classroom environment. Individual faculty will inform their students regarding their policy concerning the use of this equipment in their classroom.

## **CLEAN INDOOR AIR & TOBACCO POLICY**

It is a recognized fact that Environmental Tobacco Smoke (ETS) is a harmful indoor air pollutant which can cause significant health problems among non-smokers. ETS is known to contain more than 4,000 chemicals, many of which are known animal or human carcinogens. Exposure to ETS is also known to cause other adverse health effects such as cardiovascular and pulmonary injury (including asthma among children). The College faculty, staff, students and visitors should therefore be provided with a smoke-free environment to the fullest extent feasible.

The College, in compliance with the State of New Mexico's Dee Johnson Clean Indoor Air Act of 2007, and Section 12-3-8 of the City of Farmington's Smoking Regulations, has enacted a policy on smoking. All areas will be designated either as "non-smoking" or "smoking" as outlined in the act. All College employees and students are expected to comply. Persons who violate provisions of the Clean Indoor Air Act of 1985 shall be subject to penalties set forth in the act.

Therefore:

- The smoking of tobacco or clove type products is prohibited in or at all fully enclosed college buildings (classrooms, offices, restrooms, corridors, etc.).
- Smoking shall be prohibited in all enclosed, semi-enclosed, or covered/semi-covered walkways and/or breezeways.\*
- Smoking is prohibited within 50 feet of any outside door, window, or building intake\* or in certain outdoor common gathering areas such as the patio outside the SUB, outdoor athletic facilities and/or during College-sponsored or organized outdoor events or in College-owned or leased vehicles (cars, trucks, vans, motorized utility carts, etc.)
- The use of smokeless tobacco is not permitted in libraries, auditoriums, classrooms, laboratories, other instructional support areas, or an area posted as prohibiting use of smokeless tobacco. Persons who use smokeless tobacco shall dispose of waste tobacco, debris, containers, etc. in a sanitary manner, in proper waste receptacles.

In an effort to accommodate smokers and to assist them in compliance with the above stated policy, particularly in times of inclement weather conditions, and to minimize campus littering, health and safety, in consultation with the Physical Plant and the Safety Committee, may designate and/or construct certain limited outdoor shelter areas to be utilized for smoking. In that case, areas designated with an \* may be exempt from smoking prohibition listed above.

## FREEDOM OF SPEECH POLICY

Freedom of speech is a basic tenet for citizens in the United States. It is protected under the First Amendment to Constitution which states:

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or of breaching the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.”

The State of New Mexico has codified parameters for speech and assembly in State Statute 30-20-13.D: No person shall willfully interfere with the education process of any public or private school by committing, threatening to commit or inciting others to commit any act which would disrupt, impair, interfere with or obstruct the lawful mission, processes, procedures or function of a public or private school.

San Juan College, as an institution of higher education, promotes free speech. Diverse points of views, expressed through civil discourse and debate, form a cornerstone for active learning on a college campus and in our society. San Juan College is a learning community and uses the exchange of ideas and information to further individual knowledge and understanding in order to be a responsible active citizen in this community, state, and nation. Diverse thoughts and expressions are needed to promote a student’s ability to participate and interact in a global environment.

San Juan College has a legitimate right to protect the safety and security of students, faculty and staff. The College must also maintain its primary mission relative to educating its students. In that regard, the College maintains the right to designate public space and time for the use of free speech activities, while holding to a view that this restriction is content and viewpoint neutral. All attempts will be made to minimize the impact of this designation on opportunities of speakers to present their views.

The College has designated the courtyard of the Learning Commons Plaza as a non-limited Free Speech area. The College has allocated the hours of 10:00 am to 2:00 pm, and 5:00 pm to 7:00 pm, Monday through Friday, for use of the courtyard for free speech activities. This area may be reserved for non-limited Free Speech activities by contacting the Office of Student Activities. The use of amplification is not permitted in this area as the activities cannot interfere with the educational mission of the College. During inclement weather, the first floor reading area in the Learning Commons will be used for these non-limited Free Speech activities.

The non-limited Free Speech area is reserved for San Juan College students, faculty and staff as a first priority. All other off campus organizations or individuals may reserve the space designated on a first come basis. The College will not reserve this space for any one organization or individual on a continuing basis, thus allowing the space to be used by others. During non-limited Free Speech activities, which draw larger numbers of people than can be accommodated safely in the areas defined, the College reserves the right to relocate those activities to another venue of its choosing on campus.

