

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: Second Reading of Policies

Date: June 10, 2020

The following policies are coming to the Board for a second reading:

Old #	New #	Title	Addendum Page #
N/A	3502	Children on Campus	1
N/A	5077	Credit Overload	5
721 & 721.3	5500	Standards of Student Conduct	8-9

The associated administrative procedures are being shared as an information item:

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See Board Packet Addendum for policies and procedures.

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: CHILDREN ON CAMPUS

BOARD POLICY # 3502

Children, defined as minors under the age of 18 years or who are emancipated from their parents or legal guardians, are welcome on College property in appropriate situations as outlined in administrative procedures.

Parents/Guardians shall provide adequate supervision for children on campus and ensure that there is no disruption either of instruction or of services as a result of the child/children being on site.

Visitors, including minor children, to a College facility are subject to all relevant College policies, procedures, and regulations.

The ultimate responsibility for the safety of the children on campus rests with the adults responsible for supervision. No liability will be accepted by the College or any of its agents or staff for the consequences of children being on campus.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Children on Campus

ADMINISTRATIVE PROCEDURE # 3502 *replacing AP 613.01 #9*

RELATED TO POLICY # 3502 Children on Campus

A. Scope

Children under the age of 18 who are officially enrolled as a credit-earning student have the same rights, responsibilities, and privileges of any other student in the classroom and on College properties.

This procedure applies to children under the age of 18 (or who are emancipated from the care of parents or legal guardians) who are not officially enrolled in classes or employed by the College.

B. Permissible presence of children on campus

In general, students and employees are not permitted to bring children on campus or to other College facilities. If a child's presence is not disruptive, and no health or safety risks are identified, the following exceptions will generally apply:

- a. Attending the childcare/elementary school facility on campus, as enrolled children or as facility visitors, under the supervision of parents/guardians
- b. Attending public events, such as concerts and basketball games, under the supervision of adults
- c. Accompanying adults who are accessing student services
- d. Participating in classes at the request of the instructor
- e. Attending a summer camp or an instructional program (credit or non-credit) as an enrolled student
- f. Using the library if they follow all rules and create no disturbance
- g. Registering for classes
- h. Public pool usage
- i. Attending special events (events held by other organizations on the College's property) under the supervision of parents/guardians

C. Employees

Staff and faculty are not permitted to have their children at work with them while the employee is on work-time. An exception may be approved in advance by the employee's supervisor, in an emergency or unexpected situation, but an exception shall not result in ongoing approval or a regular practice. **["in advance"] an emergency or unexpected situation is unlikely to warrant preapproval.** The employee granted an exception shall provide adequate continuous supervision for such child or children and ensure that there is no disruption of services as a result of the child/children being on site. It is not acceptable to request that staff supervise the children of students or other employees except when their job assignment relates to a formal program designed for children. Employees who fail to comply with this administrative rule may be subject to discipline as outlined in College policies and procedures or respective collective bargaining agreements.

D. Students

Children of students may be brought to campus only when they are to be supervised by another adult in an area specifically approved for children (e.g., the child care center/elementary school). In an emergency, with the approval of the class instructor and/or appropriate administrator, a student may bring a child to class or campus work site only if the child's presence does not disrupt class or work activities. An administrator may prohibit children in class or in a work area should it be deemed necessary. A student may not leave a child unsupervised on campus at any time. Students who fail to comply with this administrative procedure may be subject to sanctions as outlined in the Student Discipline Administrative Procedure.

E. Supervision

Children must be actively supervised by their parent, guardian, or responsible adult at all times when they are on College properties.

F. Unaccompanied Children

Due to safety and liability issues, except as otherwise defined in this procedure, under no circumstances may unsupervised children be on College properties, including playing, roaming, and occupying buildings, outdoor areas, or private vehicles. Any College employee who finds an unaccompanied child on College properties should immediately inform Security of the location of the child.

G. Removal of Children From the Premises

College administrators and security personnel have the authority to direct the removal of a child if there is a determination that:

1. The child's health or safety is at risk;
2. The child is presenting a health, safety, or liability risk to property or others; or
3. The child's behavior is causing undue disruption to the work of students or staff.

