

Eligibility Criteria for the California College Promise Grant

(formerly known as the Board of Governors Fee Waiver)

This fee waiver is for California residents, eligible AB 540 students and eligible AB 1899 students, as determined by the Admissions and Records office. If you are not a California resident, you can complete the Free Application for Federal Student Aid (FAFSA) to be considered for other types of financial aid.

You may apply online at <https://www.grossmont.edu/financial-aid/grants/california-college-promise-grant.php>

Method A:

- Currently receiving monthly cash assistance from: TANF/CalWORKs or
- SSI/SSP (Supplemental Security Income/State Supplemental Program) or
- General Assistance
- **You will be required to provide documentation proving you meet one of the criteria above.**

Method B:

- Meet these income standards for Fall 2021 and Spring 2022

Number in Household (including yourself, your spouse, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2022)	Maximum Total 2019 Family Income (Adjusted Gross Income and/or <u>Untaxed Income</u>)
1	\$19,140
2	\$25,860
3	\$32,580
4	\$39,300
5	\$46,020
6	\$52,740
7	\$59,460
8	\$66,180
+	Add \$6,720 for each additional dependent

- **Provide proof of income for 2019 - Official IRS Tax Return Transcript, etc. if requested.**

Method C:

File a [Free Application for Federal Student Aid](#) (FAFSA) or California Dream Act application and demonstrate \$1,104.00 or grantor of financial need.

Method D:

Be designated as homeless by a Financial Aid professional at the time of application.

Special Classifications (you will be required to provide documentation proving you meet the condition):

- A child or dependent of a service connected disabled or service related deceased veteran as certified by the California Department of Veterans Affairs or the National Guard
- A recipient or a child of a recipient of the congressional Medal of Honor
- A dependent of a victim of the 9/11/01 terrorist attack
- A dependent of a deceased law enforcement/fire suppression personnel



STUDENT INFORMATION AND SERVICES

STUDENT SERVICES

The following student services are available at Grossmont College. For location of these offices, please see the college map on the back of this schedule.

ACCESSIBILITY RESOURCE CENTER (A.R.C.) – The A.R.C. is a student services program that provides access to education for Grossmont College students with disabilities and learning differences. The A.R.C. offers academic accommodations, disability management and support services, as well as individualized career, academic, and personal counseling to support student academic success.

Want to get services? Check eligibility, submit verification of disability, and schedule a virtual intake appointment online. [Learn how to get started.](#)

Already connected to the A.R.C.? Learn more about [requesting and accessing accommodations](#) for in-person and virtual classroom settings.

A.R.C. Counselors/Specialists are meeting with students virtually! [Book an e-Counseling Appointment.](#)

Website: www.grossmont.edu/arc

Email: grossmont.arc@gcccd.edu

Location: Building 60, Room 120

Phone: 619-644-7112

- Leave a voice message with your name and student I.D. number
- Deaf or hard-of-hearing? Use CA Relay Services, 1-800-735-2922 (or 711)

ADULT ReENTRY CENTER – Acts as a bridge between the college, local businesses, and the community by providing referral services, information relating to training, Adult Re-Entry seminars, Student Employment, professional and academic counseling, self-help programs, and Adult Re-Entry Orientation. The Adult Re-Entry Center is located in Building 60, Room 146. Website: <https://www.grossmont.edu/student-support/career-center/index.php>

ASSESSMENT/TESTING OFFICE – Provides English/Reading/ESL/Math/Chemistry assessment.

CalWORKs – Grossmont College CalWORKs (California Work Opportunities and Responsibility to Kids) program, is state funded program that serves students who participate in training and education as part of their Welfare-to-Work plan. CalWORKs provides intensive counseling and support services such as childcare assistance, liaison with ECM's, and work experience/work study opportunities for students. Students are assisted with tracking participation hours, completing monthly reports, and understanding CalWORKs requirements. Additional information and application to CalWORKs may be obtained in Room 38E, telephone (619) 644-7552 or visit our web site at <https://www.grossmont.edu/student-support/calworks/index.php>, or call our remote number (619) 609-7430.