Policies for material used for imparting information to the campus constituencies are included for such items as posters, signs, or informational sheets. These materials will be restricted to 2-feet by 3-feet and will not contain material that incites, advocates, or encourages physical altercations, violence, and other disruptions that interfere with the educational mission of the College. The Office of Student Activities will review such posters, approve and date stamp them.

Graphic Arts table reservations are made through Scheduling Services and all parties must adhere to the governing rules surrounding the use of those table and facilities on campus.

Single individual “Free Speech” activities taking place in traditional public forums are allowed under the protections listed in the United States Constitution. Organized activities involving gatherings of people are regulated in time and place on the San Juan College campus to allow the educational mission to proceed without interruption. Single individual rights are protected as long as this “Free Speech” activity does not disrupt the rights of others and their ability to use walkways, roadways, or to access facilities. The College believes in the right of all to express their views in a civil manner while allowing the College to maintain order and the use of its public facilities while pursuing its mission of education.

## POSTING PROCEDURES

The following posting regulations apply to all circulated/posted material at San Juan College. Failure to comply with the following regulations will result in loss of circulation/posting privileges on the San Juan Campus for the remaining semester.

1. All material will be approved and posted by the Student Activities Office.
2. Only SJC sponsored classes, events, and activities will be posted on the official bulletin boards. *No politically or religiously oriented material* will be approved for posting on the official SJC bulletin boards, other than AS/SJC campaigning information or events related to San Juan College clubs and organizations.
3. Nineteen (19) posters or flyers will be approved for any one event. Posters/flyers must receive an approval stamp from the Student Activities Office. Any material without a stamp will be removed.
4. All poster/flyer materials will be posted once a week by designated personnel only.
5. Posting of materials on bulletin boards in individual rooms is the sole responsibility, and at the discretion of, departmental supervisors.
6. There are two (2) unofficial Community Event Boards located on the upper level of the Student Center. Individuals not associated with the college may post events and information on these boards. Individuals may post their own flyers on these boards with or without approval.
7. No posters/flyers larger than 11" x 17" will be allowed on any official or unofficial boards.
8. To allow equal participation, no material concerning campus events and/or activities will be posted until two weeks prior to the event. Material will be removed two weeks after posting.
9. No posting of any information on vehicles in the San Juan College parking lots will be allowed.
10. No posters will be allowed in the Graphic Arts Court, or on any doors or glass at San Juan College.

## IDENTIFICATION CARDS

Students are required to have a student ID. A card that is worn out will be replaced free of charge. Students may be asked to present their ID cards to properly identified San Juan College personnel upon their request while these people are in the performance of their duties. For more information or to get a student ID call Admissions at 566-3300.

## NO SANCTUARY RULE

The College can only meet its goals as an educational institution when individuals working within its environment abide by its established procedures and regulations. Certain acts are inconsistent with the goals of San Juan College, as are the individuals who commit them. The College cannot serve as a sanctuary for those individuals accused and arrested for any of the following acts:

- Murder
- Arson
- Rape
- Armed robbery
- Assault with a deadly weapon
- Aggravated assault
- Grand larceny
- Other criminal acts

Those acts will not and cannot be tolerated by San Juan College. Those persons accused and arrested for committing any of the above acts are subject to disciplinary action.

## NON-DISCRIMINATION POLICY AND SEXUAL HARASSMENT STATEMENT

San Juan College is committed to providing equal educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, age, sex, and sexual preference. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, and employment which are free from discrimination and/or acts constituting sexual harassment.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical and verbal behavior of a sexual nature where submission to such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, school activity, or creates an intimidating, hostile, or demeaning campus environment. The College will not tolerate sexual harassment by any of its students or employees. Offenders will be disciplined appropriately where evidence substantiates a violation of this policy.

All forms of harassment are prohibited, including sexual harassment. Sexual harassment may include repeated offensive, unwelcome sexual flirtations, unwelcome personal attention, advances or propositions; requests for sexual favors; gestures and other verbal or physical conduct of a sexual nature.

The Office of the Vice President for Student Services is designated as the place where student (non employment) complaints concerning discriminatory actions and sexual harassment against students on campus are to be filed. Inquiries about the laws and about compliance may also be directed to the Assistant Secretary for Civil Rights, United States Department of Education. All complaints concerning employment, including student employment, must be made to the Human Resources Office.

