

ADMINISTRATIVE REGULATION 5500

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT SERVICES

STANDARDS OF STUDENT CONDUCT AND DISCIPLINE PROCEDURES

I. GENERAL PROVISIONS

A. Application of the Regulations – General

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

These regulations are intended to be consistent with California law.

B. Application of the Regulations to the Conduct of Applicants for Admission or Readmission

Admission or readmission to college programs and activities of the District may be denied to any person who, while not enrolled as a student, commits such acts against District or college property, or staff or students that are subject to expulsion pursuant to these regulations. Any such conduct that occurred while not enrolled as a student and that could be the basis for denying admission or readmission under this paragraph must be related to activity within the District.

C. Confidentiality

Proceedings shall be confidential. Disciplinary records are “educational records” as defined in the federal Family Educational Rights and Privacy Act (FERPA).

D. Delegation

Whenever a power or duty is granted to an employee or office under these regulations, the power or duty may be exercised or performed by another officer or employee who is authorized to do so by delegation, except that the authority of an instructor to remove a student from a class may not be delegated.

E. Record of Disciplinary Action

Disciplinary action and the reasons therefore will be recorded on the student’s discipline record and will be subject to access, review, and comment by the student as authorized by federal and state law.

Disciplinary information will remain on the student’s record unless expunged in accordance with federal and state law. It will not be released to prospective employers unless the student consents to such a release in writing. Disciplinary information will be released to other third parties, including law enforcement agencies, as required or authorized by federal or state law.

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For a minimum of five (5) calendar years after the recording of disciplinary information, the student's records may be used by District officials in determining an appropriate sanction of any subsequent disciplinary action or for any other District-related purpose. If action is taken by the disciplinary officer, the record will be kept indefinitely.

F. Technical Departures from this Regulation

Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days.

Technical departures from this regulation and errors in its application will not be grounds to void the District's right to take disciplinary action against a student, unless in the opinion of the disciplinary officer, departures or errors prevented a fair determination of a particular case.

G. District Activity

No student will be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to District services, activities, or attendance.

H. Fees

No suspended or expelled student will be refunded any fees previously paid by or for the student.

II. DEFINITIONS

- A. Day: is any day on which the District administrative offices are open for business, unless otherwise specified.
- B. Disciplinary Officer: the campus administrative officer, appointed by the president of the college, to respond to student disciplinary problems.
- C. District: the South Orange County Community College District (SOCCCD) is a multi-college district comprised of Saddleback College and Irvine Valley College. "District" (refers to all locations and employees, procedures, regulations, and practices of the SOCCCD).
- D. Expulsion: permanent denial of all District privileges.
- E. Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
- F. Probation: a status that may include the student's exclusion from participating in privileges, co-curriculars, or extracurricular District activities for a specified period of time. Student organizations and individual students may be subject to disciplinary probation. If a student violates any condition of probation or is charged again with a

- violation of the standards of student conduct during the probationary period, it will be grounds for revocation of the student's probationary status and for instituting further disciplinary action. The imposition of disciplinary probation includes the notification to the student in writing of the reason for and the conditions of probation.
- G. Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.
 - H. Reprimand: reprimand is censure for the violation of a specific rule of conduct.
 - I. Suspension: the exclusion from student status, or the exclusion of other privileges or activities for a specified period of time.
 - J. Student – Any person currently enrolled as a student at any college or in any program offered by the District who was also enrolled at the time of the alleged violation of the Standards of Student Conduct.
 - K. Written or verbal reprimand: An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college.
 - L. Warning: a written notice to the student that the continuation, repetition, or specific conduct may be a cause for subsequent disciplinary action.
 - M. Withdrawal of Consent to Remain on Campus-Withdrawal of consent by the District for any person to remain on campus in accordance with California Penal Code Section 626.4 where the District has reasonable cause to believe such person has willfully disrupted the orderly operations of the campus.