H. Restricted Areas

Areas of College premises may be identified as unsuitable for children as a result of a risk assessment. Supervisors of the respective areas should inform staff and students of requirements or restrictions.

I. Transportation

Children are not permitted as passengers in any form of College transportation (including but not limited to golf carts, vans, cars, trucks, maintenance vehicles, and buses) unless they are registered in the class or program for which the transportation is being used. When children are involved in field trips and transported as part of a college program or class, the responsible College personnel must ensure that all federal and state child restraint regulations are followed.

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: CREDIT OVERLOAD

BOARD POLICY # 5077

Students may request to register above Full Time Status for any academic term providing the student has satisfactory standing with the college. Students will be responsible for completing a Credit Overload Request Form which is available in the Advising & Career Services department or online (insert link here).

Approval or denial of a Credit Overload Request will be processed through Advising and Career Services with final approval coming from the Director of Academic Advising & Career Services or an appointee.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: CREDIT OVERLOAD

ADMINISTRATIVE PROCEDURE # 5077

RELATED TO POLICY # 5077 CREDIT OVERLOAD

I. Definitions:

- A. Full Time Status: For regular terms is 12 hours or more and not to exceed 19 hours.
- B. Credit Overload: Registration for credits beyond the full time maximum (19 per academic term) is considered a credit overload. The recommended maximum credit hours a student can take on any given term is 22 credit hours.

II. Responsibility:

- A. Prior to the beginning of the term, a **student** will complete a Credit Overload Request Form which includes verification that Eligibility Requirements have been met, a written explanation explaining the reasoning for the overload request.
- B. The **student** will schedule an appointment with their academic advisor to review the Credit Overload Request Form and obtain their advisor's signature.
- C. The **Director of Advising or an appointee** will review the form and approve or deny the request within 3 days.
- D. Upon receiving email of approval, the **student** will register for appropriate classes. The Registration & Records department will receive a copy of the approved Credit Overload Request Form.
- E. To be eligible for a course overload a student must have:
 - 1. Cumulative GPA of 2.75 or higher
 - 2. Be enrolled as full time status at the time of the overload request
 - 3. Successfully completed 12 or more college credits per term in the previous two terms with a minimum term GPA of 2.75 and No pending Incomplete (I) or F grades

4. An active Student Educational Plan, approved by their advisor

F. Credit Hour Overloads will not be considered for students who:

1. Are on academic probation for the previous term or overall
2. Are in their first term of study at UCC

III. Exceptions to this policy:

The exception to the credit overload policy is for students enrolled in the Automotive Program which requires 22 credit hours in the initial term. (Approval for Automotive Program will be given by the Automotive instructors).

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: STANDARDS OF STUDENT CONDUCT

BOARD POLICY # 5500

- A. Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the College that are designed to perpetuate its educational purposes.
- B. The College, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.
- C. The provisions of the Standards of Student Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein, at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.
- D. The Standards of Student Conduct will apply to conduct which occurs on College premises, including hybrid and online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct.
- E. The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.
 - 1. Administrative Procedure 5500 will provide definitions used throughout the Administrative Procedures for Standards of Student Conduct;

2. Administrative Procedure 5501 will define the conduct that is subject to discipline;
3. Administrative Procedure 5506 will define Academic Integrity, violations of Academic Integrity, and sanctions for violation; and
4. Administrative Procedure 5520 will identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

F. The procedures defining the Standards of Student Conduct will be made widely available to students through the college catalog, the website, and other means.

REFERENCES:

- NWCCU Standards 2.A.15 and 2.D.5
- ORS 341.290(2)

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:
DATE OF ADOPTION:
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Definitions

ADMINISTRATIVE PROCEDURE # 5501

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

1. **Definitions:** The following definitions apply for all policy and procedure related to Standards of Student Conduct:
2. **Day** – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.
3. **Expulsion** – Exclusion of the student by the Board of Education from all campuses and programs of Umpqua Community College for one or more years.
4. **Instructor or Faculty Member** – Any academic employee of Umpqua Community College in whose class a student subject to discipline is enrolled, or Life Coach / Counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student’s educational program.
5. **Long-term Suspension** – Exclusion of the student by the Provost and/or President for good cause from all classes and activities of the college for one or more terms.
6. **May** – used in the permissive sense.
7. **ORS** – Oregon Revised Statutes, the codified laws of the State of Oregon.
8. **Umpqua Community College or “the College”** – Umpqua Community College or UCC; includes any College premises, College-sponsored or supervised functions, or at functions sponsored by the College.
9. **Removal from class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.
10. **Shall** – used in the imperative sense.