The Vice President for Student Services or designee will review the initial complaint concerning discrimination or sexual harassment against a student and determine if action is needed. The Vice President for Student Services will make a determination concerning the case within ten (10) working days of reviewing the complaint. Any party who is dissatisfied with the determination has the right to file an appeal within fifteen (15) working days of notification of the decision. A written notice of appeal must be filed by the aggrieved party with the Office of the Vice President of Student Services. The Vice President of Student Services has ten (10) working days from receipt of the signed notice of appeal to schedule an appeals committee to hear the matter in a timely manner.

Upon receipt of the written notice of appeal, the Vice President for Student Services or his/her designee will appoint an Appeals Committee composed of six (6) persons and a chairperson. The membership of the Committee will include:

1. Two faculty members (outside the department of the alleged discrimination occurrence)
2. Two professional staff members (outside the department of the alleged discrimination occurrence)
3. Two students
4. Representative staff member from Human Resources

The Vice President will mail a notification of the formal appeal hearing to all individuals involved, within ten (10) working days after the receipt of the written notice of appeal. The Committee will provide all involved individuals an opportunity to present evidence and arguments and the hearing will comply with due process requirements. The Appeals Committee will determine the outcome based on all information provided at the formal hearing. The decision of the Appeals Committee becomes official upon a majority vote.

All decisions of the Appeals Committee will be given to the individuals involved, the Vice President for Student Services, and the President within five (5) working days following the completion of the appeal hearing. Any decision of the Appeals Committee may be appealed to the President within ten (10) working days following the hearing by delivering a written

notice of appeal to the Office of the President. Upon receipt of the written notice for appeal, the President will review the decision based on the record presented within thirty (30) working days. There will be no appearance or oral argument presented to the President. The decision of the President is final and cannot be appealed. Records of the Appeals Committee decision will be kept in the Office of the Vice President for Student Services.

## **APPEALS COMMITTEE HEARING PROCESS AND GUIDELINES**

When an Appeal hearing is scheduled, an Appeals Committee will be established according to the above guidelines. Written outlines of the positions of the two parties, the *Appellant* (the person appealing), and the *Department or non appealing party(appellee)* should be prepared in advance and presented to the Appeals Committee for use at the hearing. The committee will also be provided with the documentation that was previously submitted to the Vice President for Student Services by each party.

All parties participating in the appeal hearing should be prepared to make an oral presentation to the Appeals Committee providing them with specifics regarding the situation. Oral presentations shall be limited to a maximum of 20 minutes per side with approximately 10 minutes for follow-up questions for each party will be allowed.

Both parties (Appellant and Appellee) may be present during oral presentations to the Appeals Committee and the rebuttals (if any). A five-minute rebuttal by each party will be permitted, after both presentations have been made, if desired. There is no time limit on questions from the Appeals Committee.

Appellant and Appellee have the opportunity to provide the Appeals Committee with a maximum of three pages double-spaced summary of the situation. (This is optional and must be submitted by 5:00 p.m. the day before the hearing to the Vice President for Student Services Office. The Vice President will provide copies of this to the committee members for their review by 9:00 a.m., the day of the appeal.)

Each party is permitted to invite one individual to accompany him/her to the appeal meeting for assistance and moral support; however these individuals are not allowed to comment or speak during the proceedings. During the time the Appellant is making their presentation, the Appellee cannot comment or interrupt, nor can the Appellant interrupt the Appellee when they are presenting their case.

An organized and thoughtful presentation is essential. The Chair of the Appeals Committee will monitor time, and when the allowed time has expired will move on to the next item. After the presentations, the rebuttals, and the question and answer period, the Appellant and the Department will be dismissed, allowing the Appeals Committee to deliberate. (Board Policy No. 705)

## **STUDENT CONDUCT RULES**

All students at San Juan College are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any college related activities. Misconduct and inappropriate behavior will subject the student to disciplinary action. Students at the College neither lose the rights nor escape the responsibilities of good citizenship. Students are expected to obey all rules regarding College policies and procedures as well as all civil and criminal statutes of the State of New Mexico and the United States. Students may be penalized by the College for violating its standards of conduct as well as face possible civil or criminal actions by state or federal authorities for the same act. These rules supersede any conduct rules adopted by any individual department, program or school.

Violations of College policy and rules, local, state and federal laws will not be tolerated and disciplinary procedures will be implemented for but not excluded to:

1. Any violation of the rules for academic honesty.
2. Failure to make satisfactory settlement with the College for any and all debts.
3. Forgery, counterfeiting, alteration or misuse of any college record, document or identification card.

