

COLLEGE POLICIES & PROCEDURES

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES

Federal and state legislation require community colleges to establish programmatic as well as physical access to their academic offerings. Students with verified disabilities have the right to receive reasonable academic adjustments in order to have equal access to instruction. The San Mateo County Community College District is responsible for making reasonable modifications to academic requirements and practices as necessary, without any fundamental alteration of academic standards, courses, educational programs or degrees, to ensure that it does not discriminate against qualified students with disabilities. Skyline College has developed procedures for responding to accommodation requests involving academic adjustments in a timely manner. For additional information about this policy contact the Disabled Student Services Program Office, Building 2 or call (650) 738-4280.

ACADEMIC INTEGRITY

The college community has the responsibility to make every reasonable effort to foster honest and academic conduct. Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill, which he or she does not possess. It is the student's responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

CHEATING:

- Copying, in part or in whole, from someone else's test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts, which defraud or misrepresent one's own academic work.

PLAGIARISM:

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writing, without giving appropriate credit, and representing the product as your own work.
- Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

OTHER SPECIFIC EXAMPLES OF ACADEMIC DISHONESTY:

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper, or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or college official to improve your grade.
- Altering graded work after it has been returned, then submitting the work for re-grading without the instructor's permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations.
- Having your work corrected for spelling or grammar, if contrary to the rules of the course.
- Forging signatures on drop/add slips or altering other college documents.

CONSEQUENCES OF ACADEMIC DISHONESTY:

Academic sanctions may be applied in cases of academic dishonesty. Depending upon the seriousness of the infraction, you may:

- Receive a failing grade on the test, paper, or examination
- Have your course grade lowered, or possibly fail the course
- Under the standards of Academic Sanctions, you may be subject to:
 - A warning
 - Temporary exclusion from an activity or class
 - Censure
 - Disciplinary Probation
 - Suspension
 - Expulsion

The Dean of Enrollment Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session taken at Skyline College, Cañada College, and College of San Mateo which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the grade point average computation. The terms to be alleviated need not be consecutive. The following conditions will apply:

1. A period of at least one year must have elapsed since the course work to be alleviated was completed.
2. The student seeking alleviation must have completed:

<u>Units</u>	<u>Grade Point Average</u>
9	3.5
15	3.0
21	2.5
24	2.0
3. The substandard course work to be alleviated must have been taken at Skyline College, Cañada College, and College of San Mateo. The lower division course work upon which the application for alleviation is based, may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency. The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program, transfer to another institution, or for the completion of a certificate program.
4. To request an academic renewal, a student must submit an Academic Renewal Petition form to the Office of Admissions and Records. Forms are available at the Admissions and Records Counter in

the Student Services Center. When academic course work is alleviated from the computation of a grade point average, the permanent record shall be properly annotated in a manner to ensure that all entries are legible and that a true and complete record of academic history is maintained. Although course work is being alleviated from the computation of the grade point average, the courses and the actual grades will remain on the transcript.

ACADEMIC STANDARDS POLICY

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 ("C"), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient. Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units. Academic standing, including determination of probation or dismissal status, is based upon all course work completed at Skyline College, Cañada College, and College of San Mateo. In addition to the following academic standards, special program eligibility requirements for financial aid, athletics, Veteran's Educational Benefits, etc., may differ. Students should consult with their specific program coordinators for applicable program eligibility requirements.

ACADEMIC PROBATION - A student will be placed on academic probation under the following criteria:

- a. Academic probation based on grade point average: A student who has attempted at least 12 semester units, as recorded on his/her official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 ("C") grade point average.
- b. Academic probation based on failure to maintain satisfactory progress: A student who has enrolled in a total of at least 12 semester units, as recorded on his/her official college transcript, is placed on academic probation when the percentage of all units for which entries of "W", "I" and "NC" have been recorded reaches or exceeds 50. (See Semester Calendar in the Class Schedule for deadline dates for withdrawal.)

A student may be placed on probation under either or both criteria. A student on probation may petition the Academic

Standards and Policies Review Committee, in accordance with College procedures, for removal from probation if that status has resulted from unusual circumstances beyond the student's control. Students on probation status are strongly encouraged to participate in the Student Success Program. (650) 738-4317.

REMOVAL FROM PROBATION - A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category is no longer 50 percent or above.

DISMISSAL - A student on probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled, for which entries of "W," "I," and "NC" has been recorded, reaches or exceeds 50 percent.

A dismissed student may not enroll in day and evening classes for one semester before petitioning the Academic Standards and Policy Review Committee for reinstatement. In order to be approved for reinstatement, students will be required to participate in the Student Success Program.

For further information concerning student grievances or rights of appeal regarding the Student Success Program and reinstatement, students should please contact the Counseling Officer in Building 2, Room 2230, or call (650) 738-4317.

