

**Student Conduct
SA501**Date of Last Revision: July 2015

Intent

Underlying our educational mission are basic values that bind students and instructors alike into a community of learners. These values include an expectation for intellectual honesty; the fostering of mutual trust; the expression of respect to earn its reciprocation; regard for another's freedom of speech, thought and belief; freedom of inquiry; joy in learning; freedom from discrimination; and a rejection of all forms of intimidation, harassment, disruption or violence aimed at limiting these freedoms, or interfering with a student's, instructor's or staff member's performance of his or her University responsibilities.

This policy describes the sanctions and disciplinary action to which a student is subject should his or her conduct violate or otherwise willfully disregard these fundamental values, and thereby prevent effective learning and teaching from taking place.

Jurisdiction

This policy, and its procedures for fact-finding, hearings, and sanctions applies to all UCLA Extension students except as provided herein, including, by agreement with the UCLA Dean of Students, those enrolled concurrently in regular session courses who are not otherwise matriculated and not under contract for readmission. This policy applies to students enrolled in continuing education courses offered by UCLA professional schools where the course and enrollment process is hosted by Extension and where the Dean of the partnered school has elected to employ UCLA Extension's disciplinary apparatus.

This policy applies to prospective students who have applied for admission to an Extension program having never before enrolled, to Extension students whose misconduct is alleged during a period of active class enrollment, to the certificate candidate during the period of candidacy whether or not he or she is currently enrolled in classes, and to those currently under sanction having previously violated this policy.

UCLA Extension, at its sole discretion, may exercise jurisdiction over student behavior that has occurred off premises that would have violated student conduct policy had it occurred on premises, taking into consideration the seriousness of the offense and whether the alleged victim is a member of the campus community. Such off-campus jurisdiction will be considered in cases where the nature of the alleged offense suggests the student may pose a threat to the health and safety of the University community.

Former UCLA Extension students no longer under its jurisdiction and therefore deemed *non-affiliates*, but who are reported to have engaged in misconduct which threatens the health and safety of the University community, may be subject to a *Stay Away Order* from the campus by the office of the Administrative Vice Chancellor, arranged through *Campus Counsel*.

Catalog Listing of Proscribed Behavior

UCLA Extension's policy independently conforms to and is subordinate to University of California statewide Policies applying to Campus Activities, Organizations and Students ([PACAOS](#) number 100.00, and UC Presidential [Policy on Sexual Harassment and Sexual Violence](#) as it pertains to student conduct. Accordingly, all behavior proscribed by those policies is proscribed by UCLA Extension. UCLA Extension may also elect to draw on standards of conduct elaborated for the general UCLA population by the [UCLA Dean of Students](#), and may establish its own standards based on its own experience. To provide public notice, the following list of proscribed behavior will be printed in each edition of the UCLA Extension catalog and made available on its website, with a notation that the list is not wholly inclusive.

1. All forms of academic misconduct including but not limited to cheating, multiple submission, fabrication, plagiarism, or facilitating academic dishonesty.
2. Knowingly furnishing false information to the University.
3. Theft or misuse of the intellectual property of others, or violation of others' copyrights.
4. Coercion regarding grading or evaluation of coursework, or any administrative petition. Threatening personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework; or threatening personal or professional repercussions or discipline against an administrator to coerce a course of action not supported in fact.
5. Forgery, alteration, or misuse of University documents, records, keys, or identifications;
6. Theft of, damage to, or destruction of any property of the University or property of others while on University premises.
7. Unauthorized entry to or use of University properties, equipment, or resources;
8. Willful disruption of teaching, research, administration, or other University activities.
9. Sexual harassment, sexual violence, domestic or dating violence; or retaliation against those who report these and other forms of misconduct *wherever it might occur*.
10. Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

11. Physical abuse including but not limited to assault, sex offenses, other forms of violence; threats of violence; or other conduct that threatens the health or safety of any person *wherever it might occur*.
12. Stalking, which is conduct repeatedly directed at another person with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; and where the behavior is reasonably determined by the University to seriously alarm, torment, or terrorize the person, *wherever it may occur*.
13. Disorderly conduct, disturbing the peace, or failure to comply with directions of a University official or Extension instructor acting in the performance of his/her official capacity.
14. Selling, preparing, or distributing for any commercial purpose lecture notes or video or audio recordings of any course unless authorized by the University in advance and explicitly permitted by the instructor.
15. The unlawful use, possession, sale, distribution, or manufacture of controlled substances, identified in Federal and State law or regulations, on University property or at official University functions.
16. The use, possession, sale, distribution, or manufacture of alcohol on University properties or at official University functions which is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

Preliminary Meetings and Counsel

Designated staff in the Dean's Office will provide impartial advice and counsel to both the accused and to complainants, investigate claims, prepare documentary and other physical evidence, conduct preliminary meetings, prepare transcripts and recordings, and schedule hearings.