III. STUDENT CONDUCT

Students may be disciplined for one or more of the following causes related to college activity or attendance while on campus, at satellite locations, and online. Conduct that constitutes sexual harassment under Title IX will be subject to AR 3433 *Sexual Harassment Complaints Under Title IX* and AR 3540 *Sexual and Other Related Assaults on Campus*.

- A. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of or persistent abuse of, District personnel.
- B. Assault, battery, or any threat of force or violence upon a student, District personnel, or an authorized visitor.
- C. Willful misconduct resulting in injury or death to a student or District personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the District, or District personnel, or students in attendance at the colleges or programs of the District.
- D. Unsafe behavior in a clinical or lab setting that poses a threat to self or others.

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- E. The unlawful use, sale, or possession on District property or presence on District property while under the influence of any controlled substance or any poison classified as such by federal or state law.
- F. Smoking in an area where smoking has been prohibited by law or by Board policy or administrative regulation.
- G. Disorderly, lewd, indecent, or obscene conduct on District property or at District sponsored functions.
- H. Sexual assault (as defined in Board Policy 3540 – *Sexual and Other Related Assaults on Campus*) on any student or employee of the District, on campus or off-campus grounds or facilities maintained by the District.
- I. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on District property or at a District-sponsored function without the prior authorization of the disciplinary officer.
- J. The obstruction or disruption, on or off campus, of any educational or administrative process or function of the District.
- K. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of their family or the threat of such physical abuse when related to a District program or activity.
- L. Misrepresentation of oneself or of an organization as an agent of the District.
- M. Soliciting or assisting another to do any act that would subject a student to discipline.
- N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on District premises, or at District-sponsored events, or appearance on District property or at District-sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and District policy.
- O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.
- P. Actions of force or threat of force to injure, intimidate, oppress, or threaten because of the other person’s race or ethnicity, color, religion, ancestry, national origin, disability, gender, gender identity, gender expression, sexual orientation, or any other status protected by law, or because of the perception that the other person has one or more of these characteristics.
- Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating, or fabrication, which compromises the integrity of an assignment, a college record, or a program.
 - a. Falsification involves any conduct in academic work, records, or programs that is intended to deceive, including, but not limited to, the following acts:
 - 1. forging signatures on official documents such as admissions cards and financial aid applications.

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2. changing or attempting to change official academic records without proper sanction.
 3. misrepresenting or falsifying successful completion prerequisites.
 4. providing false information, such as immigration materials, during the admission or matriculation process.
 5. falsifying one’s identification or falsely using another's identification.
 6. logging in or otherwise gaining access to a computer, computer network, or protected website using the password or identity of another.
 7. citation of data or information not actually in the source indicated.
 8. including in a reference list of works cited a text or other information source that was not used in constructing the essay, paper, or other academic exercise.
 9. submission in a paper, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 10. submitting as the student’s own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
 11. taking a test for someone else or permitting someone else to take a test for a student.
- b. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else’s words, ideas, or data as one’s original work, including, but not limited to, the following:
1. intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
 2. taking sole credit for ideas and/or written work that resulted from collaboration with others.
 3. paraphrasing or quoting material without citing the source.
 4. submitting as one’s own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
 5. sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
 6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
 7. modifying another’s work and representing it as one’s own work.
- c. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic

work, records, or programs, and/or assisting others to do the same including, but not limited to, the following:

1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
2. completing, in part or in total, any examination or assignment for another person.
3. knowingly allowing any examination or assignment to be completed, in part or in total, for themselves by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
4. copying from another student’s test, paper, lab report, or other academic assignment.
5. copying another student’s test answers.
6. copying, or allowing another student to copy, a computer file that contains another student’s assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one’s own.
7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. storing answers in electronic devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in undertaking course work.
10. looking at another student’s exam during a test.
11. using texts or other reference materials (including dictionaries) when not authorized to do so.
12. knowingly gaining access to unauthorized data.
13. altering graded class assignments or examinations and then resubmitting them for regrading or reconsideration without the knowledge and consent of the instructor.