ATTENDANCE REGULATIONS

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor's plan for the presentation of the subject

matter in the course. It is the student's responsibility to withdraw when absences have been excessive. (Absence means nonattendance for whatever reason.) The more class sessions a student misses, the greater the chances that their grades may suffer. A professor can drop a student from a course if excessive absences, in the opinion of the professor, have placed the student's success in jeopardy. It is the prerogative of the professor to determine what absences have been excessive. If the student believes that there were extenuating circumstances related to the absences that resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. For additional information about filing a petition contact the Admissions and Records Office (650)738-4251.

AUTHORITY OF PROFESSORS - Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so. Students are also expected to perform the work of the course in a timely and systematic manner. The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course. In addition, any professor may seek to exclude from a course any student whose conduct is disruptive. The instructor has the authority to remove the student from his/her class from the time of an incident and the next class meeting. The student must make an appointment with the Disciplinary Officer before returning to class. Any student who refuses to leave a classroom when requested to do so by the professor or by an administrator of the College, is subject to disciplinary action. See Disciplinary Codes & Student Grievances and Appeals for further information.

TEMPORARY LEAVE OF ABSENCE - Students who will be absent for more than one week should notify their professors.

EXTENDED LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE - College policy permits the granting of a leave of absence to students who find it necessary to withdraw from all of their courses for reasons involving extenuating circumstances. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student, will be considered.

1. A petition for an Official Leave of Absence may be filed at any time during the semester at the Office of Admissions & Records. Circumstances warranting the leave must be verified and/or documented, where applicable.
2. After 75% of the semester has passed, all petitions for an Official Leave of Absence, along with all supporting documentation, must be reviewed by the Academic Standards and Policies Committee to determine eligibility. Students will be notified within seven calendar days of the committee's decision.
3. Students who have completed a short course or completed units in a variable unit course prior to the effective date of the Leave of Absence will be issued those units and will be liable for any applicable fees.
4. Courses for which a student receives a "W" as a result of receiving an Official Leave of Absence will not be included in the computation of academic progress. Petitions for a late withdrawal are not granted automatically and must be filed with the Office of Admissions & Records, along with all supporting documentation, to avoid the possibility of receiving penalty grades.

CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment, the College has established procedures in compliance with Federal Public Law 101-542. Skyline College publicly reports campus crime statistics to students and staff. The campus crime statistical report is updated yearly. To view a current copy of Skyline College campus crime statistics, please visit the website at

<http://www.skylinecollege.edu/sts/security.html> or stop by the campus Security Office, Building 6, Room 6106 or (650) 738-4301 for a printed copy of the report.

CREDIT BY EXAMINATION

A currently enrolled student in good standing may be permitted to obtain credit for courses if he/she is especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate Division. Credit will not be allowed for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same

sequence. Credit by Examination may not be used in order to improve a grade already received for a course. A maximum of 12 units toward an associate degree or 6 units toward a certificate may be applied from courses for which credit has been earned by examination. College credit earned by examination may not be used for meeting unit load requirements for programs such as financial aid, Veteran's or Social Security Educational benefits, or graduation residency requirements. The student's academic record shall be clearly annotated to reflect that credit was earned by examination. A student may complete a course by Credit by Examination only once.

COURSE REPETITION

A. Repeat for Credit-The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses, which are not so designated, may not be repeated under this policy. Further information on this policy is available from the Office of Admissions and Records.

B. Grade Alleviation - A student who has received a substandard grade of "D", "F", or "NC" in a credit course taken at Skyline College, Cañada College, and/or College of San Mateo may repeat the course for purposes of grade alleviation. Normally, a student may repeat a credit course only once. Under unusual circumstances, a student may petition for permission to repeat a course more than once. Upon satisfactory completion of the repeated course, only the grade earned in the repeated course will be used in the computation of the grade point average. In no case will the unit value of the repeated course be counted more than once. The student's permanent academic record shall be annotated to ensure that all entries are legible and that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record. To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. The Vice President of Student Services or designee may make exceptions to this policy. Course repetition involving work completed at a non-district institution may be honored upon application to the Office of Admissions and Records.

C. Special Circumstances - Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Vice President of Student Services or designee before such course repetition will be authorized. Courses repeated under this provision shall be subject to the same terms and conditions outlined in "Grade Alleviation" in Section B above. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average and in no case will the unit value of the repeated course be counted more than once. Petitions for course repetition based on unusual circumstance may be picked up in the Admissions and Records Office (Bldg 2).

DRUG-FREE CAMPUS POLICY

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property or at any function sponsored by the District or Colleges. Students found to be in violation of the Drug-Free Campus policy by manufacturing, distributing, dispensing, possessing or using a controlled substance, as defined in California statutes, on any College property will be subject to disciplinary measures up to and including possible cancellation of registration.