11. **Short-term suspension** – Exclusion of the student by the Provost and/or President for good cause from one or more classes for a period not longer than 1 academic term.
12. **Student** – Any person currently enrolled as a student at any campus or in any program offered by Umpqua Community College, including academic and certificate programs, dual credit, Career & Technical, Community & Workforce Training, and Adult Basic Skills programs.
13. **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 for a period of up to one year.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/3/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Misconduct

ADMINISTRATIVE PROCEDURE # 5502

RELATED TO POLICY # 5500 Standards of Student Conduct

The following are examples of conduct that will constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student as the College deems appropriate. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list.

I. Acts which are dishonest, disrespectful, or disruptive

- A. Committing acts of dishonesty including but not limited to:
1. Engaging or participating in forms of academic dishonesty including cheating and plagiarism (including plagiarism in a student publication). Academic integrity is covered in more detail in UCC administrative procedure # 5506.
 2. Knowingly furnishing false information to any staff or faculty member of the College community or College office.
 3. Forging, altering, or misusing a College document, record, or instrument of identification, including information related to a cooperative work experience placement, supervised field experience placement, or clinical placement.
 4. Unauthorized preparation, transfer, distribution, or publication, or any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent side of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administration procedure.
 5. Tampering with the election of any College-recognized student organization.
 6. Attempting to represent or act on behalf of the College, any College-recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
- B. Disruptive behavior, including willful disobedience, repeated profanity or vulgarity, defiance of authority, or abuse of, College personnel.

- C. Lewd, indecent, or obscene conduct or expression on Umpqua Community College premises
- D. Libel or slander of another member of the college community.
- E. Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of surveillance or recording devices on College premises.
- F. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- G. Engaging in or inciting others to engage in dangerous or unlawful acts on College premises, to violate lawful Umpqua Community College administrative procedures, or to disrupt the orderly operation of Umpqua Community College operations or functions.
- H. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
- I. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by College officials on College premises.
- J. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises.
- K. Aiding, abetting or procuring another person to engage in disruptive conduct on College premises.

II. Acts which are violent, threatening, or harassing

- A. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the College community.
- B. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an Umpqua Community College employee, which is concurred with by the Provost and/or President.
- C. Unwanted contact or communication of any nature with another student or other member of the College community after being instructed by that person or a College official that such contact or communication is unwelcome or disruptive to the educational process of UCC, as determined by a College official.

- D. Sexual assault or sexual exploitation, regardless of whether the victim is affiliated with Umpqua Community College.
- E. Committing sexual discrimination (including sexual harassment) as defined by law or by Umpqua Community College's policies and procedures.
- F. Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status or activity protected by law.
- G. Engaging in intimidating conduct or bullying against another student or employee through words or actions, including direct physical contact; verbal assaults; repeated teasing or name-calling; social isolation or manipulation; and cyberbullying.
- H. Planning, directing or committing acts of hazing, as defined by ORS 163.197.
- I. Interference by force or by violence (or by threat of force or violence) with any member of the College community in carrying out his/her duties or studies.
- J. Willful conduct which results in injury or death to a student or employee or which results in damaging or defacing any real or personal property owned or controlled by Umpqua Community College, or personal property of another student or employee.

III. Acts involving unapproved use of cigarettes, drugs, alcohol, or other illicit intoxicants

- A. Unlawful possession, use, sale, offer to sell, or furnishing, any controlled substance, alcoholic beverages, cigarettes and tobacco products, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia. Possession of controlled substances with a valid prescription is not prohibited. You must be 21 to legally possess cigarettes and tobacco products in Oregon.
- B. Appearing or being under the influence of alcohol or illicit substances on College premises.
- C. Smoking in any area where smoking has been prohibited by the law or by regulation of the College or Umpqua Community College.