4. The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray product or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental process while on campus premises, lab sites and/or during any San Juan College sponsored or related event. Students suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Security. The result will determine the disciplinary action to be taken:
  - a. First offense on campus or lab areas, students may be placed on suspension with the possibility of a probationary readmission, or disciplinary probation.
  - b. Second offense may result in expulsion from San Juan College.
5. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
6. Possession, storage or use of any knife, firearms, incendiary or explosive device on campus including any device which is lawful but could inflict harm (all devices will become the possession of Security).
7. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
8. Theft of, or unwarranted damage to, college property or property of any member of the college community or campus visitor.
9. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similar disorderly conduct that infringes upon the privacy rights or privileges of others, or causes interference with members of the college in the performance of their normal duties and activities, or disturbs the peace or the orderly process of education on campus.
10. Obstructing or restraining the lawful movement of another or causing campus disorder by obstructing or restraining another's lawful participation in authorized activities and events. This includes, without limitation, regular and special curricular activities and co-curricular activities.
11. Actual or threatened physical injury to any person on college owned or controlled property, or at a college sponsored or supervised function, or conduct which threatens or endangers the health or safety of a person.
12. Riding bicycles, skateboards or rollerblading on campus stairs, sidewalks or inside campus buildings.
13. Loitering or willful refusal or failure to leave college property upon request.
14. Engaging in any other reckless or unlawful act or course of conduct.
15. Misrepresenting yourself or an organization to be an agent of the college.
16. Violation of college traffic rules and regulations.
17. Parking or driving in undesignated areas.
18. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to San Juan College Students.

## **PROCEDURE FOR MISCONDUCT**

When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation shall occur. The student(s) involved will be given the opportunity to submit a response to the claimed infraction to the Vice President for Student Services or his/her designee. Following the investigation, the Vice President will make an administrative decision on the case. If warranted, the Vice President for Student Services will determine the appropriate disciplinary action.

In cases involving suspension, dismissal, expulsions, or where the disciplinary action prevents the student(s) from continuing enrollment at the College, the student(s) shall have the right of hearing before the Disciplinary Appeals Committee. A notice of the right of hearing shall be given to the student(s) and should the student wish to exercise his/her right to a hearing, he/she must submit to the Vice President of Student Services a signed written request within 72 hours from the time the notice or right of hearing is given to him/her.

In cases of suspension, dismissal and expulsion where the student(s) have requested a hearing, the student(s) shall be allowed to attend classes and remain on campus until the Disciplinary Appeals Committee renders a decision except when, in the opinion of the Vice President of Student Services or his/her designee, the situation is of an emergency nature which threatens the health and safety of the San Juan College community. In emergency situations, this right is suspended, and the College may take appropriate action to immediately remove the student(s) from the College premises with the provision that it does not prejudice the student's right to a hearing.

## **HEARING PROCEDURES**

Upon receipt of the written request for an appeal hearing, the Vice President for Student Services or his/her designee will appoint a Disciplinary Appeals Committee composed of five persons. The membership of the committee will include:

1. One faculty member
2. One Student Services professional staff member
3. Two students
4. One faculty member from a different department

The Vice President will mail a notification of the formal hearing to all individuals involved, within 10 working days after the receipt of the written request for a hearing. The committee will provide all involved individuals an opportunity to present evidence and arguments and the hearing will comply with due process requirements. The Disciplinary Appeals Committee will determine the outcome based on all information given orally or in writing at the formal hearing. The decision of the Disciplinary Appeals Committee becomes official upon a majority vote and will result in a case dismissal or an imposition as outlined in Disciplinary Actions and Sanctions.

All decisions of the Disciplinary Appeals Committee will be given to the individuals involved, the Vice President for Student Services, and the President within five working days following the hearing. All Disciplinary Appeals Committee decisions may be appealed to the President within 10 working days following the hearing, without further right of appeal. Records of the Disciplinary Appeals Committee decision will be kept in the Office of the Vice President for Student Services.

## **DISCIPLINARY ACTIONS AND SANCTIONS**

The Vice President for Student Services and, through appeal, the Disciplinary Appeals Committee are authorized to impose penalties for student infractions including, but not limited to, the following:

1. Withholding of grades, transcripts, and/or degree.
2. Suspension of rights and privileges; and
3. College suspension or expulsion, or
4. Barring from campus

The degree and extent that a sanction is applied is left to the discretion of the Vice President of Student Services and/or the Disciplinary Appeals Committee dependent upon the circumstances in any given case. (Board Policy No. 704).