The College Health Center will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

EVENT PLANNING

All student clubs and organizations, off-campus groups or vendors who want to host a special event, hold a fundraising event, sell products, or hand out information must make a space reservation at the Student Activities Office by calling (650) 738-4275. Information on college policies, costs, facilities reservations, security, insurance requirements and other considerations for special events is available at the Student Activities Office. **Please note that facilities reservations must be made at least three weeks in advance of the event.**

FREE SPEECH

Free speech areas have been designated on the campus to allow for freedom of expression without disruption of the instructional mission of the College. Details regarding free speech are listed in the Time, Place and Manner Policy. For additional information regarding free speech areas contact the Student Activities Office at (650) 738-4275.

FINES

Fines are assessed for failure to comply promptly with library regulations, and students are also required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities. Future admission/registration may be denied until these delinquencies are removed.

GRADING SYSTEM

There are three systems of grading at Skyline College:

LETTER GRADES - Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero points, using only the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	less than satisfactory	1
F	Failing	0

CREDIT/NO CREDIT - Each division of the College may determine certain courses in which all students are evaluated on a "Credit/No Credit" basis only. These courses will be so identified in the College catalog and use the following evaluative symbols:

<u>SYMBOL</u>	<u>DEFINITION</u>	<u>GRADE POINT</u>
CR	Credit (at least satisfactory – C or Better)	0
NC	No Credit (less than satisfactory or failing)	0

CREDIT/NO CREDIT OPTIONS - Each division of the College may designate courses in which a student may elect to receive a letter grade or be graded on a "Credit/No Credit" basis.

Grade option courses allow students to explore various fields of study and broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such an option exists will be so designated by appropriate members of the division faculty with the approval of the Curriculum Committee.

Students electing a "Credit/No Credit" option must make this choice on WebSMART within the first 30% of the period of instruction. Changes will not be permitted after this time. The utilization of courses graded on a "Credit/No Credit" basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with the appropriate members of the division faculty. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a "Credit/No Credit" option.

Four-year colleges and universities vary widely in the number of units of "Credit/ No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard. Grades are also available at: www.SkylineCollege.edu, click on Web SMART.

NON-EVALUATIVE SYMBOLS

I - Incomplete - This symbol is used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the professor in a written record that also indicates the grade to be assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed with the Dean of Enrollment Services. The professor will assign a final grade when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by the Office of Admissions and Records. An "Incomplete" may be made up no later than one year following the end of the term in which it was assigned.

Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. Students who have received an "Incomplete" must not register in the same course during the time period in which the "Incomplete" is in effect. The "I" shall not be used in the computation of grade point average.

IP - In Progress - This symbol is used in the student's permanent record to confirm enrollment and indicates that work is "in progress" and that the assignment of unit credit or grade will be given when the course is completed. The "IP" shall not be used in the computation of grade point average.

RD - Report Delayed - This symbol is used only by the Office of Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible. The "RD" shall not be used in the computation of grade point average.

W - Withdrawal - See "Withdrawal from class(es)".

GRADE POINT AVERAGE - Grade Point Average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See Academic Standards Policy).

SCHOLASTIC HONORS - A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who have completed 12 units or more of letter-graded course work at Skyline College, Cañada College and College of San Mateo with a 3.3 grade point average or above. Recognition of a student's academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

<u>GRADE POINT AVERAGE</u>	<u>ACKNOWLEDGMENT</u>
3.3	Honors
3.5	High Honors
4.0	Highest Honors

FINAL GRADE REPORTS - Each student is held responsible for his/her own academic progress. Final grades are available online at: www.SkylineCollege.edu. Please click on Web SMART. Dates of final grade availability for specific semesters are published in the current Schedule of Classes. All fees must be paid in order to access grades.

CHANGE OF GRADES - An earned grade of A, B, C, D, F, W, CR, or NC may be changed by the professor within one year if an error has occurred. Grades cannot be changed on the basis of a student completing course work subsequent to the assignment of the final grade.

TRANSCRIPTS - An official "District" transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. Each additional transcript costs \$5.00.

MATRICULATION POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objectives and goals. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those exempted on the basis of locally established criteria, are expected to complete the components of matriculation. Please refer to the current Class Schedule for specific exemptions.

The College provides matriculation services organized in several interrelated components.

- **ADMISSIONS** - Collects and analyzes information on each applicant, identifies students needing special services, and assists students to enroll in a program of courses to attain their educational goals.
- **SKILLS ASSESSMENT AND PLACEMENT TESTING** - Measures a student's abilities in English, reading, mathematics, and learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.

- **ORIENTATION** - Acquaints students with: College facilities, special programs and services, rules and regulations, and academic expectations and procedures.
- **ADVISEMENT/COUNSELING AND COURSE SELECTION** - Allows a student to meet with a counselor to develop an individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.
- **STUDENT FOLLOW-UP** - Ensures that the academic progress of each student is regularly monitored, with special efforts made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes, but is not limited to, assessment results, previous coursework, and employment experience. However, each component of matriculation is subject to the student appeal process.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon admission and be willing to declare a specific educational goal completing 15 semester units of degree applicable credit coursework.
2. Attend classes regularly and complete assigned course work.
3. Collaborate with counselor in the development of a student educational plan.