R. Contravention of Copyright Laws

S. Violation of District Board Policies and Administrative Regulations

IV. DISCIPLINARY PROCEDURES

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by District employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

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1. If the conduct occurred in the classroom, the instructor may remove the student from their class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the disciplinary officer immediately. If the student is a threat to self or to others, the instructor must contact Campus Police immediately. Upon removal of a student, the instructor will give the student verbal and/or written notice of the reasons for the removal.
 - a. The instructor, victim, or witness(es) will submit a written report on the appropriate form (i.e., Incident Report form) to the disciplinary officer. The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
 - b. If the incident involves a matter of academic dishonesty, the instructor will give notice to the student within ten days of the discovery of the alleged impropriety.
 - c. If the incident was not a matter of academic dishonesty, a meeting between the student and the disciplinary officer will be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) will be presented to the student. The student will be advised of the potential consequences.
 - d. If the student elects not to attend this required meeting, the student waives their right to provide a response to the allegations.
 - e. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlined above.
2. If the conduct did not occur in the classroom, the District employee discovering the conduct will report the incident to the disciplinary officer and submit a written report on the appropriate form (i.e., Incident Report form). The report will include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
3. When the report of alleged misconduct is sent to the disciplinary officer, the officer will evaluate the information to determine if it alleges a violation of the District’s student conduct policy and/or regulations. If the disciplinary officer determines that the report supports such allegations, a meeting will be requested with the student to provide the student an opportunity to respond to the allegations.
4. The disciplinary officer will review all documentation related to the case to make a determination if disciplinary action is required.
5. The disciplinary officer will send a notice by mail to the student charged with the violation. This notice will include a written explanation of the incident and the charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated.)

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6. The disciplinary decision is final and it is immediately in effect unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the disciplinary officer or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.

B. Range of Disciplinary Actions

1. Verbal reprimand: A warning that the conduct is not acceptable.
2. Written reprimand: Becomes part of the student file for a minimum of five (5) years or longer at the discretion of the disciplinary officer and is considered in the event of future violations.
3. Mental Health Clearance: Mental health clearance may be required before a student is readmitted to a particular class or allowed to be on District property. The campus chief administrative officer (or designee) must receive a letter from a licensed mental health professional stating that in their professional judgment, the student will no longer continue the behavior that gave rise to the disciplinary action or that the student's presence on campus is not a threat to themselves or others. The mental health professional must be licensed by the State of California. The student shall bear the cost and expense of obtaining mental health clearance.
4. Disciplinary Probation: A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
 - a. Ineligibility for all student government roles;
 - b. Removal from any student government position;
 - c. Revocation of the privilege of participating in District and/or student-sponsored activities;
 - d. Ineligibility for membership on an athletic team; and/or
 - e. Limitation of courses and/or instructors the student may take.
5. Suspension: The disciplinary officer may suspend a student for cause as provided in Section III. Suspension may involve:
 - a. Removal from one or more classes for the remainder of the academic term.
 - b. Removal from all classes and activities of the District for one or more terms. During this time, the student may not be enrolled in any class or program within the District.
6. Expulsion: The Board may expel a student for cause as provided in Section III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the

student or others. Expulsion will be accompanied by a hearing conducted by the Disciplinary Hearing Panel.

V. DISCIPLINARY HEARING PANEL FOR SUSPENSION OR EXPULSION

If the disciplinary officer refers the case for a hearing with the Disciplinary Hearing Panel or the student appeals the disciplinary officer’s decision to the Disciplinary Hearing Panel, the following process will be followed:

A. Notice Letter

The disciplinary officer will mail a written notice of the hearing to the student (and to the parent or guardian if the student is a dependent minor). This notice will include:

1. A statement of the charges. The statement will describe the specific facts alleged as a basis for violation of these regulations.
2. The time and place of the hearing.
3. The student may represent themselves, and may also have the right to be represented by a person of their choice, except that the student shall not be represented by an attorney unless, in the judgement of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
4. Notification that the hearing body may consider the student’s previous disciplinary and academic record.
5. Notification that the student may request that one of the members of the Disciplinary Hearing Panel be a student of the District. This request must be made in writing to the disciplinary officer at least five (5) days in advance of the hearing.