- Accusations of sexual harassment will be immediately referred to the Dean's Office for an early determination as to the appropriate policy for proceeding: UC and UCLA Extension policy on Student Conduct, UC and UCLA Policy on Sexual Harassment, or both.
- Allegations of misconduct founded on the speech and expression of a student, however annoying or disturbing, will be referred to the Dean's Office for an early review and determination if it is likely the speech is constitutionally protected.
- A student who fails to respond to an attempt to collect on a delinquent financial obligation may be subject to an allegation of either theft or fraudulent and unauthorized use of University resource, or both, at the time the University reports a loss due to any of the following three conditions: 1) failure to make good on a promise to pay on a properly recorded obligation in the University's *accounts receivable*; 2) having presented a check returned by a bank marked *stop payment* for a reason known to be other than correction of an error, or that was drawn on a *closed account*, or that is marked *insufficient funds* or *refer to maker* and evidently part of a pattern of abuse; 3) by abusing the payment card industry's *chargeback* procedure for disputing merchant services.

Accusations of misconduct will be presented to the designated staff in the Dean's Office. These personnel analyze the presentations of accusers with respect to the list of behaviors proscribed in policy. If the reported conduct appears to be proscribed, upon the endorsement of the hearing officer a formal charge which details the allegation will be prepared and forwarded in the form of a summons letter. The hearing procedure will be enclosed for information. The summons letter will oblige the student to schedule an informal meeting with someone other than the hearing officer for the purpose of reviewing this policy and the hearing procedure, students' rights and privileges, and the statements, pertinent records and documents underlying the allegations which might later be used as evidence in a formal hearing.

Instructors may report an instance of academic misconduct by reporting the final grade of "DR" (which means *deferred report*), or by calling his or her program representative. In cases of alleged academic misconduct and prior to any preliminary meeting, Dean's Office staff will obtain from the instructor the grade for the exercise or course *as if the academic misconduct had not occurred*; and will advise the instructor that only the tainted portion of a course can be assigned the grade of "F" should the student admit to or be found culpable for the cheat. (Cf. UCLA Divisional Senate Regulation A-306 section C.)

During the preliminary meeting, the student will be advised of the sanction that would be imposed if the student were to admit to the misconduct prior to hearing; and that doing so would waive the right to a formal hearing and to appeal. The student will be advised of the notations on transcript that accompany a sanction, and the implications of these notations. The student will be advised that records of disciplinary proceedings where sanctions are imposed are sealed then held for four years from the date sanctions are lifted, then destroyed. *Only after these factors are disclosed will a student be asked to respond to the question of culpability for the allegation.*

Cases where the accused claims innocence in the preliminary meeting will be held over for formal hearing.

Hearing Procedure and Fact-Finding

The authority for conducting hearings, weighing evidence, determining facts and imposing sanctions is vested with the Dean and delegated to the *Director of Institutional Policy* acting in the capacity of a *hearing officer*. The *Director of Extension Human Resources* will serve as a hearing officer in cases where charges of misconduct are brought by the *Director of Institutional Policy*. (No hearing officer may hear cases in which he or she has made an allegation of misconduct.) The role and function of the hearing officer may not be re-delegated.

Inasmuch as procedural due process is basic to the proper enforcement of University and Extension policy and regulations, the student alleged to have

engaged in misconduct will be provided with notice of the following procedure in advance of the hearing:

1. The hearing shall be conducted in private. Admission of any persons other than the Student and Complainant shall be at the discretion of the hearing officer.
2. For complaints arising from the distance learning environment where either or both parties cannot reasonably physically attend, the hearing officer will accommodate by conducting the hearing online in real-time by teleconference, or by conducting the hearing asynchronously by correspondence.
3. The Student and the Complainant shall have the right to be present throughout the hearing.
4. The Student and the Complainant have the right to be assisted by an advisor. The advisor may be an attorney. The Complainant and the Student are responsible for presenting their own cases. Advisors are therefore not permitted to speak or to participate directly in any hearing.
5. If the first language of either of the parties is other than English, they will have a right to an additional advisor to act as a translator.
6. The Student and the Complainant shall have the privilege of presenting witnesses, subject to the prior approval of the Hearing Officer. The parties shall propose any prospective witnesses to the Hearing Officer at least ten days before the scheduled hearing. A list of *approved* witnesses will be compiled and shared with the parties at least five days prior to the hearing. The Hearing Officer may cross-examine witnesses. Witnesses are expected to attend the hearing. Testimony by telephone will not be permitted without the prior permission of the Hearing Officer, except in cases where the hearing is managed by teleconference.
7. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration, at the discretion of the Hearing Officer.
8. All procedural questions are subject to the final decision of the Hearing Officer.
9. The Hearing Officer's determination shall be a judgment of whether it is more likely than not that the Student committed the offense(s) charged, based on the preponderance of the evidence.
10. An audio recording shall be made of the hearing. The Student shall have a right to a digital copy of the recording.
11. The Hearing Officer's decision shall include findings of fact. If the decision is against the Student, the decision must include a sanction. Decisions will be provided in writing and sent to students by certified or registered mail or other means requiring proof of delivery. In cases where there is a *stay-away* condition prohibiting the sanctioned student from entering the administration building or other facility managed by Extension, a copy of the decision letter will be provided to the UCLA Police Department. The student will be provided with information regarding Section 626.2 of the California State Penal Code, thus providing notice that a willful violation of the condition could be treated as a misdemeanor leading to arrest and prosecution, and punishable by fine or imprisonment.
12. Within ten working days after receipt of the decision, the Student shall be entitled to make a written appeal to the Dean, but only on the grounds that

there is new evidence not available to the parties at the time of the hearing, or that these procedures were not followed. If there is no appeal, the Hearing Officer's decision shall be final. If there is an appeal, the Dean's decision shall be final.

13. In the absence of the Dean, appeals will be heard by the Associate Dean of Academic Programs or the Associate Dean of Administration provided he or she did not serve as the original Hearing Officer. Appellate authority cannot be delegated further.

Guidelines for Investigation

The *Guidelines for Investigations* expressed and disclosed in the *Policy on Student and Instructor Grievance* will be employed by investigators of student misconduct.

In cases alleging harassment, sexual harassment, sexual violence, stalking, threats of violence and other forms of trauma-inducing misconduct, the credibility of claimants will be assessed from a *trauma-informed perspective*. No discount in credibility will accrue to the claimant who exhibits lost or fragmented memory, or reluctance to report. No case will be allowed to resolve with inaction because of an assertion that "your-word against mine" defies further development of evidence that can lead to a properly informed and just outcome.

Sanctions

University of California policy requires a remedial sanction to be imposed on any student found to have engaged in misconduct. Sanctions are defined as follows:

Warning/Censure: a written notice or reprimand to the student that a violation of a specific University policy has occurred and that continued or repeated violations of specified University policies or regulations may be cause for further disciplinary action, normally in the form of Loss of Privileges, Suspension, or Dismissal.

Loss of Privileges: Exclusion from participation in designated activities, including attendance in class, for a specified period of time, but without loss of student status. Violation of any conditions in a written *Notice of Loss of Privileges and Exclusion from Activities*, or violation of University policies or campus regulations during the period of the sanction may be cause for further disciplinary action, normally in the form of Suspension or Dismissal.

Suspension: termination of student status for a specified academic term or terms with eligibility to re-enroll thereafter certain. Violations of the conditions of Suspension or of University policies or regulations during the period of Suspension may be cause for further disciplinary action, normally in the form of Dismissal. If appropriate to the violation, partial suspension- by- format may be imposed in which the student's access

remains intact to just distance learning sections, or to just regular format instruction for a defined period of time.

Dismissal: termination of student status for an indefinite period. Re-enrollment at UCLA Extension shall require the specific approval of the Dean.

Interim Suspension: exclusion from classes, or from other specified activities, as set forth in a *Notice of Interim Suspension*, before final determination of an alleged violation. A student shall be restricted only to the minimum extent necessary when there is reasonable cause for physical abuse, threats of violence, or conduct that threatens the health and safety of any person on University property or at official University functions. A student placed on *Interim Suspension* shall be given prompt notice of charges, and the opportunity for a prompt hearing. *Interim Suspension* will be reviewed by the Dean within five working days.