The student is entitled to:

1. Participate in the process of developing his/her Student Educational Plan. (A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint with the Coordinator of Matriculation, Room 2218, Student Services Center.)
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. (A student who alleges he/she has been subjected to unlawful discrimination may file a complainant with the

Human Resource Department of the San Mateo County Community College District or with Skyline College's Vice President to Student Services.)

3. Challenge any prerequisite, co-requisite, or other limitation on enrollment by filing a petition with the appropriate instruction Division Dean (on one or more of the following grounds:
 - a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
 - b. the prerequisite or co-prerequisite is discriminatory or is being applied in a discriminatory manner;
 - c. the prerequisite or co-requisite has not been established in accordance with the district's process for establishing pre-requisites or co-requisites;
 - d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or co-prerequisite has not been made reasonably available.)

4. Obtain a Petition to Challenge a Prerequisite or Co-Requisite from the Student Services Information Center, Matriculation Coordinator, appropriate instructional Division Dean, or on the web site, www.SkylineCollege.edu.

5. Request a waiver from any matriculation requirement on the basis of extraordinary circumstances by completing a petition available from the Student Services Information Counter, Student Services Center, Bldg. 2.

6. Review the matriculation regulations of the California Community College District and exemption criteria established by the San Mateo Community College District and file a complaint when he/she believes the College has engaged in any practices prohibited by these regulations. The regulations are available, and complaints may be filed, by contacting the Coordinator of Matriculation: (650)738-4317.

MILITARY WITHDRAWAL

Military Withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders required withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request

refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

PARKING CITATION APPEAL PROCEDURE

Request forms for an Administrative Review are available at the Security Office, Building 6, Room 6106. Requests for Administrative Review must be postmarked within 21 days of the issuance of the citation or within 10 days of mailing of the Notice of Delinquent Parking Violation. For further information regarding the appeals process, time requirements and costs contact the Security Office at (650) 738-4199.

PARKING REGULATIONS

All persons driving an automobile, truck or van who utilize campus-parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee. Motorcycles are excluded from this requirement if parked in designated motorcycle parking. Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen. One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in Parking Lots 4, 5, 8, 9, 11, and Pacific Heights. Refer to the campus map for Ticket Machine locations.

Students may pay for their parking permits at the time of Web SMART registration, or in person at the Cashier's Office, Building 2, Room 2225. Paid permits may be picked up at the Security Office, Bldg. 6, Room 6-106 or the Cashier's Office in the Student Services One Stop Center.

Day and evening students must park in student lots only. All other staff lots are reserved for staff at all times. Refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations.

At the beginning of Fall and Spring semester, a grace period of two weeks will be in effect in student parking lots only. The grace period does not apply to staff lots and other restricted areas. Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space.

Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk, however, any such incidents should be reported to the Campus Security Office, Bldg. 6, Room 6-106, or (650) 738-4199.

DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must also purchase a student-parking permit issued through Skyline College (refer to the Campus Parking Regulations). Disabled parking is available in student or staff lots. Transportation from student lots to campus may be arranged through the Disabled Students Program and Services Office at (650) 738-4280.

POSTING REGULATIONS

Items posted on campus must be approved and date stamped by the Student Activities Office. Posting is allowed in designated areas only. For additional information, please refer to the Time, Place and Manner Policy in the College Policies and Procedures section of the Student Handbook or contact the Student Activities Office at (650) 738-4275. Faculty posting advertisements for Skyline College courses are not required to have flyers stamped, but posting must remain in designated areas.

PET POLICY

Pets are required to be on a leash at all times while on campus. Pets are not permitted in buildings, unless they are assisted-living companions. San Mateo County leash laws apply.

PRIVACY RIGHTS OF STUDENTS

Students have certain rights outlined in the Family Rights and Privacy Act (FERPA) with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of submitting a written request to the Dean of Enrollment Services, Office of Admissions, Room 2225.

- The right to request an amendment to the student's education records that the student believes are inaccurate and misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent (listed below).
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Enrollment Services (Office of Admissions and Records, Building 2, Room 2225) that certain or all such information not be released without his/her consent. The non-disclosure form is available at the Admissions and Records counter. (Such restrictions will remain in effect until a written request from the student is submitted to the Dean of Enrollment Services to remove it.) "Directory Information" in the San Mateo County Community College District includes: (1) student's name and city of residence; (2) participation in recognized activities and sports; (3) dates of enrollment; (4) degrees and awards received; (5) the most recent previous educational agency or institution attended; and (6) height and weight of members of athletic teams.

A copy of the College Policy, the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) and other pertinent information and forms are available in the Office of Admissions and Records, during normal business hours. 650-738-4251.