The notice letter may be amended at any time. If an amendment requires that the student prepare a substantially different defense, the disciplinary officer may postpone the hearing for a reasonable time, not to exceed 10 days.

B. Composition of Disciplinary Hearing Panel

1. If the student is represented by an attorney, the District will also be represented by an attorney.

The Disciplinary Hearing Panel will consist of a student (if requested), a faculty member of the college, and a District administrator. If a student is requested to serve on the panel, the request will include permission for the records to be disclosed to the student member of the panel. Where the charged student does not request a student member on the hearing panel, the

Disciplinary Hearing Panel will consist of two college faculty members, one District administrator and a campus police officer, if requested by the disciplinary officer.

- 2. The disciplinary officer will, after conferring with the associated student body, academic senate, and administrative cabinet, compile lists of persons who may be appointed when it is necessary to convene a Disciplinary Hearing Panel. The disciplinary officer will appoint members to the Disciplinary Hearing Panel from the approved list of names.
- 3. The hearing will be convened within 10 days of the date that written notice of the proposed disciplinary action is mailed to the student, unless the disciplinary officer grants a written request for a continuance by the student upon a showing of good cause.

C. Hearing Preparation

- 1. The disciplinary officer will be responsible for making the necessary arrangements for the hearing, including scheduling a room, providing for an official record of the hearing, and notifying the student and members of the Disciplinary Hearing Panel.
- 2. Prior to the hearing, the Disciplinary Hearing Panel will be given copies of these procedures. The disciplinary officer will select a chairperson. The chairperson will preside over the hearing and make any necessary procedural rulings.

D. The Hearing

- 1. Confidentiality: the hearing will be closed and be kept confidential by all parties.
- 2. Security: appropriate security measures will be taken at the hearing by the campus police department.
- 3. Witnesses/Record of Hearing: witnesses will be excluded except when testifying. The District employee who was involved in or a witness to the incident will be invited to attend and participate in the hearing, and may be present for the entire proceedings. The administration’s representative and the student will be entitled to call and question witnesses. Panel members may ask questions at any time when recognized by the chairperson. With the concurrence of the panel, witnesses may be recalled and questioned by hearing participants. A record of the hearing will be kept for 10 years.
- 4. Opening: The chairperson will call the hearing to order, introduce the participants, and announce the purpose of the hearing. An orderly hearing will be maintained and disruptive participants will be ejected or excluded.
- 5. Charges: The chairperson will distribute copies of the charges to the members of the committee, read the charges aloud, and ask the student whether the charges have been received. If the response is affirmative, the hearing will proceed. If the response is negative, the administration may

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present evidence that the charges were duly served. The chairperson will decide whether to proceed with the hearing. In cases where a hearing does not proceed, a hearing will be rescheduled within 10 days.