## LIMITATION PERIOD

No student shall hereafter be subjected to disciplinary procedures stemming from an alleged infraction of College regulations unless such procedures are initiated within one year from the time of the occurrence of the alleged infraction. The College shall make every reasonable attempt to notify the students of the infraction and request a conference. Notifications shall be certified mail to the address the student provided to the Records Office.

## DISCIPLINARY APPEALS COMMITTEE PROCESS

When a disciplinary appeal is scheduled, a Disciplinary Appeals Committee will be established according to the San Juan College Catalog to hear the appeal and to render a decision. The guidelines for the two parties – the person appealing, hereafter referred to as *Student*, and the person representing the department, hereafter referred to as *Department* – should be prepared for the meeting with the Disciplinary Appeals Committee. The committee will be provided with the documentation that was previously submitted to the Vice President for Student Services by each party.

## DISCIPLINARY APPEAL GUIDELINES

Prepare an oral presentation for the Disciplinary Appeals Committee providing them with specifics regarding the situation – a maximum of 20 minutes with approximately 10 minutes for follow up questions for each party will be allowed.

Both parties will be present during the presentation portion of the appeal and the rebuttals (if any). A five-minute rebuttal by each party will be permitted, after both presentations have been made, if desired. There is no time limit on questions from the Disciplinary Appeals Committee.

Student and department have the opportunity to provide the Disciplinary Appeals Committee with a maximum of three pages double-spaced summary of the situation. (This is optional and must be submitted by 5:00 p.m. the day before the hearing to the Vice President for Student Services Office. The Vice President will provide copies of this to the committee members for their review by 9:00 a.m. the day of the appeal.)

## OTHER GUIDELINES

Each party is permitted to invite one individual to accompany him/her to the appeal meeting for assistance and moral support; however these individuals are not allowed to comment or speak during the proceedings.

During the time the student has the floor, the department cannot comment or interrupt nor can the student interrupt the department when it has the floor.

An organized and thoughtful presentation is essential. The Chair of the Disciplinary Appeals Committee will monitor time, and when the allowed time has expired will move on to the next item. After the presentations, the rebuttals, and the question and answer period, the student and the department will be dismissed, allowing the Disciplinary Appeals Committee to deliberate.

All decisions of the Disciplinary Appeals Committee will be given to the individuals involved, the Vice President for Student Services and the President within five (5) working days of the hearing.

All Disciplinary Appeals Committee decisions may be finally appealed to the President within ten (10) working days following the hearing, without further right of appeal. Records of the Disciplinary Appeals Committee decision will be kept in the Vice President for Student Services Office.

## STUDENT EMAIL POLICY

E-mail is an official method for communication at San Juan College between the College and its students. This ensures that all students have access to this important form of communication. Furthermore, it ensures that students can be communicated to through a standardized channel by instructors and other staff of the College as needed.

The College will send communications to students via e-mail. Students are responsible for the consequences of not reading in a timely fashion College-related communications sent to their official San Juan College student e-mail account.

Each student, upon enrolling, is issued an e-mail account with an address on the my.sanjuancollege.edu domain. This e-mail account is created by the Office of Technology Services and is the official e-mail address to which the College will send e-mail communications. This official address will be recorded in the College's electronic directories and records for that student. Students are expected to check their San Juan College official e-mail frequently in order to remain informed of College-related communications.

Instructors may also require students use e-mail in their class, including requiring students to check their e-mail on a regular basis. Instructors may also require students to use their Learning Management System's internal email system (ANGEL, WebCT) which is also considered official communications from the College.

E-mail is not appropriate for transmitting sensitive or confidential information. Do not send any personally identifiable information through the College email system. The San Juan College e-mail system does not provide the appropriate degree of security and access privileges to ensure security.

All use of e-mail will be consistent with other College policies. All use of e-mail will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA).

Communications sent to a student's official San Juan College e-mail address may include notification of College-related actions, emergency notifications, and payment notifications; however, e-mail shall not be the sole method for notification of any legal action.

## **VISITOR AND GUEST RULES FOR CONDUCT**

San Juan College is dedicated to providing a positive and safe educational setting which promotes the advancement of knowledge and learning. This is encouraged through the development of responsible, personal, and social conduct by students. By their presence on the San Juan College campus, visitors and guests voluntarily assume the same obligations as students for performance and behavior relevant to the College's lawful process and functions.