SECRET ORGANIZATIONS

Sororities, fraternities and secret organizations are banned on community college campuses under the Education Code of the State of California.

SEXUAL HARASSMENT POLICY

The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this

policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The comprehensive District Policy for Sexual Harassment and Complaint Procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures," and the comprehensive policy is in District Rules and Regulations, Section 2.25 and section 7.67.

Confidentiality

In recognition of the sensitive nature of sexual harassment complaints, each step in the complaint procedures must be conducted with discretion in order to maintain confidentiality. Information related to sexual harassment complaints will be disseminated only to those individuals who are required (or who need) to have the information in order to facilitate these procedures. The District is committed to ensuring that employees, students and applicants for employment are not adversely affected for having brought forward a complaint of sexual harassment. All participants in these procedures shall be protected from retaliatory acts by the District and Colleges employees or students. If retaliation or reprisal does occur, disciplinary action will be imposed.

The District provides both an informal and a formal process for the resolution of sexual harassment complaints. Individuals who believe that they have been sexually harassed may elect to proceed under one or both of the procedures within one (1) year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint. The selection of complaint procedures is solely at the discretion of the complainant and may depend upon:

1. The comfort-level of the individual complainant;
2. The complainant's feeling about the appropriateness of such conversation; and,
3. The complainant's perception of the severity of the conduct. The complainant need not participate in the Informal Procedure, may proceed directly to the Formal Procedure, and also has the right to file a complaint with the Office of Civil Rights of the U.S. Department of Education.

The San Mateo County Community College District Human Resources Office investigates complaints of sexual harassment. Students wanting to file a complaint may pick up complaint forms and the San Mateo County Community College District Policy & Procedures for Unlawful Discrimination & Sexual Harassment Complaints at Building 1, Room 1315, (650) 738-4333, at the Office of Vice President of Student Services or at the District Human

Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about the Sexual Harassment complaint process, please call (650) 574-6600.

SMOKING POLICY

Smoking and use of other tobacco products is prohibited in all indoor locations including:

1. Academic areas; such as classrooms, lecture halls, seminar rooms, laboratories, computing facilities, and libraries.
2. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theatres, bookstores, and lounges.
3. Health and physical education facilities including physical fitness areas.
4. Cafeteria
5. Work areas; offices, cubicles, lobbies and reception areas.
6. Other enclosed areas, including stairwells, elevators, escalators, lobbies, hallways, waiting rooms, patios, reception areas, restrooms, and customer service areas.
7. Any area in which a fire or safety hazard exists, such as stock and storage rooms.
8. Smoking is prohibited within a distance of 20 feet outside a public access doorway to a building.
9. Smoking is prohibited within a distance of 20 feet from the vicinity of an air intake ventilation system.

Smoking on campus is only permitted in the following designated areas:

- Quad Area between Building 1 & 2
- Quad Area between Building 2 & 3
- Upper Quad Area between Building 7 & 8
- South Entrance to Pacific Heights

STUDENT APPEALS

In all instances a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with the due process procedures established by the college. Refer to Disciplinary Codes & Student Grievances and Appeals Policies, the Student Grievance and Appeals Policy for further information.

STUDENT COMPLAINTS

Students who have concerns regarding the quality of the services they have received at Skyline College can file a student complaint with the Student Activities Office. Information from the complaint will

be forwarded to the supervisor of the department, program or division. The student will also receive additional information regarding follow up and alternative courses of action as appropriate to the situation.

STUDENT RIGHT-TO-KNOW POLICY (SRTK)

TRANSFER AND COMPLETION RATES

“Student Right-To-Know,”(SRTK) refers to a federally mandated public disclosure of a college Completion Rate and Transfer Rate. The intent of SRTK is to provide a statistic of comparable effectiveness to consumers that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000. More information about SRTK may be found on the California Community Colleges Chancellors’ Office website at <http://srtk.cccco.edu/index.asp>.

TIME, PLACE AND MANNER POLICY

(Postings, Booth set-up, Space or Room Reservations)

The scope of these regulations extends to all student-sponsored events and public forums. For the purposes of this regulation, such events include the presentation of speakers, programs, concerts and dances, solicitation of funds, distribution and posting of material, circulation of petitions and the sale of materials. The following regulations are designed to increase the student’s opportunities to enrich their educational experiences, to protect constitutional rights of free expression, and to ensure that there will be no interference with the instructional program of the College.

The general purpose of all student groups as organized, recognized, and approved under the supervision of the college administration shall be in conformity with the provisions of the California Education Code and the educational objectives of the College. All student organizations are subject to the regulations of and derive their authority from the California Education Code, the San Mateo County Community College District Board Policy, District Rules and Regulations, and College Regulations, in that order.

Denial of membership in any organization or of participation in any activity on the basis of sex, sexual orientation, race, color, religion, disabilities, or national origin is specifically prohibited. Membership in secret societies is prohibited.

