

STUDENT RIGHTS, RESPONSIBILITIES, & RESTORATIVE PRACTICES

INFORMATION AND RESOURCES

STUDENT AFFAIRS 14-408: (619) 388-2699.
MESASTUDENTAFFAIRS@SDCCD.EDU

Student Rights and Responsibilities

San Diego Community College District policies are designed to create a safe learning environment free from interference and disruption. Our policies outline students' civic and social rights and responsibilities as members of the San Diego Mesa College community. Honoring these policies allows us to fulfill our mission to empower our diverse student body to reach their educational goals and shape the future.

A Message from Mesa College Student Rights, Responsibilities, & Restorative Practices Coordinator, Claudia Perkins:

The Office of Student Affairs hopes you are having a wonderful Spring 2026 Semester! As the Student Rights, Responsibilities, & Restorative Practices Coordinator for the campus, I enjoy working collaboratively with faculty and classified professionals on all student concerns. In an effort to help our students succeed both inside and outside of the classroom, the conduct process is designed to be reflective, educational, and to initiate positive change. I invite you to call or email me to discuss any matters of concern you may be experiencing.

REMINDER



Policy 3100 is now
Policy 5500

(STUDENT RIGHTS & RESPONSIBILITIES)

SAN DIEGO
MESA COLLEGE

- [5500 Student Rights, Responsibilities Campus Safety and Administrative Due Process](#)
- [AP 5520 Student Disciplinary Procedures](#)
- [AP 3100.3 under BP 5500 Honest Academic Conduct](#)

MEET OUR TEAM!



Victoria Kerba Miller
Dean of Student Affairs
vmiller@sdccd.edu



Claudia Perkins
Student Rights,
Responsibilities, & Restorative
Practices Coord.
cperkins@sdccd.edu



Charlie Lieu
College Tech. Analyst
clieu@sdccd.edu



Zulma Heraldez
Sr. Admin Assist. IV
zheraldez@sdccd.edu



Courtney Lee
Sr. Student Services Assist.
clee@sdccd.edu



Joanna Duong
Student Affairs Project
Assist.
jduong@sdccd.edu



Veronica Morales
Student Affairs Project Assist.
vmorales@sdccd.edu



Brittany Branson
Student Affairs Project
Assist.
bbranson@sdccd.edu



Jahnae Maxey
Student Affairs Project
Assist.
jmaxey001@sdccd.edu



Samantha Ceron-Draeger
Student Affairs Project
Assist.
scerondraeger@sdccd.edu



Adrian Balingit
Student Affairs Project
Assist.
vbalingit@sdccd.edu



Minh Danh
Student Affairs Project
Assist.
mdanh@sdccd.edu



Ashley Zubieta
Mesa Journeys Project
Assist.
azubieta@sdccd.edu

RESTORATIVE PRACTICES INITIATIVE

SAN DIEGO
MESA COLLEGE



San Diego Community College District Free Speech Policy

The views and opinions of the solicitors on campus may not reflect the values, mission, or principles of San Diego Mesa College. In accordance to Board Policy 3900, they are permitted to be here. For more information about our policies, please scan the QR code below.



If there is a concern for safety, please call College Police 619-388-6405
For Mental Health Services, call 619-388-2774

SPREADING AWARENESS OF RESTORATIVE PRACTICES

Restorative Practices embrace community building, empowerment, participation, and accountability as crucial elements of justice. The Office of Student Affairs embraces Restorative Practices within Student Rights and Responsibilities, and we are excited to collaborate across campus to bring Restorative Practices into our spaces with our students and colleagues. At Mesa, we strive to achieve a community that is equitable in its approach to justice. We look forward to speaking and collaborating with all employees and students interested in learning more about what restorative practices have to offer.

TIPS FOR ADDRESSING DISRUPTIVE BEHAVIOR BEFORE IT ESCALATES

- Review expectations of student behavior as stated in your syllabus.
- Identify and address student disruptions quickly with either a verbal or email warning.
- It is advised to connect with your Chair, School Dean, and Student Rights & Responsibilities Coordinator regarding the student.
- Often a simple reminder to the student will suffice. However, there are times when more serious action is appropriate, such as removal from class.
- Follow up on disruptive behaviors with your Chair, School Dean, and Student Rights & Responsibilities Coordinator.
- Call College Police Dispatch (ext. 6405) for crisis situations.

DE-ESCALATION

Responses, tips and reminders to help stabilize tense situations.

5 PURPOSEFUL ACTIONS



REMAIN CALM

Maintain a calm tone and neutral body language, (avoid crossed arms, hands on hip)



CHANGE THE SETTING

If possible, remove student from the area. This could involve parties to the conflict and onlookers.



RESPECT PERSONAL SPACE

Maintain a safe distance and avoid touching the other person.



LISTEN AND VALIDATE

Give your full attention by nodding, asking questions, and avoiding interruptions or topic changes. Make the person feel heard, seen, and acknowledged.

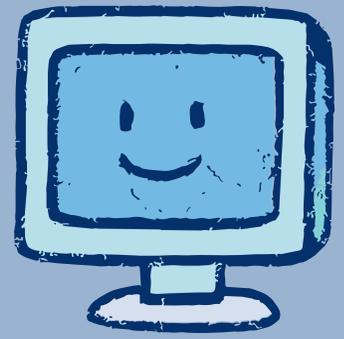


EMPATHIZE

Present genuine concern and a willingness to understand without judging.

NEW

File Through... Just Report It



To ensure campus safety and student success, faculty, Classified Professionals, and students are encouraged to "Just Report It" by using the district's centralized reporting system to document disruptive classroom behavior, refer students in distress to support services, and report incidents of academic dishonesty or discrimination.