IV. Acts that threaten campus integrity, safety, and security

- A. Violating any notice against trespass on College premises or unauthorized entry upon Umpqua Community College facilities.
- B. Unauthorized use of Umpqua Community College facilities and/or unauthorized use of College equipment.

- C. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
- D. Failure to identify oneself to College personnel when requested to do so.
- E. Failure to leave a building or specified work area when directed to do so by College personnel.
- F. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval, and/or on or in unauthorized places. Removing written or printed messages or materials approved by the College for posting without specific authorization to do so.
- G. Engaging in unauthorized canvassing, sales or solicitation on College premises.
- H. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other known dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
- I. Unauthorized use of College computers (hardware or software), internet or electronic communications equipment or systems, including but not limited to:
 - 1. Unauthorized entry into a file, to use, read, or change its contents.
 - 2. Unauthorized transfer or copying of a file or files or software.
 - 3. Unauthorized use of another person's identification and password.
 - 4. Use of computing facilities to interfere with the work of another member of the College community.
 - 5. Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
 - 6. Use of computing facilities to interfere with the normal operation of the College computing system.
 - 7. Unauthorized installation of software on College equipment.
 - 8. Tampering with College computer hardware.
 - 9. Any attempt to gain access to College computers or network, on campus or off campus, without authorization (i.e., hacking).
 - 10. Use of computing facilities to conduct personal business activities or illegal activities.
 - 11. Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy. (#3720)
- J. Violation of electronic devices guidelines for personal devices.

- K. Bringing animals into classrooms and college buildings except for “assist” animals, “assist” animals in training, or other animals defined in ORS 346.680, or animals used for instructional purpose.
- L. Engaging in gambling activities on College premises, except as expressly permitted by law and with written approval from the President or President’s designee.

V. Acts that violate local, state, or federal laws or UCC Board Policies & Administrative Procedures

- A. Committing or attempting to commit robbery or extortion.
- B. Stealing or attempting to steal Umpqua Community College property or private property on campus, or knowingly receiving stolen Umpqua Community College property or private property on campus.
- C. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- D. Abusing or obstructing the Standards of Student Conduct procedures, including but not limited to:
 - 1. Falsifying or misrepresenting information before the Dean of Student Services, hearing panel, or President.
 - 2. Disrupting or interfering with the orderly conduct of the hearings panel.
 - 3. Instituting a College grievance knowingly without cause.
 - 4. Attempting to discourage an individual’s proper participation, or use of, the College hearings.
 - 5. Attempting to influence the impartiality of the Dean of Student Services or members of a hearing panel, prior to, during, and/or after a hearing panel.
 - 6. Harassing (verbal or physical) and/or intimidating the Dean of Student Services, member of a hearings panel, or other College employee prior to, during, and/or after a College hearings panel.
 - 7. Failing to comply with the sanction(s) imposed under the Standards of Student Conduct
 - 8. Influencing or attempting to influence or aiding another person to commit any of the prohibited acts above.

- E. Violating published Board of Education or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
- F. Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/3/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: HAZING

ADMINISTRATIVE PROCEDURE # 5505

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

A. Hazing is not permitted at Umpqua Community College. No individual, student organization, club, team, or any other College-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the Umpqua Community College campus.

1. "Hazing" includes, but is not limited to:

a) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;

b) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;

c) To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or

d) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

B. This policy is not intended to prohibit or sanction the following conduct:

1. Customary public athletic events, contests, or competitions that are sponsored by the College; or

2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

- C. Umpqua Community College encourages all members of the College community who believe that they have witnessed, experienced, or are aware of conduct that violates this policy to report the violation to the Dean of Student Services. In the absence of the Dean of Student Services, reports are made to the Provost.