All visitors and guests at San Juan College are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any College related activities. Misconduct and inappropriate behavior will subject the visitor or guest to appropriate action in order to protect students, faculty, and staff as well as the public in order to assure that the College fulfills its mission to the community. All visitors and guests are expected to obey all rules regarding College policies and procedures as well as all civil and criminal statutes of the State of New Mexico and the United States. They may be penalized by the College for violating its standards of conduct as well as face possible civil or criminal actions by state or federal authorities for the same act. These Rules supersede any Conduct Rules adopted by any individual Department, Program or School.

Violations of College policy and rules, local, state and federal laws will not be tolerated and penalty procedures will be implemented for but not excluded to:

1. Failure to make satisfactory settlement with the College for any and all debts.
2. Forgery, counterfeiting, alteration or misuse of any College record, document or identification card
3. The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray project or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental

process while on campus premises, lab sites and/or during any San Juan College sponsored or related event. Reports of a visitor or guest suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Public Safety Office. This office will determine the penalty action to be taken:

4. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
5. Possession, storage or use of any knife, firearms, incendiary or explosive device on campus including any device which is lawful but could inflict harm (all devices will become the possession of Public Safety).
6. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
7. Theft of, or unwarranted damage to, College property or property of any member of the College community or campus visitor.
8. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similar disorderly conduct which infringes upon the privacy rights or privileges of others, or causes interference with members of the College in the performance of their normal duties and activities, or disturbs the peace or the orderly process of education on campus.
9. Obstructing or restraining the lawful movement of another or causing campus disorder by obstructing or restraining another's lawful participation in authorized activities and events. This includes, without limitation, regular and special curricular activities and co-curricular activities.
10. Actual or threatened physical injury to any person on College owned or controlled property, or at a College sponsored or supervised function, or conduct which threatens or endangers the health or safety of a person.
11. Engaging in acts that constitute sexual harassment or engaging in other discriminatory acts based on race, color, religion, national origin, ancestry, sex, disability, age, sexual preference, or veterans' status.
12. Riding bicycles, skateboards or rollerblading on campus stairs, sidewalks or inside campus buildings.
13. Loitering or willful refusal or failure to leave College property upon request.
14. Engaging in any other reckless or unlawful act or course of conduct.
15. Misrepresenting yourself or an organization to be an agent of the College.
16. Violation of College traffic rules and regulations.
17. Parking or driving in undesignated areas.
18. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to San Juan College Visitors or Guests.

**“First offense of the conduct rules may result in temporary or permanent suspension of rights to have access to San Juan College campus or activities.”**

## **PROCEDURE FOR MISCONDUCT**

When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation shall occur. The visitor or guest involved will be given the opportunity to submit a response to the claimed infraction to the Vice President for Student Services or his/her designee. Following the investigation, the Vice President will make an administrative decision on the case. If warranted, the Vice President for Student Services will determine the appropriate penalty for action. When, in the opinion of the Vice President of Student Services or his/her designee, the situation is of an emergency nature which threatens the health and safety of the San Juan College community, the College may take appropriate action to immediately remove the visitor(s) or guest(s) from the College premises without an investigation preceding the action

# SAFETY ON CAMPUS

## CAMPUS SECURITY AND CRIME AWARENESS POLICY

Any criminal or suspected criminal activity should be reported to the Security office.

- Campus security is present 24 hours a day, and can be reached by dialing extension 3333 from any campus telephone.
- Security can also be reached by contacting the College switchboard at 326-3311, or “0” from any campus phone, or 566-3333.
- Any individual may be asked to present his/her student identification card or another form of identification when on College property.
- The College reserves the right to ask any individual to vacate the campus when it is determined his/her actions are disrupting, interfering, or obstructing the functions of the College.
- The security force has the authority to enforce campus rules and regulations.
- The College security force has a close working relationship with local police agencies. In the event that an arrest must be made, the local police will be summoned. Other criminal activities will be referred to local police agencies.
- The City of Farmington enforces all traffic and parking on campus. Fines are levied through the City of Farmington.
- Students, staff, and visitors of San Juan College are strongly encouraged to report all suspected crimes to the Security Office.
- Crime statistics for San Juan College for public review are available at the Security and Safety Office, during normal business hours.

## BAD WEATHER CAMPUS CLOSURE

Bad weather conditions including snow are monitored by officials of the College in conjunction with officials of the local community school districts; however the College will make the final determination for any campus closures. The College will make every attempt to follow the morning closures of the Farmington School District in accordance with bad weather conditions, Monday through Friday.