Restitution: Reimbursement for damage to or misappropriation of University property may be imposed either exclusively or in combination with other disciplinary action.

Privacy and the Limits to Privacy of the Perpetrator

Except as described below and in accord with privacy requirements of federal law, complainants are not entitled to know the factual outcome of student conduct hearings or the remedial sanctions imposed. The only release of information by the University that will reveal an outcome will be the notation that appears on the academic transcript of the perpetrator describing the sanctions of *suspension* or *dismissal*.

Conforming to UC Presidential *Policy on Sexual Harassment and Sexual Violence* and UC PACAOS *Policy on Student Conduct and Discipline* section 104.70 , victims of sexual harassment, sexual violence, dating violence, domestic violence, stalking and related offenses as described above (items 9 through 12) *are entitled to know both the factual outcome of the disciplinary process and of the sanction imposed*. Furthermore, in actions related to offenses as described above (items 9 through 12), complainant/alleged victims can also appeal decisions of the hearing officer should he or she dismiss the charge.

Special Populations and Protocols

International Students: Care will be taken when sanctioning an international student that the remedy not result in an inequitable, unintended and therefore premature loss of F-1 visa status leading to deportation. A report to Homeland Security by the *International Student Office* of a student's loss of status due to a disciplinary sanction will not be made until administrative avenues of appeal have been exhausted.

Pathway and High School Programs: Student discipline for *Pathway* and any High School programs will be administered such that continuing participation in the program is a simple matter of continuing agreement between the program directors, the instructors, and the parents, guardians or conservators of the students, or the students themselves if living as independent adults over the age of 18. Enrollment and participation agreements will make clear that Extension's program administrators, acting on the advice of instructors or resident assistants, may decide unilaterally to terminate students' participation based on a finding of disruption, failure to participate, failure to respond to the directions of an instructor or resident assistant, or with violation of provisions of the *Pathway Student Handbook*. In cases where unilateral cancellation of the enrollment and participation agreement is exercised, students or those parties who have paid fees may be eligible for a full or partial refund or forgiveness of debt according to terms of the enrollment/participation agreement. Appeals will be adjudicated by the program department director. No record of punitive sanction will be recorded in such cases. The program director or program department director will inform the Dean and staff in the Dean's Office of any alleged misconduct that threatens or threatened the health and safety of others or that might also be a violation of law, such as acts of violence, threats of violence, theft or destruction of property, or sexual harassment. Additionally and consistent with State law, the program director or program department director will immediately report incidents of physical, sexual or financial abuse, isolation, neglect or self-neglect to Los Angeles County *Adult Protective Services*.

American Language Center (ALC): Federal regulations require non-credit bearing English as a Second Language (ESL) programs to require classroom participation in a minimum of 18 clock hours per week to qualify students from abroad for an F-1 visa. The Director of the *American Language Center* will develop and enforce attendance-taking and record-keeping routines that will identify students who have abandoned the program or failed to show. As required by law, ALC staff will immediately report "absent-without-leave" and "no-show" students to the *International Student Office (ISO)* to ensure a timely report by that office to *Immigration and Customs Enforcement* bureau of the *US Department of Homeland Security*.

Participation agreements and counseling memoranda will make clear that the ALC program director on the advice and counsel of instructors has the delegated authority to unilaterally terminate students' participation in *ALC classes* based on a finding of *disruption of instruction* or *academic dishonesty*. Appeals will be adjudicated by the Director of the ALC. In cases where unilateral disenrollment is exercised, students or those parties who have paid fees will be eligible for a partial refund or forgiveness of debt. No record of punitive sanction will be recorded in such cases. (The ALC program director may also elect to refer cases to the Dean's Office for formal institutional process and sanctions.) The program director or department director will inform the Dean and staff in the Dean's Office of any alleged misconduct that threatens or threatened the health and safety of others or that might also be a violation of law, such as acts of violence, threats of violence, theft or destruction of property, or sexual harassment.

Administrators of high school programs, the *Pathway Program*, and the *American Language Center* with delegated authority to terminate participation agreements will take care to exercise their authority within generally accepted tenets of procedural due process, requiring:

1. notice to the parties, including a brief statement of the facts reported on the situation;
2. the opportunity for a prompt meeting of the parties to permit rebuttal and further fact-finding;
3. a record of the meeting, and an expeditious written decision based on a preponderance of the evidence wherein the University shall bear the burden of proof; and
4. notification of an appeal process, requiring either new evidence not available at the time of the meeting, or a claim this policy or its attendant procedures were not followed.