- D. Should the College become aware of hazing by a student organization or any of its members, the College may immediately suspend the organization or group pending an investigation into the allegations. Allegations of hazing are resolved in accordance with the student conduct process. Students and/or student organizations found responsible for violating this policy are subject to the full range of disciplinary sanctions. For more information, refer to BP/AP 5500 Standards of Student Conduct.

NOTE: Oregon law requires community colleges and universities to provide an annual report to the legislature on the number of hazing incidents reported and investigated during the previous academic year.

REFERENCES:

Chapter 206, 2019 Oregon Laws
ORS 163.197

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Academic Integrity

ADMINISTRATIVE PROCEDURE # 5506

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

I. Introduction

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but also to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

II. Academic Dishonesty

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Cheating on any graded assignment; cheating is defined as any of the following:
 - a. Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
 - b. Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
2. Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.

3. Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
4. Submitting one's own previously graded work as a new assignment without the instructor's permission.
5. Plagiarism or the presenting as one's own work the work of another writer without acknowledgement of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or another source such as the Internet.
6. Fabrication or falsification of any information, research, data, references or clinical records.
7. Assisting another student to engage in any form of academic dishonesty.
8. Turning in work which was completed, all or in part, by an individual other than the student.
9. Tampering with evaluation devices or documents.
10. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participation in being impersonated by another student.
11. Use of electronic devices, including cell phones, smart watches, or other similar wireless devices to convey information relevant to the test, quiz, or other student assessment, during any test, quiz, or other student assessment.

III. Immediate Sanctions for Academic Dishonesty

1. **Zero or "F" grade for assignment.** An instructor may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup
2. **Zero or "F" grade in course.** An instructor has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of "F" for a course if the instructor has documented that the student has engaged in egregious acts of academic dishonesty.
3. **Request for administrative sanctions.** An instructor or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
 - a. Complete withdrawal from all courses (with no possibility of refund);

- b. Disciplinary suspension from the student's academic program (if applicable); and/or
- c. Disciplinary suspension from the college.

IV. Process

Step 1: Filing of Report

The instructor will file a written report of the act of academic dishonesty with the Department Chair, Chief Academic Officer, Dean of Student Services, and Registrar within 5 days of when the instructor discovered the act of dishonesty.

Step 2: Filing of Standards of Student Conduct Violation

Pursuant to Administrative Policy 5520, the instructor or department chair may initiate disciplinary proceedings by filing a Standards of Student Conduct violation with the Dean of Student Services.

Independent of the instructor, department chair, or Chief Academic Officer, the Dean of Student Services may choose to initiate disciplinary proceedings based on the written report of the student's act submitted by the instructor.

Step 3: Disciplinary Proceedings

Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with Administrative Procedure 5520, Student Discipline.

Step 4: Grievance/Appeals

Pursuant to Administrative Procedure 5535, Student Grievances, the student may grieve the instructor's decision.

Pursuant to Administrative Procedure 5520, Student Discipline, if additional disciplinary sanctions are imposed, the student may grieve the Dean of Student Services' decision.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Discipline

ADMINISTRATIVE PROCEDURE # 5520

RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT

I. Introduction

- A. Umpqua Community College will discipline students in accordance with UCC policy, and state and federal law. In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be educational and restorative, rather than punitive. In determining or recommending a sanction for misconduct, all relevant factors will be considered, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's past disciplinary record, if any.
- B. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.
- C. These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions and will not be used to punish expression that is protected.
- D. The President of Umpqua Community College designates the Dean of Student Services to implement the procedures as outlined in this Administrative Procedure.

II. Informal Process

- A. The informal procedure attempts to resolve the matter through cooperative meetings with the parties involved short of a written charge of misconduct, investigation, and disciplinary action. The Dean of Student Services will work with the parties involved to facilitate meetings.

