

Citrus College Disclosures and Disclaimers

Divulgaciones y Denegaciones de Citrus College

Schedule Changes

Every effort is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make corrections or changes at any time without prior notice.

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

Open Enrollment Policy

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

Sistema de Inscripciones Abiertas

Cada curso, sección o clase, a menos que esté específicamente exento por ley, tendrá inscripciones abiertas para cualquier persona que haya sido admitida al colegio y que cumpla con los requisitos establecidos conforme al Título 5 del Código Administrativo de California.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990.

Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o 'HIV'), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990.

Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students.

Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college.

Information regarding student grievance procedures may be obtained in college planning classes or from the vice president of student services, Administration Building, first floor, 626-914-8534.

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos.

Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes.

Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College.

Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

BP 3550 Drug Free Environment and Drug Prevention Program

Referencias: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702

The College shall be free from all illegal drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on College property; in any facility operated by the College; during College-sponsored field trips, activities, or workshops; and in any College owned vehicle.

All employees are required to comply with this policy as a condition of their employment and continued employment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the College President/CEO.

The College President/CEO shall assure that the College distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act. Approved April 28, 2004

Sexual Harassment

It is the policy of the college to provide a workplace and study environment free of sexual harassment. All students should be aware that the college strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All formal complaints will be investigated and appropriate action taken. Complaints should be reported to the human resources/staff diversity officer, 626-914-8830.

Hostigamiento Sexual

Es la política de esta institución el proveer un ambiente de estudio y trabajo libre de hostigamientos sexuales. Todos los estudiantes deben de estar al tanto de que este colegio está en contra de cualquier conducta que constituya un acto de hostigamiento sexual y tomará medidas apropiadas. Cualquier queja debe ser reportada al oficial de "Human Resources/Staff Diversity," 626-914-8830.

Substance Abuse

Citrus Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property and as part of any college sponsored or sanctioned activity. The use of tobacco is prohibited in all District buildings and vehicles. (Citrus Community College District Board Policy P-4219, Education Code 87335, Standards of Student Conduct and U.S. Public Law 101-226).

Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment for violations of the standard of conduct.

Abuso de Sustancias Químicas

Citrus Community College District prohíbe la posesión o distribución ilegal de drogas y alcohol ilícitos por parte de los estudiantes y empleados dentro de sus dominios y en cualquier actividad patrocinada o sancionada por el colegio. El uso de tabaco queda prohibido en todos los edificios o vehículos del colegio. (Board Policy P-4219, Código Educativo 87335, Reglamento de Conducta Estudiantil, y Ley Pública de los Estados Unidos 101-226.)

Cualquier estudiante o empleado en violación de este reglamento está expuesto a acción disciplinaria, incluyendo expulsión del colegio o terminación de empleo, por las violaciones de las normas de conducta.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act and the California Education Code. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College Policy 5180.

A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory

information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Privacidad de los Expedientes Académicos

Los expedientes académicos de los estudiantes en Citrus College son mantenidos en conformidad con "Family Educational Rights and Privacy Act" y el Código Educativo de California. Se necesita el consentimiento, por escrito, del estudiante para permitir acceso o diseminar información sobre el expediente académico definido por las leyes federales y estatales descritas en "Citrus College Policy 5180."

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de "Admissions and Records" reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente.

Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

Student Right-to-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students.

Beginning in Fall 1996, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their transfer rates do not represent the success rates of the entire student population at Citrus College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 28.7 percent attained a certificate or degree or became 'transfer prepared' during a three-year period from fall 1996 to spring 1999. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 23.6 percent transferred to another postsecondary institution, (UC, CSU or another California community college) prior to attaining a degree, certificate or becoming 'transfer-prepared' during a five-semester period from spring 1997 to spring 1999.

More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Rate Disclosure Web site," located at <http://srk.cccco.edu>