CAREER CENTER – Offers current, extensive range of occupational and educational resources in the Career/Job Search Library. Assistance with resume and cover letter writing, interview techniques and strategies, application preparation, and job search skills are also offered. Knowledgeable staff are available for personalized assistance in the use of online Career Assessment Tools, occupational files and other career related materials. The Career Services Center is located in Room 60-140. Website: <https://www.grossmont.edu/student-support/career-center/index.php>

COMPUTER ACCESS – The Learning and Technology Resource Center (LTRC), located in the center of the campus, houses the Library, Open Computer lab, Assistive Technology Center, Math Study Center, Business Office Technology (BOT) lab, the English Writing Center, and the ESL/Independent Studies lab. There are several other Learning Assistance Centers throughout the campus including the Biology lab, Chemistry lab, English Reading Center, Health Science lab, CSIS labs, Speech lab, Physics lab, Digital Media Arts Center, Digital Photo Lab, and the Multimedia Lab. All areas provide access to computers. Please visit <https://www.grossmont.edu/technology/> for hours, locations, and access requirements.

COUNSELING CENTER – Professional counselors are available on an individual and group basis to assist you in meeting your academic, transfer, professional and personal goals.

EOPS/CARE/NEXTUP – The Extended Opportunity Programs and Services (EOPS) program provides assistance to students who have faced academic and financial hurdles in meeting their educational goals. Among the services provided are financial grants, books, and academic/career/personal counseling.

As a supplement program of EOPS, CARE (Cooperative Agencies Resources for Education) provides additional services for EOPS eligible students who are single head of household receiving cash aid for themselves or their child(ren) and have one child under 14 years of age at the time of acceptance into CARE. Additional services may include assistance with financial grants and a meal program while attending college.

FINANCIAL AID – Financial assistance in the form of grants, work study, loan programs and scholarships is available in the Financial Aid Office. Contact Financial Aid at (619) 644-7129 or visit <https://www.grossmont.edu/financial-aid/index.php>.

HEALTH AND WELLNESS – The Health and Wellness Center promotes the physical and mental health of students. The office is staffed with registered nurses, mental health counselors and support staff. The Health and Wellness Center provides services to all enrolled students who have paid the health fee or have received a financially determined waiver for the health fee. Current Grossmont College I.D. or proof of enrollment is required for services. The mandatory student health fee enables the Health and Wellness Center to provide general health care, counseling and educational programs at low or no cost to students.



Student injuries resulting from a college sponsored class or other activity and transmissible illness must be reported to the Health and Wellness office.

The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event.

Student insurance is secondary to any individual insurance. Information and referrals for care can be obtained in the Health and Wellness Center, Building 60 – Room 130 (Inside Griffin Center) or by calling 619-644-7192 or the Health and Wellness website: <https://www.grossmont.edu/student-support/health-and-wellness/>.

Note: Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Waiver forms may be obtained in Admissions and Records or the Student Affairs office. Requests for exemption will be reviewed by the Dean of Admissions and Records and Financial Aid and the Dean of Student Affairs.

NEW HORIZONS – This Perkins funded program provides services to qualified students enrolled in vocational programs at Grossmont College. Services offered are specialized counseling, referrals, and coordination with other campus services. Our goal is to help individuals improve the quality of their lives and attain family economic self-sufficiency through education. You may qualify by one or more of the following if you are: A single parent; A displaced homemaker; A single pregnant woman; Low-Income Individual (qualify for fee waiver); an academically under prepared student enrolled in a vocational major leading to a certificate, associate degree OR skills upgrade. (To determine what is a vocational major and the possibility of other support services contact our staff.) The New Horizons Office is located in Room. 60-125, telephone (619) 644-7552, or visit our website at: <https://www.grossmont.edu/student-support/calworks/index.php>, or call our remote number (619) 609-7430.