- B. If the parties are not satisfied with the informal discussion and any suggested resolution, a formal written charge of misconduct may be filed.
- C. **Informal Sanctions** – In a restorative justice model, all parties involved may wish to pursue natural and logical consequences that keep the student(s) in classes and in the college community, while also working to restore the relationships and status of everybody involved prior to the behavior(s) in violation of the Standards of Student Conduct. The imposition of informal sanctions must be related to the nature of the violation and agreed upon by all parties. Creative ideas to restore the situation are encouraged. The following are examples of informal sanctions:
1. Restitution or reimbursement for damage to, or misappropriation of property which may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
 2. Service to the community or other related discretionary assignments.
 3. Educational activities and/or training.
 4. Decision-making skills workshops/peer education, written responses to posed questions.
 5. Mandatory counseling or therapy, possibly at the student's cost.
 6. Revocation of degree, holding transcripts, removal from specific courses.
 7. Loss of institutional grants, scholarships, and/or merit awards.
 8. Loss of privileges or denial of specified privileges for a designated period of time up to an academic year.
 9. Exclusion from a portion of the campus (which may result in the filing of a trespass complaint with the Douglas County Sheriff's office if violated).

III. Formal Process: Short-term suspensions, Long-term suspensions, and Expulsions

If the informal process does not resolve the initial complaint against the student, then the following procedures for disciplinary action apply.

A. Step 1: Filing of Complaint

Any employee or student of the College may file a complaint against any student for misconduct. The complaint shall be prepared in writing, be signed, and shall contain the student's name and contact information (if readily available) and a statement of concern with full and relevant detail and documentation. The written documentation

shall be submitted to (or by) the Dean of Student Services within 10 days after the event or behavior is discovered.

B. Step 2: Initial Determinations

If the Dean of Student Services or their designee deems it appropriate, one or more of the following measures may be taken prior to or in lieu of formal disciplinary action.

1. Disciplinary Admonition & Warning

Disciplinary Admonition and Warning means oral or written notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Dean of Student Services. The oral or written notice should be documented in the student's file.

2. Removal from Class or Campus

- a. Any instructor may order a student removed from their class for the day of the removal and the next class meeting for violations of the Standards of Student Conduct. The instructor shall immediately report (verbally or email) the removal to the appropriate Department Chair, Chief Academic Officer, and the Dean of Student Services, and will provide a written report to the Dean of Student Services within one day of the incident. If the instructor or the student requests, the Dean of Student Services shall arrange for a conference between the student and the instructor regarding the removal, and shall attend the conference if further requested.
- b. During a temporary class exclusion, the student will be provided a means of obtaining assignments, presenting assignments to the faculty member, completing projects and/or taking examinations without penalty. For a campus-wide exclusion, the student's instructors will be responsible for providing a means of obtaining assignments, presenting assignments, completing projects, and/or taking examinations without penalty. A temporary exclusion will become effective immediately upon verbal notice to the student.
- c. Nothing herein will prevent the Dean of Student Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

3. Summary Exclusion from Campus

- a. In certain circumstances, the Dean of Student Services may impose an exclusion sanction, whereby a student is excluded from classes or activities pending a hearing before a hearings panel and imposition of formal sanctions.

In such a case, a student's health, behavior, or other actions are deemed to be so serious that the continued presence of the student in the College community represents a serious and immediate threat to the health, welfare, and safety of the College community and to the ongoing educational activities of the College.

- b. The student may be subject to exclusion when deemed necessary to ensure the student's own physical and emotional safety and wellbeing; safety and well-being of member of the College community; preservation of college property, or stability and continuance of normal College operations and functions. The determination of the seriousness of the act(s) shall be the sole discretion of the Dean of Student Services, Provost, or President.
- c. Prior to imposing a summary exclusion, the Dean of Student Services will meet with the student, unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. The student will be provided with a written notice of the exclusion. A summary exclusion will become effective immediately upon the written notice being delivered to the student.
- d. A summary exclusion is a temporary action that will be enforced and shall be in effect only until such time as a formal disciplinary hearing and resulting decision-making process has been completed. Determination of continuing exclusion (or formal suspension) or expulsion will be made through the formal hearing process.
- e. Summary exclusion may not be appealed prior to the required formal discipline hearing.

C. Step 3: Notice and Meeting

1. Upon receipt of written complaint regarding violations of the Standards of Student Conduct, the Dean of Student Services will review the documentation, conduct an investigation, and determine whether to move forward with a recommendation for additional sanctions.
2. If further disciplinary action is indicated, the Dean of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - a. the specific section of the Standards of Student Conduct that the student is accused of violating.
 - b. a short statement of the facts supporting the accusation.
 - c. the right of the student to meet with the Dean of Student Services or designee, to discuss the accusation, or to respond in writing.