Record-Keeping

Records, correspondence, evidence, and audio recordings of hearings will be held in confidential files stored by the Dean's Office that will be destroyed typically four years beyond the date that sanctions are *lifted*, and four years from the date an allegation is made in cases where no sanctions are imposed. Notice of the disposition of these records will be incorporated in decision letters. The enrollment system will employ a system of blocks to prevent enrollment during periods of suspension or dismissal, and the student records system will feature the ability to print notice of disciplinary action on transcripts *during* the period of sanction.

Handling Non-Academic Misconduct in Administrative Settings

The most common form of reported misconduct in administrative settings is that which is perceived as *disruption of administration*. *Disruption of Administration* is defined as an involuntary cessation of work because of the conduct of the perpetrator. An obvious display of anger or frustration, considered by the employee as 'inappropriate' or 'disrespectful' speech, does not in and of itself constitute *disruption of administration* or *harassment*, and it may enjoy First Amendment protection. A display of anger by a student or prospective student would be considered a *disruption of administration* if there is a failure to respond reasonably to appropriate intervention, and work continues to be interrupted. (For example, a declaration that "shouting needs to stop if you want my help" would need to be said; and a subsequent failure to stop shouting would then define the *disruption of administration* because the volume of the expression is continuing to cause a work interruption. The content of the speech is not at issue.)

If the content of a student's speech is both objectively offensive and personally directed at the employee and is based on the employee's *protected class*, the speech will be considered *harassment* at whatever volume it is delivered. (The "protected classes" are those characteristics of a person in which that person is protected against any form of discrimination. The University of California's policy on non-discrimination is restated below.) An act of harassment in the form "[offensive verb] you, you [pejorative participle] [national identity, e.g.]" is *prohibited speech*, even if the means by which it is delivered is not *disruptive*.

Department Directors and Administrators or their delegated senior staff and supervisors, are responsible for mitigating disruptive behavior within their offices. Staff at all levels confronted with verbally abusive language, extraordinary displays of anger, or other disruptive behavior will be encouraged to handle only those situations in which they feel safe. Staff designated by directors and administrators to handle disruptive behavior will refer situations in which they feel personally threatened to either their immediate supervisor, or to the UCLA-PD (or other local law enforcement agency). The decision to call the UCLA-PD will be made by the most senior supervisor present in the office in which the disturbance is taking place. After calling police, a follow up report to the Dean's Office will be made.

Handling Non-Academic Misconduct in the Classroom

A common form of reported misconduct in the classroom is that which is perceived as *disruption of instruction*. *Disruption of instruction* is defined as an involuntary cessation of instruction because of the conduct of the perpetrator. This can manifest as chronic monopolization of a classroom discussion by a student, but it requires a failure to respond to an instructor's attempt to maintain order in the classroom. (For example, a request to "please hold this line of questioning for the break so that we can proceed with tonight's discussion," followed by a student's repeated insistence that the question be addressed *then* and *there* would constitute a *disruption of instruction*. The *content* of the speech is not the issue.)

If a student's speech is both objectively offensive and personally directed at the instructor or another student and is based on the target's *protected class*, the speech will be considered *harassment* whether or not the perpetrator's conduct was disruptive. (The "protected classes" are those characteristics of a person in which that person is protected against any form of discrimination. The University of California's policy on non-discrimination is restated below.) An act of harassment in the form "[offensive verb] you, you [pejorative participle] [national identity, e.g.]" is *prohibited speech*, even if the means by which it is delivered is not *disruptive*. When harassing speech has been made in the presence of an instructor, we expect the instructor to intervene and then to report.

Speech that the instructor considers "inappropriate, "unprofessional" or "disrespectful" might fall short of the definitions for *disruption of instruction* or *harassment*, but might merit an instructor's open and public counseling

nevertheless in order to maintain a civil discourse. ***We expect our instructors to express their values when leading our courses.*** For example, a “Whoa, would you care to rephrase that?” would be an appropriate interjection to moderate a discussion.

Be good or be gone. Instructors are responsible for managing and maintaining the learning environment. Instructors are expected to assert control and communicate directly with students whose behavior may be interfering with the learning process of others.

- Instructors may ask a student to leave the classroom if the student has failed to respond to direction to stop a behavior that is reasonably interrupting the learning process of others.
- Instructors may ask a student to leave the classroom if the student is exhibiting signs of intoxication that is interfering with the learning process of others.
- Instructors may ask a person to leave the classroom if the person’s name does not appear on roster at a time when no visitors are allowed, which is evidence of trespass.