NEXTUP FOSTER YOUTH SERVICES

NextUp is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of the Grossmont College NextUp Program is to provide comprehensive support services tailored to current or former foster youth.

NextUp Services include:

- Academic and Personal Counseling Services tailored to the needs of Foster Youth
- NextUp College Orientation Services
- Specialized Student Success Workshops
- Book Grants (Fall, Winter, Spring & Summer)
- Meal Tickets
- NextUp Cash Grants
- Transportation assistance

*Additional services may be provided as needed

NextUp Eligibility:

- A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday

*Must provide ONE of the following documents to verify foster dependency status.

- Verification in writing from the county child welfare agency or
- Verification in writing from county independent living program or
- Verification in writing from the county probation agency or
- Verification in writing (form) from the California Department of Social Services Foster Care Ombudsman

In addition to the above, you also must meet the criteria below:

- Not older than 25 years of age at the commencement of any academic year in which you participate in NextUp
- EOPS Eligible
 - o NextUp student may be enrolled in 9 units or more at the time of acceptance
 - ✕ A.R.C. students may enroll in less units per semester with verification from the A.R.C.

The NextUp Office is located in 60-125. For more information call (619)-644-7617.

OFFICE OF STUDENT AFFAIRS – The Office of Student Affairs manages programs and services, in collaboration with staff, faculty, and students, that enhance the quality of campus life for students. The office assists students as they become active members of the college community while providing an educational foundation of learning through doing.

The Office of Student Affairs supports the work of the Associated Students of Grossmont College (ASGC), Inter Club Council (ICC), and individual student clubs through the facilitation of leadership development and activities planning. The Student Affairs office oversees campus-wide student life programming including student activities. Many opportunities are provided for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair and Commencement.

Students interested in serving on the ASGC Board, joining/starting a club, being a part of a campus-wide committee and/or obtaining additional information regarding the overall office description are encouraged to visit the Office of Student Affairs, Bldg. 60, Room 204.

The Office of Student Affairs has the primary responsibility of managing student conduct issues related to classroom instruction, staff, faculty, department functions, and the overall campus environment. It is responsible for investigating, facilitating, and enforcing the student conduct process per the Grossmont-Cuyamaca Community College District's Student Conduct Procedures. The Office of Student Affairs also oversees



student complaints and grievances in compliance with procedures for conflict resolution and conducts the initial investigations of discrimination and harassment related charges.

Additionally, the Office of Student Affairs oversees Student Health and Wellness. A wide variety of nursing and counseling services are available on campus to assist the health care needs of students.

STUDENT ACTIVITIES OFFICE/WINDOW – The Student Activities Window is located within Building 10. The Activities Window is located next to Financial Aid. This office maintains the financial accounting records for the Associated Students of Grossmont College, all clubs and campus-based trust funds. The window sells benefit cards (and distributes the benefit packages), bus/trolley passes, discounted movie tickets, (AMC and Edwards), postage stamps, outgoing fax service and discounts to campus/community events. The ASGC cash rebate on books may be picked up at the window during designated periods throughout the semester.

STUDENT EMPLOYMENT SERVICES – Student Employment Services — Assist students with finding full and part-time employment appropriate to their needs, qualifications and major. Employer and job information are online 24/7 for dependable access. In addition, Career Coach is a tool to discover majors and in-demand careers of interest, and offers further employment opportunities for students 24/7. For more information, please visit the Student Employment Center in Building 60, Room 145. Website: <https://www.grossmont.edu/student-support/career-center/index.php>

TRANSFER CENTER – Located in Room 10-173, provides transfer information, workshops covering university admission requirements, policies and practices, as well as other transfer related topics, college catalogs, pamphlets and college guides to help students interested in transferring.

Contact the Transfer Center at (619) 644-7215; visit www.grossmont.edu/transfercenter; like us on Facebook, www.facebook.com/gctransfercenter; follow us on twitter, <https://twitter.com/grossmonttransc>.