- d. the nature of the discipline that is being considered.
3. **Time limits** – the notice must be provided to the student within 10 days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the last incident which led to the decision to take disciplinary action.
4. **Meeting** – If the student chooses to meet with the Dean of Student Services, the meeting must occur no later than 10 days after the notice is provided. At the meeting, the student will be told the facts leading to the accusation, and will be given an opportunity to respond verbally or in writing to the accusation. The Dean of Student Services will review the possible disciplinary actions that could be taken, and the student will be given an opportunity to respond.
5. **Initial Findings** – After meeting with the student, the Dean of Student Services has the option to discuss the charges as having no grounds for further review, if the Dean concludes that the charges are: untimely; being concurrently reviewed in another forum; previously decided pursuant to this procedure; frivolous; or filed in bad faith. The Dean may also determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the Dean and the parties. The Dean may also determine that the charges have merit, cannot be disposed of by mutual consent, and may impose both formal and/or supplemental sanctions. Verbal notice of the initial findings may be provided to the student at the conclusion of the meeting.

If the student does not respond to a request for a meeting with the Dean of Student Services, the Dean will move forward to assess initial findings. If so determined, the Dean will place an Administrative Hold on a student's account (which will prohibit a student from registering and/or accessing an official student transcript), which will be in place until the student meets with the Dean of Student Services. The investigation will be completed and a report, not including the student's statement, will be submitted to the President and placed on hold until the student initiates contact with the Dean of Student Services. At the time that a student initiates contact, the Dean of Student Services will review the report and meet with the student.

D. Step 4: Initial Determination

Within 5 days after the investigation is complete, the Dean of Student Services, or designee, will determine whether the student's conduct in a specific instance is in violation of the Standards of Student Conduct, whether to end the matter, or whether to refer the matter to an impartial hearing panel; and **will notify the student about**

the decision in writing, electronically. If the complaint is brought before a hearing panel, disciplinary sanctions may include, but are not limited to, the following:

- a. Disciplinary reprimand
- b. Disciplinary probation
- c. Short term suspension
- d. Long term suspension
- e. Expulsion

E. Step 5: Hearing Procedures

Within 5 days after receipt of the Dean of Student Services' decision regarding the complaint of violation of the Standards of Student Conduct, if additional sanctions are recommended beyond the initial determinations, a Hearing Panel will be convened by the President or designee. Hearing procedures will be suspended in the case of a student's failure to respond to the Dean's request to meet.

1. Schedule of Hearing

The formal hearing shall be held within 15 days after the student has been notified of the Dean's decision and, if applicable, recommendation to the President.

2. Hearing Panel

The hearing panel for any disciplinary action shall be composed of the President, or designee, an administrator, a classified employee, a faculty member, and a student. The President, or designee will not serve as the chair of the hearing panel; the chair will be selected by the panel.

3. Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the initial report against the student, the investigation report submitted by the Dean of Student Services, any written response provided by the student, and any other collected evidence, before the hearing begins.

- a. The facts and evidence supporting the charges of misconduct shall be presented by the Dean of Student Services or designee.
- b. The Dean of Student Services or designee and the student may call witnesses and introduce oral and written statements relevant to the issues of the matter.
- c. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

- d. Unless the hearing panel determines to proceed otherwise, the Dean of Student Services/designee and the student shall each be permitted to make an opening statement. Thereafter, the Dean shall make the first presentation, followed by the student. The Dean may present rebuttal evidence after the student completes their evidence. The burden shall be on the Dean to prove by the preponderance of the evidence that the facts alleged are true.
- e. The student may self-represent 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 judgment 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 days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College may request legal assistance. The hearing panel may also 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.
- f. The Hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.
- g. In a closed hearing, witnesses shall not be present at the hearing when not providing oral statements, unless all parties and the panel agree to the contrary.
- h. Within **5** days following the close of the hearing, the chair of the hearing panel shall prepare and send to the President or designee a written recommendation regarding the initial complaint. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