Instructors are welcome to call law enforcement personnel to assist with the removal of a student/person who refuses to leave a class having been asked to do so. We expect instructors who have taken such extraordinary action to report it to their program representative as soon as possible, and that the representative will subsequently report the action to both the CE and the Dean’s Office. Instructors unsure of their authority in the classroom are encouraged to consult with program representatives and CEs, who in turn are encouraged to consult with their program department director or the Associate Dean of Academic Affairs.

When instructors report “difficult students” whose behavior does not rise to a violation of this policy, we expect our program representatives and CEs will intervene as needed to counsel and mitigate the conflict under provisions of Extension’s *Grievance and Dispute Resolution* policy. Under unusual circumstances, the expression or conduct of a student may fall short of meeting evidentiary tests of misconduct, but may nevertheless have so compromised the student/instructor relationship as to render a continuing enrollment in a particular class to be pedagogically impossible. Based on an instructor's declaration of inability to proceed, the Director of Institutional Policy (hearing officer) and the Associate Dean of Academic Affairs have the authority to direct the disenrollment of the student and to tender a full refund. Such extraordinary disenrollments shall carry no prejudice. However, neither shall such actions preclude UCLA Extension from pursuing an investigation of misconduct should evidence subsequently develop to support an allegation of misconduct under this policy.

Maintaining Control in the Online Classroom – Off-Topic Distractions

The rights of students to free speech and expression in the UCLA Extension classroom will be vigorously defended; but so shall we vigorously defend the rights of all students to a satisfactory learning experience that is free of intimidation and harassment, and that remains on topic. Whether online or in the traditional format class, instructors are responsible for shaping the nature, quality and content of classroom discourse and are expected to express their values, assert control and communicate directly with students whose behavior may be interfering with the learning process of others. Online, our instructors will encounter, from time to time, posts that are off-topic and distracting, or that may violate student conduct policy.

- **Off-Topic Distractions.** On occasion, a student's contributions and posts may be judged by the instructor to be sufficiently *off topic* that it will distract the other students or even harm them by causing an involuntary and undesirable waste of time. In such cases and to ensure that interventions are presented as learning experiences, instructors will direct their concern to the posting student, and ask him/her to *remove* tangential or irrelevant material from content threads. (Students may be redirected in the use of other areas of the course shell provided for administrative questions and concerns.) A failure to comply by the student or repeated irrelevant posts in content threads may be grounds for a charge of *disruption of instruction*. (See policy on *Student Conduct*.)
- **Inappropriate Posts.** Instructors have the authority to unilaterally delete irrelevant and off-topic posts that students have refused to remove. Instructors have the authority to remove posts *at their sole discretion* that appear to contain harassing, offensive, or intimidating speech that has been personally directed toward the instructor or another student. Instructors who take down a post will for its preservation capture the offending text in context and send the unedited image in a standard format file (e.g., .png or .jpg) to her/his program representative or program director with a note of the date and time of the capture, as well as a description of the reasoning for the deletion. If an instructor is uncertain how to perform a screen capture, a quick search on the internet will provide pages with instructions or else the staff of the *Office of Instructional Enhancement* can assist.

Preventing Academic Misconduct

Instructors will be provided copies of the *Instructor Guide* and access to the web-based *Instructor Course Manager* where detailed instructions for handling academic dishonesty are provided. Students alleging academic dishonesty by fellow students will be referred to the Dean's Office.

Registration Assistants will be available to assist with test proctoring for courses in which more than 25 persons are enrolled. For credit-bearing online courses,

UCLA Extension will employ a third-party proctoring agency both to discourage and to trap for academic dishonesty during examinations.

Training

Training of staff to the terms of this policy will be presented at least once per year by the *Director of Institutional Policy*.

Restatement of University of California Policy on Non-Discrimination

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities.

References and Listing

This policy will be publicly listed. Questions and comments are welcomed by the *Office of the Dean, Continuing Education and UCLA Extension*, (310) 825-2362; DeansOffice@uclaextension.edu.

See also:

University of California Policy on Sexual Harassment and Sexual Violence <http://policy.ucop.edu/doc/4000385/SHSV>

University of California Presidential Policy on Student Conduct and Discipline (PACAOS-100)
<http://policy.ucop.edu/doc/2710530/PACAOS-100>