TUTORING – Individual or small-group tutoring available for Grossmont College students. Most General Education subjects are available. Appointments are first-come, first-serve for 30 or 60 minutes, at no cost. Students may sign-up in Room 70-202; <https://www.grossmont.edu/student-support/transfer-center/>, located on the 2nd floor of the LTRC.

VETERAN'S SERVICES OFFICE – Located in Room 10-152. A veteran certifying official is available at Grossmont College to assist students eligible for service-connected benefits. Call (619) 644-7165 for more information.

THE VETERAN'S RESOURCE CENTER (VRC) – Located in Room 21-253, provides a central entry point for veterans and their families as they transition from the military into the Grossmont College community. Staffed by veterans, the overall goal is to deliver tangible tools and services to optimize students' academic success. Separate from the campus Veteran's Services Office, the VRC fosters a collaborative delivery of student services between such offices as the Accessibility Resource Center (A.R.C.), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families. The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., A.R.C., campus Veteran's Services Office, community veterans agencies)

For more information, contact Admission and Records Veteran's Affairs Office, (619) 644-7165.

CATALOG

The college catalog contains program (degree) and certificate requirements, course listings, general education requirements for The California State University, the Intersegmental General Education Transfer Curriculum (IGETC) and Grossmont College's associate degree along with a variety of other important aspects of college life. The catalog is your guide to obtaining a degree or certificate, transferring to a four year institution and keeping aware of all prerequisites, policies and procedures that affect you, as a student, while attending Grossmont College. The catalog is available in the Campus Bookstore and at the College Cashier's office for \$3.00. The College Cashier will also mail the catalog upon request (prepaid, \$6 includes library rate postage). For additional information about mailing catalogs, call the Cashier's office at (619) 644-7660.

REGISTRATION FOR CUYAMACA COLLEGE COURSES

Grossmont students registering for Cuyamaca College courses may do so through Self-Service/WebAdvisor at www.grossmont.edu.

UNIVERSITY TRANSFER ADMISSION GUARANTEE AGREEMENTS

Grossmont students interested in transferring to San Diego State University, UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Cruz, and UC Santa Barbara can do so through university transfer admission guarantee agreements. For more information, visit the Transfer Center web site at <https://www.grossmont.edu/student-support/transfer-center/>, or meet with a counselor.

ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (ASGC)

The Associated Students of Grossmont College (ASGC) is a body of elected and appointed students that actively represent the student body to the administration, faculty, alumni, and the community at large.

As the students' representative body, ASGC ensures communication and attention to the students' needs and concerns.

The ASGC is made up of eight officers: President, Vice President, Vice President of Finance, Director of Campus Activities, Director of Student Legislature, Director of Publicity, Director of Board Affairs, and Director of Website Development. The Board of Directors consists of one person for every 1,000 students officially enrolled as of the most recent census week prior to the ASGC election and one additional member of any remaining number of students over 500.

The ASGC Board meetings open to anyone who is interested in the operation of student government. Information concerning the student government may be obtained in the Student Affairs or ASGC offices. As elected representatives, all officers and board members are more than willing to discuss matters of student concern with other students. Students interested in becoming active on the campus are urged to contact an officer of the ASGC to get involved in various committees related to the college.

The following are some of the academic and career skills one develops from ASGC experiences:

- Teamwork and organizational skills
- Effective communication techniques and styles
- Understanding of the college and district operating systems
- Knowledge of shared governance process, Brown Act, and parliamentary procedures
- Networking relationships with the faculty, staff, and students
- Working in an organizational corporate climate including a Board of Directors.

STUDENT I.D. CARDS

Students will receive a free photo I.D. card as part of the registration process (student must be in 1 or more credit units). This I.D. card is required when conducting college business or upon request of college staff. Picture I.D. cards will be issued at the Admissions and Records Office to new and returning students. One of the following IDs is a requirement as proof of identification:

- Current State Identification Card
- Current State Driver's License
- Current Passport
- Current Military I.D.