All campus locations for San Juan College will work with the closures of the Farmington School District as closely as possible for two-hour morning delays or all day closure. The Director of the East Campus and the Director of the West Campus will make the necessary determination in consultation with the Dean of Extended Learning or the Vice President for Student Services for any bad weather closure or delay related to weekend classes. Weekend classes or activity cancellations due to bad weather on the main campus will be made in consultation with the appropriate Dean for that department or the Vice President for Student Services. In all cases, the determination for closure or delay will be communicated to the public and the campus through the Public Relations Office for the College.

Radio and television stations will be notified of snow closures. Day closures will be announced between 6 and 8 a.m., evening closures by 4:00 p.m. if possible. A recorded message will be available through the main switchboard at 326-3311. As a rule, the College is open unless otherwise notified. Students should make the decision to attend class or not.

## COMMUNICABLE DISEASES

- Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease.
- The College reserves the right to exclude a person with a communicable disease from College facilities, programs, and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community.

## **FIRE RESPONSE POLICY**

Students should know the location of fire extinguishers, fire exits, and alarm systems on campus. Directions on how to use the equipment is readily available and easy to read.

Take the following steps in case of a fire:

Call 911 (from a campus phone dial 911), and then call Safety and Security at ext. 3333. The primary concern, in case of fire, is your safety. Use a fire extinguisher to ensure your safety to an exit if needed. Proceed calmly to the nearest stairwell or EXIT sign, and evacuate the building. Non-disabled individuals are to assist all persons with disabilities in exiting the building.

**DO NOT USE ELEVATORS.**

If a door feels warm - do NOT open it. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less polluted. If there is heavy smoke, stay near the floor and breathe through a piece of clothing.

When outside of the building, maintain a distance of at least 200 feet from the building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

*Do not return to an evacuated building* unless told to do so by a college official. After returning to the building, go back to your original assembly point and stay there until an accurate headcount is taken.

## **HEALTH AND SAFETY PROVISIONS**

It is the general policy of San Juan College to promote quality and safety for students, patients, faculty, and staff. Policies have been developed to be in compliance with standards, policies, and guidelines set forth by San Juan College, the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), the New Mexico State OSHA criteria, the American Dental Association (ADA) and the American Association of Dental Educators.

## **MEDICAL OR PERSONAL INJURY POLICY**

In the case of personal injury, or a medical emergency such as a heart attack or seizure, call the Safety and Security Office at ext. 3333. If it is obvious that an ambulance is needed, call 911 and advise the dispatcher of the personal injury condition.

If the individual is having convulsions or seizures, make the room as safe as possible for that individual. Remove any object or furniture that could hurt the person having the seizure. Check for sharp or blunt objects that could cause lacerations or concussions.

Ask those present if anyone knows the injured party's family or name. Ask those present to stay until the Safety and Security Officer arrives.

For minor injuries, use the first aid kits that are located throughout the campus.

## **REGISTERED SEX OFFENDERS**

The state of New Mexico law requires that any sex offender, a resident of the state of New Mexico or a resident of another state, who enrolls in, attends, or changes enrollment status in, any institution of higher education in New Mexico must:

- Register and disclose his status as a sex offender in writing to the county sheriff for the county in which the sex offender is attending an institution of higher education no later than 10 days after beginning school or changing his enrollment status.
- Disclose his status as a sex offender in writing to the law enforcement entity responsible for the institution of higher education, no later than 10 days after beginning school or changing his enrollment status, and
- Disclose his status as a sex offender in writing to the registrar for the institution of higher education no later than 10 days after beginning school or changing his enrollment status.

Law enforcement agency information provided by the State of New Mexico concerning registered sex offenders may be obtained at the New Mexico Sex Offender Information Page at [www.nmsexoffender.dps.state.nm.us](http://www.nmsexoffender.dps.state.nm.us)

## SAFETY TIPS

As a deterrent to crime, the College recommends that students and others practice sound crime prevention practices such as:

- Lock your vehicle in the parking lot.
- Never leave your personal items, such as purses or backpacks, unattended or on the seats of your vehicle. Lock your valuables out of sight in your trunk or carry them with you.
- Use the campus escort service provided in the evening hours.
- Report any suspicious activity to the Security Office.
- Lock rooms and offices when unattended.
- Walk in well lighted areas only.