RECOGNIZED STUDENT ORGANIZATIONS:

A. DEFINITION: A recognized student organization is defined as a group which:

Operates under the advisorship of a member of the College staff. Maintains in the Student Activities Office a constitution, which has been approved by the members of the organization and the Skyline Organization and Club Council, and a current list of officers. Membership is limited to registered students at Skyline College.

1. Holds meetings regularly which are open to all students, and announces its meeting in appropriate campus publications and postings. For current information, please stop by the Student Activities Office in Building 2, Room 2350B.
2. Deposits all organizational funds in a College account as required by established College procedures.

B. PRIVILEGES: The privileges of recognized student organizations include:

1. The use of the name of Associated Students of Skyline College and Skyline Organization and Club Council.
2. The use of the buildings, grounds, equipment and services of the College when available and officially scheduled.
3. Publicity through appropriate College channels, as funds permit.
4. Appropriate advice and assistance from the Student Activities Office.

C. PROCEDURE FOR THE PRESENTATION OF PROGRAMS

- 1) Programs intended solely for members of recognized student organizations require no approval other than that of the faculty advisor.
- 2) The presentation of programs by recognized student organizations which are open to the entire student body requires that the sponsor adheres to the following procedures
 - 2a. In order to obtain authorization to present the program, the sponsor is required to furnish the Coordinator of Student Activities with the appropriate details regarding the planned program. The information provided is to include the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, ushering, security, publicity, audio visual, etc.), equipment required, proposed facility to be utilized, and all details regarding admission

charges or other funds to be collected in conjunction with the program. Upon review of the data; the Coordinator of Student Activities will place the event, if approved, on the Student Activities Calendar. If approval is denied, the Coordinator of Student Activities decision is subject to appeal and review by the Vice President of Student Services.

- 2b. Program plans must demonstrate that the program will not present or create an undue health or safety risk to students, staff, or the public. The Vice President of Student Services may deny or cancel programs, which cannot meet this requirement.
 - 2c. Programs must be presented in the appropriate, authorized areas.
 - 2d. Programs will end by 1a.m. unless approval to extend the program time is granted by the College President.
3. Sponsors of events, which involve professional performers, speakers, artisans, or such, may pay these individuals for their services. This rate will be established by agreement between the performer, the sponsor, and the Coordinator of Student Activities.

D. RESERVATION OF FACILITIES FOR MEETINGS/OTHER PURPOSES:

The sponsor of an approved program must reserve the desired facility in accordance with the established procedures. Please contact the appropriate department or department personnel below to reserve a facility.

- 1a. Student and Community Center Plaza (Outdoor)
Student Activities Office (650) 738-4275
- 1b. Classrooms, as appropriate
Building 5, Room 5131 (25 capacity)
President's Office (650) 738-4426
- 1c. Gymnasium (1400 capacity)
Athletic Fields (Outdoor) (650) 738-4293
- 1d. Main Theatre (500 capacity)
Social Science/Creative Arts Office (650) 738-4121
- 1e. Gallery (99 capacity)
Social Science/Creative Arts Office (650) 738-4282
- 1f. Library Demonstration Area (25 capacity)
Library Reference Desk (650) 738-4312

2. Public facilities and classrooms are normally available for special program use at any hour of the week other than when being used in conjunction with the instructional program of the College.

3. Requests for reservations for the College facilities by student organizations are to be made through the Student Activities Office a minimum of 3 weeks before the event. Details of the program being proposed must accompany the request for facilities and be submitted to the Coordinator of Student Activities for review (see Section C2 for details). Once the program plans have been reviewed and the availability of the facility has been established, the facility reservation will be confirmed with the college facilities assistant through the use of a facilities contract form.

4. Programs must be produced in such a manner so as not to constitute interference with the instructional program or the delivery of student services. Sound amplification equipment may only be used out of doors when classes are not in session or during the College Hour (Friday 12 noon to 1:30 p.m.). The Vice President of Student Services may grant exceptions to this policy under any of the following instructions:

4a. the program includes a prominent speaker.

4b. the program is a response to an imminent or continuing national or local crisis.

4c. the program is of campus-wide interest and significance.

Before a request for an exception may be submitted to the Vice President of Student Services, the sponsor of the program must make every effort to schedule the program into authorized facilities during hours when classes are not in session or during the College Hour. Sponsors must also verify that it is impossible to schedule during these hours.

E. DISTRIBUTION OF MATERIALS:

The College regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials. Distribution of any material on campus is subject to the approval of the Vice President of Student Services or his/her designee.

Distribution of any materials in classrooms is expressly prohibited. Distribution of such material through the College mail services and facilities is permitted only by recognized student organizations and with the approval of the Vice President of Student Services. The nature of the information to be disseminated in this manner should be such that the regularly available channels of campus communication cannot be effectively utilized.

The distribution or posting of commercial material will not ordinarily be permitted. The Vice President of Student Services or his/her designee must authorize specific exceptions.