BUS/TROLLEY PASSES

Students taking a minimum of 3 summer units at Grossmont College may purchase June and July monthly bus and trolley passes at the discounted rate of \$57.60 per calendar month. Email Irene.Bauza@gcccd.edu for more information. A limited number of passes are available for purchase (cash only) at the Student Activities Window located in Building 10 next to Financial Aid. Grossmont College Photo I.D. is required.

For bus schedule information call the Regional Transit Information Office at (619) 233-3004 or 1-800-COMMUTE or visit www.sdmts.com.

DISTRICT AND COLLEGE POLICIES

NONDISCRIMINATION NOTICE

(Board Policy 3410)

The Grossmont-Cuyamaca Community College District (District) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The District strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of the groups mentioned above. Inquiries regarding the equal opportunity policies, the filing of grievances, or for requesting a copy of the college's grievance procedures may be directed to:

- **Aimee Gallagher, J.D.**, *Interim Vice Chancellor, Human Resources*
Title IX Coordinator
Grossmont College
8800 Grossmont College Drive
El Cajon, CA 92020-1799
(619) 644-7572
- **Sara Varghese, J.D.**, *Dean of Student Affairs*
Section 504 Compliance Officer and ADA Coordinator
Grossmont College
8800 Grossmont College Drive
El Cajon, CA 92020-1799
(619) 644-7600

Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center at (619) 644-7112, Room 60-120 to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

- **Office for Civil Rights**
San Francisco Office
U.S. Department of Education
50 Beale Street, Ste. 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
Facsimile: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

PROHIBITION OF HARASSMENT

(Administrative Procedures 3430)

The Grossmont-Cuyamaca Community College District (District) is committed to providing an academic and work environment free from harassment. This procedure defines sexual harassment and other forms of harassment on District property, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure protects students, employees, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus or van, or at a class or training program sponsored by the District at another location. The procedure below is based, but may not be limited on the following definitions:

Definitions

General Harassment: Harassment based on ethnic group identification, race, color, national origin, religion, sex or gender, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, military or veteran status, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to



do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation, or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on

the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

CONSENSUAL RELATIONSHIPS

District employees are strongly discouraged from entering into or maintaining any romantic or sexual relationship with any student or employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.



There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute conduct against any affected employee.

ACADEMIC FREEDOM

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws. The Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination or harassment. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

PROCEDURE REGARDING COMPLAINTS OF HARASSMENT

Any person who believes that they are being harassed based on an actual or perceived protected characteristic such as ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, marital status, veteran status, or physical or mental disability, may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

The District may return without action any complaints that are inadequate because they do not state a clear allegation of harassment or violation of the anti-harassment policies.

The District shall investigate all complaints of harassment. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the State Chancellor's Office.

EMPLOYMENT

Complaints involving harassment in the course of employment or attempting to secure employment must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.

If an employee or applicant for employment feels they have been harassed and would like to file a complaint, complaint procedures can be found on the District's Equal Employment Opportunity web site, or by contacting the office of the Vice Chancellor for Human Resources and Labor Relations.

STUDENTS AND VISITORS

Complaints alleging violations that do not involve hiring processes should be filed as soon as possible after the occurrence of an alleged violation.

Information on college complaint procedures can be located at <https://www.grossmont.edu/student-support/student-affairs/index.php> or by contacting the Office of Student Affairs at either college.

STUDENT CODE OF CONDUCT

To ensure a safe campus community and provide a prompt and equitable means to address violations of the Grossmont-Cuyamaca Community District Standards of Student Conduct, the Dean of Student Affairs, in conjunction with the President and Vice President of Student Services, administratively facilitate the Grossmont-Cuyamaca Community College District's Student Conduct Procedures for Grossmont College.

FOUNDATIONS FOR STUDENT CODE OF CONDUCT VIOLATION

(These procedures also apply to distance education.)

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction or co-curricular offering within the District, to include distance education programs, he or she may be subject to Student Conduct Action for one or more of the following causes that must be District related. Except in response to conduct specified in subdivisions (g) and (h) of Section 76033, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. This section is not intended to limit provisions of federal law, or limit the ability of community college districts to take appropriate action under federal law.