<https://www.sdccd.edu/students/complaint-process/>

Faculty Removal of Student Exhibiting Behavioral Misconduct

- In the event that a student ([either in an online or on-campus course](#)) becomes disruptive, such that their behavior is interfering with the learning environment, the instructor may remove the student for up to five instructional days for online courses and two instructional days for on-campus courses.

Online Removal of Student

On-Campus Removal of Student

- The Student Rights and Responsibilities Coordinator will work with the professor, the Chair, School Dean, and the Dean of Online Learning to remove the student from the course for 5 days in an online class or 2 days for an on-campus class.
- When a student has been removed from class, the student will meet with the Student Rights & Responsibilities Coordinator to discuss why they have been removed and what is expected of them upon their return. In addition, the student will be offered resources on campus, so they may be successful upon their return.
- Acceptance of make-up work during the "removal" is at the discretion of the instructor in accordance with Administrative Procedure 5500.2. Absences pursuant to the removal shall be counted as excused.
- If an incident involves racial, gender, or any type of violence on zoom, please immediately remove the disruptive student from zoom and contact College Police, Student Affairs, School Dean, and Chair of Department, immediately. A committee has been formed to address these violent attacks and will be updating our campus with further information.
- The Student Rights and Responsibilities Coordinator invites you to call in matters of concern, immediately as they arise in an effort to discuss and collaborate.
- Please note: Without due process students cannot be permanently removed from class for disruptive behavior.

Campus Civility Statement

BP3050: Civility and Mutual Respect

San Diego Mesa College embodies civility. Students and all community members are expected to be mindful of their words, and how they communicate their ideas, opinions, and beliefs. All views are appreciated and should be conveyed in a respectful manner, with the understanding that each individual has different beliefs and life experiences. Please remember that all San Diego Mesa College community members have the right to a safe learning environment free from disruption and interference. We thank you in advance for following these classroom and community standards.

Academic Honesty

Goal: *Bring together involved parties so that the situation can be discussed and an appropriate solution determined.*

- It is recommended that the faculty member arrange an informal conference with the student to advise the student of the allegation and supporting evidence. If necessary, your Department Chair may be present.*
- Faculty assigns academic sanctions and informs student of the penalties for cheating or plagiarism (i.e. zero on assignment or exam, re-submission of assignment, lowering of grade).*
- If an academic sanction is assigned, the incident must be reported in writing within 10 instructional days to the School Dean, who shall send a copy of the report to the Student Rights and Responsibilities Coordinator.*
- Please bear in mind that if a student is found to have cheated or plagiarized, faculty may sanction the student **only** for that particular assignment (i.e. zero on assignment or exam, re-submission of assignment, lowering of grade.)*
- The process of appealing an academic sanction can be found here (see Section 3).*

Helpful Documents

- [Student of Concern](#)
- [Faculty Academic Sanction Form](#)
- [Board Policy 3100.3 Honest Academic Conduct Policy,](#)
- [Academic Honesty Statement \(for Syllabi\),](#)
- [Student Acknowledgement of Academic Honesty \(for Exams and Assignments\).](#)

Links

Student of Concern Form:
[Click Here](#)

Student Incident Report Form:
[Click here](#)

Student Complaint Process:
[Click here](#)

Employee Complaint Process:
[Click here](#)

Quick Reference Guide:
[Click here](#)

Student Privacy Concern on Zoom

We care about the privacy and safety of all Mesa students. We recommend faculty request that their students only use their first name and the initial of their last name for Zoom meetings. Also, please advise them to blur their background surroundings if their camera is on.

[For a complete list of Helpful Resources for Students click here.](#)

**Faculty
Forms and
Support
Weblink**

<https://www.sdmesa.edu/student-services/student-affairs/faculty-forms-support.shtml>

SAN DIEGO MESA COLLEGE

ACADEMIC HONESTY STATEMENT

HONESTY



San Diego Mesa College values honesty, academic integrity, and community. Our goal is to guide our students in maintaining academic excellence, in addition to fostering a sense of belonging to our campus. At San Diego Mesa College, students are expected to create their own work in connection with all lecture and laboratory assessments and assignments, and will refrain from copying, cheating, plagiarizing, utilizing outside resources, or any form of academic misconduct.

Students will only use external sources when approved by faculty and will properly acknowledge these external sources.

We understand our students wish to maintain these community standards; however, failure to follow these community standards will be considered a violation of the Student Code of Conduct under Board Policy 5500 and may result in student disciplinary action. We thank our students in advance for adhering to these community standards.

SAN DIEGO MESA COLLEGE
Student Affairs

COMMUNITY RIGHTS



All community members have the right to a safe learning environment free from disruption and interference.

If you feel you have experienced harassment, discrimination or any violation of your civil rights, Student Affairs is here to assist you.

For Students
sdccd.edu/students/complaint-process

For Employees
<http://bit.ly/employeecomplaintprocess>

For more Information
<http://bit.ly/sdccdquickreference>

Student Affairs
619-388-2699 | mesastudentaffairs@sdccd.edu



Student Affairs

Office: 14-408

Phone: (619) 388-2699

Hours of Operation:

Monday-Thursday: 8:30 am - 5:30 pm

Fridays: 8 am - 1 pm

Student Health

Office: 14-209

Phone: (619) 388-2774

Hours of Operation:

Monday-Thursday: 8am - 5pm

Friday: 8am - 12pm

College Police

Office: Q-100

Phone: (619) 388-6405