- 1) Materials may not be distributed in any building on campus except for designated areas of the Student Center.
- 2) Tables may be set up in authorized areas of the Student Center or Cafeteria by campus organizations and by individuals. Requests must be submitted to the Student Activities Office for approval.
- 3) Tables must be staffed at all times and a placard or other signage identifying the organization must be displayed.
- 4) Distribution of all materials is to be coordinated with the Coordinator of Student Activities. An information copy of any material to be distributed must bear the name of the sponsor.
- 5) The collection of signatures for petitions is subject to the same regulations as those that govern the distribution of materials. Such matters as coordination with the Coordinator of Student Activities, identification of the sponsor, and the restrictions as to the areas of circulation, govern the collection of signatures for petitions as well as distribution of materials.

F. POSTING OF MATERIALS

1. All materials to be posted must be date stamped by the Student Activities office.
2. Approved materials may be posted in the designated areas of the Student Center and on open bulletin boards located throughout the campus. Classroom bulletin boards are intended for instructional usage but may be utilized on a space available basis, subject to Divisional needs and policies. Any materials posted in unauthorized locations, or without being stamped and dated by the Student Activities Office, are subject to removal.
3. Materials may not be posted on doors, painted surfaces, or exterior building walls or windows. All other surfaces (e.g., non-classroom bulletin boards) are available for the posting of material on a space-available basis. Sponsors are responsible for the removal of their material after a reasonable period of time or once the material becomes obsolete. Any member of the College staff may remove any obsolete material or material posted in unauthorized locations.
4. Permission may be granted to post materials on a space available basis, to educational institutions or public service agencies. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college buildings.
5. The number and size of posters any one organization may post is subject to limitation by the Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.

6. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.
7. Exceptions to any of the preceding requirements must be approved in advance by the Coordinator of Student Activities.

G. TABLE TENTS

1. Table top space is made available for announcements about College events and services. Reservations for table tents can be made through the Student Activities Office. Approval for table tents will be given only to student clubs, College departments, or College sponsored events.
2. Table tents must be strictly informational (i.e., publicizing events, meetings or programs). Table tents expressing specific opinions or beliefs will not be approved.
3. Table space may be reserved up to one (1) week at a time, on a first-come basis. Table tents may be two, three, or four-sided and must be printed on cardstock so they stand upright. Only one table tent will be displayed per table.
4. It is the responsibility of the sponsoring club or department to place the table tents on the tables in the designated area. To maintain necessary sanitary conditions, cafeteria staff will dispose of table tents as they become stained or dirty. Clubs or departments may replace table tents each day during reservation.
5. Per request of Facilities personnel table tents may not be set up more than one (1) week prior to the event date.

II AD-HOC STUDENT ORGANIZATIONS:

An Ad-Hoc organization is a group that is organized for a specific and temporary purpose compatible with the policies and educational objectives of the College and is not a group which would be an on-going one. An ad-hoc student organization is eligible to attain recognized status under the following points:

1. In lieu of a constitution, the group must file a statement of purpose that clearly defines the organization and its goals and objectives. The Coordinator of Student Activities and the ASSC Governing Council must approve this statement.
2. The organization must satisfy all conditions necessary for a recognized student organization.
3. The ad-hoc organization cannot operate for a period to exceed 30 days.
4. A list of student participants and advisor contract must be on file in the Student Activities Office.

III ACTIVITIES NOT SPONSORED BY RECOGNIZED STUDENT ORGANIZATIONS:

A. PRESENTATION OF PROGRAMS:

1. Public Forums: Certain areas of the College have been designated as public forums and may be used by students, staff and members of the public in a manner consistent with these regulations.
 - 1a. Location of Public Forums: Quad between buildings 2 and 3, Quad between Buildings 1 and 2.
 - 1b. Time: Event must not interfere with classroom instruction or student service delivery.
 - 1c. Civic Center Use: College facilities may also be available for public use in accordance with District Regulations.
2. Procedure for Presentation of Programs:
 - 2a. All programs presented under these guidelines must be open to the public. A fee may be charged.
 - 2b. Prior authorization is required to complete and submit a facilities contract to the Office of the President at least 3 weeks prior to the event with appropriate details regarding the planned program, including: 1) nature of the program, 2) date, 3) time, 4) anticipated attendance, 5) preferred location (taken from list of approved locations), 6) services needed (e.g., sound amplification, custodial, ushering, security), and 7) price of admission. Upon review of the request, the Dean in charge of the building will approve or disapprove the activity, assign a time and location and calculate charges, if any, for use of District equipment, security, custodial or other necessary expenses. All fees are to be paid in the Business Office. In the event that the activity is not approved, the sponsor may appeal the denial to the Vice President of Student Services, whose decision shall be final.
 - 2c. Program plans must demonstrate that the program will not present or create undue health or safety risks to students, staff, or the public.
 - 2d. Authorization may be denied only in cases where it is reasonably believed that the proposed activity is likely to cause a substantial disruption to the orderly operation of the College, is obscene or pornographic, is pervasively vulgar or indecent, or

advertises a product or service not permitted for use under the law.