## TRAFFIC ACCIDENT OR INCIDENT POLICY

The Safety and Security Office is responsible for the enforcement of all campus traffic and parking regulations. Whenever a traffic accident or incident occurs, regardless of the severity, immediately notify the Safety and Security Office at ext. 3333.

The Farmington Police Department will investigate injury, hit and run accidents, and DUI incidents. Any accident not investigated by the Farmington Police will be investigated by the Safety and Security Office and a written report prepared.

The City of Farmington enforces all traffic and parking on campus. Fines are levied through the City of Farmington.

## DRUG AND ALCOHOL POLICY AND INFORMATION

Students are one of San Juan College's most valuable resources, and their health and safety are matters of serious concern. It is the goal of San Juan College to protect the public health and environment of all members of the College by promoting an alcohol and drug free work environment. In accordance with the Drug Free Workplace Act of 1988, and the Drug Free Schools and Campuses Act Amendments of 1989:

*San Juan College, therefore, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, alcohol, or illegal drug on its premises and/or during any San Juan College sponsored or related event.*

Students have the right to an environment free from the effects of substance abuse. The term substance abuse, as used in this policy, refers to the use of illegal drugs or controlled substances and the consumption of alcohol in quantities to the extent that an individual is unable to perform in a safe and productive manner. Students are expected and required to report to class and/or to any San Juan College sponsored or related event fit to perform in a safe and efficient manner. Students who violate the provisions of this policy may be subject to disciplinary action.

San Juan College recognizes drug/alcohol dependency as an illness and a major health problem. The College also recognizes drug/alcohol abuse as a potential health, safety, and security problem to the institution. Students needing help in dealing with such problems may contact the Advising and Counseling Center for referrals to available substance abuse education, treatment and rehabilitation programs.

As a condition of continued registration and enrollment, any student of San Juan College shall abide by this policy. Violation of this policy shall result in disciplinary action, up to and including expulsion. The College reserves the right to administer a drug screening of any student suspected of substance abuse. For more detailed information, students should contact the Advising and Counseling Center.

## **LEGAL SANCTIONS FOR THE UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL**

The penalties for even the most minor of violations of the Liquor Control Act can include fines of up to \$300, confiscation of property and imprisonment for up to seven months. More serious violations carry greater penalties, with larger fines and longer imprisonment.

Penalties for illegal drug use can include significant fines and imprisonment. Penalties for the illegal sale of drugs are greater, and may include property confiscation. Alternative penalties for illegal drug or alcohol use may also include mandatory community service. Violation of laws by a foreign national may result in deportation.

In drug-related cases, a court can permanently suspend eligibility for federal benefits, including financial aid. A criminal record can seriously hurt education and career opportunities.

## **THE CITY OF FARMINGTON CONTROLLED SUBSTANCES AND ALCOHOL POLICY**

It is unlawful for any person to intentionally possess one ounce or less of marijuana within the city. It is unlawful for any person to, knowingly or under circumstances where a person reasonably should know, manufacture, distribute or possess with intent to distribute an imitation controlled substance. It is unlawful for any person to sell, offer for sale, display, furnish, supply or give away any of the following devices or paraphernalia: any cocaine spoon, a marijuana or hashish pipe, empty gelatin capsule, hypodermic syringe or needle, or any other device primarily adapted for, designed or promoted for smoking, injecting, administering or consuming marijuana, hashish, PCP or any other controlled substance as defined in the statutes of New Mexico.

The Farmington City Code (Section 10-1-1) provides the following penalties for driving while under the influence of intoxicating liquor or drugs: First conviction of this offense, the minimum punishment shall be imprisonment for 72 consecutive hours, and a fine of not more than \$500; upon a second conviction for this offense, the punishment shall be imprisonment for not less than 72 hours, nor more than 90 days and a fine of not more than \$500; and upon a third conviction of this offense, the offender shall be punished by imprisonment for not less than 72 hours, nor more than 179 days, and by a fine of not more than \$1,000. The court may also, after an evaluation of the offender for alcoholism, order the offender to undergo a program of alcohol rehabilitation.

## **DISCLAIMER**

The provisions in this handbook are not to be regarded as a contract between the students and San Juan College. The College reserves the right to change any provisions or requirements when such action will serve the interest of the College or its students. The College further reserves the right to deny admission, cancel the registration or withdraw students when it considers such action to be in the best interest of the College. The several sections of this handbook are hereby declared to be independent and severable, and if any sections, subdivision, word, sentence or clause in this handbook be held void or non-enforceable, such holding shall not affect the valid or enforceable portion.