6. Burdens of Proof and Production of Evidence: The administration bears the burden of proving that each charge is true based on a preponderance of the evidence. The administration has the initial burden of producing evidence to prove each charge. The student may present evidence to refute the administration's charges. In the case of expulsion, any recommendation of the hearing panel must include a finding that other means of correction have failed to bring about proper conduct, or that the presence of the student causes a continuing danger to the physical safety of the student or others, and/or District property.
7. Arguments: Both the administration and student will be afforded an opportunity to present or waive an opening statement (i.e. the administration will outline the charges and the facts to be established). The student may reserve an opening statement until after administration has presented the case for the college. If the student charged does not appear, either in person or by representation, or should the student leave or be ejected during the hearing, the hearing will proceed and the Panel will make its recommendation as though the student had been present.
8. Evidence: After the opening statements, the administration and the student will have the opportunity to call witnesses and present relevant evidence. Technical rules of evidence will not apply, but evidence may be admitted and given probative effect only when such evidence constitutes that which reasonable persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is admissible, but may not, by itself, be used to support a finding of the panel. The Chairperson will make all rulings as to the conduct of the hearing and the admissibility of evidence. The Panel will not consider any arguments concerning the constitutionality or legal validity of District regulations or statewide policy. In cases where the hearing involves a charge of sexual assault, the victim has the right to exclude past sexual history as part of the testimony unless such history is offered as evidence of the character or trait of character of the victim as described in California Evidence Code.
9. Deliberations: The administration and then the student will make closing arguments. Both may waive closing arguments. The panel will retire to deliberate. Deliberations will be limited to panel members. The panel will reach its decision based only on the record of the hearing and will not consider matters outside the record. The Hearing Panel may accept the disciplinary officer's recommendation, impose a lower sanction, or impose a higher sanction. Within two (2) days after the hearing, the chairperson will notify the student of the Hearing Panel's disciplinary decision. This report will include the specific findings of fact concerning each charge and the disciplinary action supported by a majority vote of the panel.

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- 10. Decision to Suspend. In the case of a decision to suspend, notice of the decision will be mailed to the student, placed on the student’s District records and copied to the disciplinary officer for enforcement of suspension decision. The decision may be appealed in writing to the college president only on the limited grounds as provided in Section VI. Hearing Panel decisions must be appealed within 10 business days.
- 11. Recommendation to Expel. In the case of a recommendation to expel, notice of the recommendation shall be forwarded to the campus chief administrative officer or designee for recommendation to the Chancellor and final action by the Board.
 - a. Within 30 calendar days of the recommendation to expel, the Board will notify the student or parent in case of a dependent minor, of the Board’s intent to conduct a closed session meeting to consider the recommendation for expulsion. Notification will be made by registered or certified mail or by special mail service. Within 48 hours of receipt of the notice, the student or parent of a dependent minor may request in writing that the hearing be held in public session. When a written request to have the matter heard in public session is served upon the Clerk or Secretary of the Board, the meeting will be conducted in public session, except in cases where the discussion conflicts with the right to privacy of another student. In such cases, the discussion will be conducted in closed session.
 - b. The Board may accept the recommendation to expel, impose a lesser sanction, or refer the matter back to the Hearing Panel for further consideration. Final action of the Board will be taken at a public meeting but consist solely of a general announcement that a student, without being named, has been disciplined after a closed session vote taken with respect to the discipline.

VI. APPEAL PROCESS

The student has the right to appeal the decision of the instructor or the disciplinary officer.

A. Appeal of an Academic Dishonesty Decision

- 1. The student has the right to file an appeal of a decision regarding academic dishonesty to the dean of the department or school in which the alleged dishonesty occurred. The appeal must be in writing and received by the dean within 10 working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.
- 2. The dean may request that the instructor submit a written statement supporting their position.

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- 3. Within 30 days of receipt of the request of appeal, the dean will arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the dean will appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor.

At the meeting, the evidence of academic dishonesty will be presented and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

B. Appeal of a Hearing Panel Decision to Suspend or Recommendation to Expel

The student may appeal a Hearing Panel decision in writing to the college president, within 10 days of the decision/recommendation. The basis for the appeal will include evidence to support one or more of the following factors:

- 1. The decision lacks substantial basis in fact to support the findings;
- 2. There is substantial incongruity between the proposed sanction and findings;
- 3. There is evidence for deviation from this regulation in the conduct of the proceedings that impacted the final decision or which has deprived the student of a fair and impartial process; and/or
- 4. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.

The college president or the president’s designee may decide the issue based solely on the written appeal. The decision will be made available to the student charged within 10 days of receipt of appeal. The decision will be final except in the case of expulsion where final action will be taken by the Board.

References:

*California Education Code Sections 66017, 66300, 66301, 72122, 76030, 76037, and 76210-76246,
California Penal Code 626.4
ACCJC Accreditation Standard 2*