- 2e. Approved programs must be confined to the time and place designated by the appropriate Dean and limited to the times and places set forth by the College.

B. DISTRIBUTION OF MATERIALS:

1. Pre-approval of materials: Skyline College has designated certain areas of the campus and certain bulletin boards as limited public forums. Persons or organizations seeking to distribute materials on campus shall provide a copy of the material to the Student Activities Office. The Student Activities Office will promptly review the proposed material and approve it unless it is libelous, discriminatory, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the College, or advertises a product or service not permitted under the law. In the event materials are not approved for distribution, the decision may be appealed to the Vice President of Student Services.
2. Materials shall not be distributed in a manner that disrupts instructional programs, any college activity or blocks or impedes the safe flow of traffic within corridors and entranceways at the College. Persons who distribute materials shall be responsible for cleaning up such materials thrown on the floor, in college buildings, or on the grounds outside the college buildings.
3. Available space for posting materials is limited at the College. In order to provide the maximum opportunity for a variety of individuals and organizations to post materials for review by students, the College will remove outdated materials on a regular basis. College personnel may remove posted materials at any time if the material posted in unauthorized locations and after 30 days of postings in approved locations. Any document, which does not bear a date stamp indicating the approval of posting, may be removed. Materials bearing a date stamp may remain on designated bulletin boards until the date stamped on the material has expired. Sponsors are responsible for removing posted materials upon expiration of the approved time period.
4. Materials may not be posted on doors, painted surfaces,

windows, or on building walls.

5. The number and size of posters or leaflets that any one organization or person may post is subject to limitation by the appropriate Student Activities Office and shall be limited only if the materials are so large or numerous as to infringe on the rights of others to use designated areas.
6. In the event the material is distributed from a table, the table may only be set up in approved locations. The table must be staffed at all times and the material must be removed from the table at the end of designated distribution period.
7. Placement of materials on parked vehicles causes a severe litter problem and is expressly prohibited.

**Please Note: Material that is libelous, invades the privacy of others, obscene or pornographic, pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the college or college activities or advertises a product or services not permitted for use under the law will not be approved.*

UNLAWFUL DISCRIMINATION POLICY

The policy of San Mateo County Community College District is to provide an educational and work environment in which no person shall be unlawfully denied access to, the benefits of, or unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, sexual orientation, race, color, or physical or mental disability, in any program or activity that is funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges. In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101). The comprehensive policy and complaint procedures are included in the document titled, "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures."

The District provides both an informal and a formal process for the resolution of unlawful discrimination complaints. Individuals who

believe that they have suffered unlawful discrimination may elect to proceed under one or both of the procedures within one year of the incident, or within one (1) year of learning of the incident. The selection of complaint procedure is solely at the discretion of the complainant and depends upon (1) the comfort-level of the individual complainant; (2) the complainant's feeling about the appropriateness of such a conversation, and (3) the complainant's perception of the severity of the event or conduct.

Copies of the "Unlawful Discrimination and Sexual Harassment Policies and Complaint Procedures" document are available at the Vice President of Student Services, Building 1, Room 1315. The San Mateo County Community College District Human Resources Office investigates complaints of unlawful discrimination. Students filing a complaint can pick up a complaint form at the Vice President of Student Services Office or at the District Human Resources Office, 3401 CSM Drive, First Floor, Room 116, San Mateo, CA 94402. For additional information about Unlawful Discrimination complaint process, please call (650) 574-6600.

VENDING COMPLAINTS AND REFUNDS

All complaints regarding vendor service or malfunctioning vending machines should be reported to the Student Activities Office, (650) 738-4275. Refunds for loss of money in the vending machines are available through the Pacific Dining at the SkyCafe, 1st Floor Building 6, and the Student Activities Office, Room 6212. Refunds are processed during regular business hours.

WITHDRAWAL FROM CLASSES

Official withdrawal is the responsibility of the student. To withdraw from a class, students should access Web SMART registration or obtain an Add/Drop form from the Office of Admissions and Records, Building 2, second floor. A student who does not withdraw in accordance with established procedures may receive a penalty grade. Withdrawal from a semester length class during the first four weeks of instruction will delete the enrollment from the student's permanent academic record. For courses less than a full semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction with no notation made on the student's academic record. After the fourth week of instruction, a student may withdraw from a semester length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be recorded on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75

percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" (see Grades and Grade Points). A student who must withdraw for verifiable extenuating circumstances after the deadline (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship) may petition the Academic Standards and Policies Review Committee for an exception to the policy. Any extenuating circumstances must be verified in writing (i.e. letter from physician, official accident report, obituary notice, etc.).