These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for Conduct, including but not



limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in Conduct if good cause exists (Education Code Section 76033, 76034).

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
23. Misconduct where good cause exists (Education Code Section 76033).

District students who engage in any of the above are subject to the procedures outlined herein as authorized by AP 5520 Student Conduct Procedures.

ETHICAL PRINCIPLES

Grossmont College is an academic institution dedicated to the pursuit of learning and the promotion of student success. In the quest for excellence, our entire college community shares the ethical values of integrity, honesty, transparency, civility, and respect. Students, faculty, staff, and administrators are guided by the ethical standards and principles established by the Grossmont College Student Code of Conduct and by comparable codes from professional associations and organizations. These values include personal and collective accountability and a high regard for others, the institution, and its mission.

ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board, that unless specifically exempted by statute regulation, every course, course section or class for which the average daily attendance is to be reported for state aid, shall be open to enrollment and participation by any person who has been admitted to the college and who meets the bona fide academic prerequisites of such course as may be established pursuant to law, and such exceptions as permitted by law as stated in Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

The Grossmont-Cuyamaca Community College District and both colleges have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District for matters related to student enrollment, level of financial support, or for any other reason. The District further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

SMOKE-FREE CAMPUS

Grossmont College is a smoke-free/tobacco free facility as stipulated in Board Policy 3570. Violation of this campus tobacco policy will result in appropriate conduct penalties in place for both students and employees.

In accordance with AP 3570 “Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe, operating an electronic cigarette or other electronic nicotine delivery system; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

STUDENT DUE PROCESS

It is the stated educational philosophy of the Grossmont-Cuyamaca Community College District Governing Board that GCCCD accepts and is committed to the following premise: “The college recognizes the worth of the individual and that individual needs, interests, and capacities vary

greatly.” With acceptance of this principle comes the recognition that divergent viewpoints exist which may not be reconciled; therefore, the Student Rights and Due Process Committee has been established to assist students to understand their rights and due process, to objectively analyze the facts and to suggest positive alternatives. It is also through the Student Rights and Due Process that students may seek redress of complaints or grievances that result in injury to the student or which adversely affect the student’s status, rights or privileges as a student.

The initial step is the informal phase, which is a good faith effort to settle a dispute before filing a formal grievance. Informal discussion between the persons directly involved in a grievance is essential in the early stages of the dispute and will be encouraged at all times. Even after filing, efforts to resolve the dispute by informal means will continue.

For additional information or a copy of the Student Rights and Due Process procedures, please contact the Dean of Student Affairs, in Room 60-204 or (619) 644-7600.

STUDENT GRADE RESPONSIBILITY

You are held responsible for all classes for which you register. This includes attending all class sessions, being prompt in your attendance, and meeting instructor course requirements. If, for some reason, you decide to withdraw from a class(es), **it is your responsibility to properly withdraw.** This means using **Self-Service/WebAdvisor** or coming to campus and picking up a Drop Card from the Admissions and Records Office, accurately and thoroughly completing the card, and filing it with the Admissions and Records Office. The official date of withdrawal is the date which the withdrawal form is filed with the Admissions and Records Office. If this is not done, students may receive a grade of “F” and all fees apply.

PREREQUISITE ALERT

<https://grossmont.edu/admissions/prerequisites>

A **prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A **corequisite** is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An **advisory on a recommended preparation** is a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a



limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the college shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the college fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.

If no space is available in the course when the challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.
2. Grounds for challenge are:
 - a. The prerequisite or corequisite has not been established in accordance with the college's process for establishing prerequisites and corequisites;
 - b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
 - c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
 - d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
 - e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor the student's preference.
 - f. The student has not been allowed to enroll in a course due to a limitation on enrollment established for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
 - g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures (check the catalog).

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the student's education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Admissions and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

Grossmont College student data is also submitted to the National Student Clearinghouse so that research may be conducted regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.