F. Step 6: President's Decision

1. Within 5 days following receipt of the hearing panel's recommended decision regarding disciplinary action against a student found to have violated the Standards of Student Conduct, the President or designee shall render a final written decision. The President or designee may accept, modify, or reject the

findings, decisions and recommendations of the hearing panel. If the President modifies, or rejects the hearing panel's decision, he or she shall review the documentation and record (if made) of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. Written notice of the decision will be provided to the student and will be placed in a student's file. The President's decision shall be final.

a. Disciplinary Reprimand

If the President imposes a Disciplinary Reprimand, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that continued misconduct may result in more serious disciplinary action. Written notice of a disciplinary reprimand will be placed in the student's file.

b. Disciplinary Probation

If the President imposes a Disciplinary Probation, written notice of the decision will be provided to the student and will indicate that a student may continue to be enrolled under stated conditions. Probation is for a fixed period of time up to one year and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college policy, regulation, or Standards of Student Conduct during the probationary period. Disciplinary probation may include defining specific behaviors that the student must follow to remain a part of the College community. Written notice of disciplinary probation will be placed in the student's file.

c. Short-term suspension

If the President imposes a short-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of a short-term suspension will be placed in a student's file. The decision of the President shall be final.

d. Long-term suspension

If the President imposes a long-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of a

long-term suspension will be placed in a student's file. The decision of the President shall be final.

e. **Expulsion**

If the President imposes an expulsion, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of an expulsion will be placed in a student's file. The decision of the President shall be final.

G. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. Referral to Outside Authorities

If a student is in violation of federal and/or state laws on campus, or at college-sponsored activities, it is the practice of the College to report offenses to local law enforcement agencies for prosecution. The College reserves the right to discipline a student even if no action is taken by the local law enforcement agency.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Responsibilities, Rights, and Freedoms

ADMINISTRATIVE PROCEDURE # 5530

RELATED TO POLICY # 5500 Standards of Student Conduct

I. Student Responsibilities

A. Students will be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities, and knowing the rules and regulations governing the educational community.
2. Following the lawful direction of college personnel, including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom, including face-to-face, online, and hybrid class formats, and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication, and interactions.
7. Properly using college equipment, computers and facilities, including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in labs and classrooms.
9. Complying with local, state, and federal laws.
10. Utilizing established procedures to influence change or challenge UCC policies and regulations.

II. Student Rights

A. Students will have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing in the syllabus.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students will have the right to be notified of the charges, will be afforded the opportunity to be heard, and will have the right to be assisted without prejudice by an advisor who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

III. Student Freedoms

A. Students will be free to:

1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government, as a condition of institutional recognition.
2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
3. Examine and discuss all questions of interest to them and express opinions publicly and privately. In accordance with Board Policy 723 Free Speech and Distribution of Materials, students will be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the College or violate college policies or procedures.
4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Leadership Board serves as the student government body, and through this body, students are afforded the right to have student representation on selected UCC councils and committees.

5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.

B. Students will be free from:

1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination Umpqua Community College and its Board of Education provide equal educational and employment opportunities and provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, place of birth, age, sexual orientation, gender identity or expression, marital status, disability, political affiliation or belief, GED, veteran status, or/and other status or characteristic protected by applicable state or federal law.
2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/22/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Student Grievances

ADMINISTRATIVE PROCEDURE # 5535

RELATED TO POLICY # 5500 Standards of Student Conduct

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures will be available to any student who reasonably believes a college decision or action has adversely affected their status, rights, or privileges as a student. The procedures will include, but not be limited to, grievances regarding:

1. Course grades
2. The exercise of rights of free expression protected by state and federal constitutions
3. Violations of Board Policy and/or Administrative Procedures

This procedure does not apply to:

1. Student disciplinary actions, which are covered under separate board policies and administrative procedures.
2. Parking citations (i.e. "tickets"); complaints about citations must be directed to the Office of Safety and Security.
3. Disability grievances
4. Title IX grievances

I. Definitions

- A. **Complaint** – An informal method to discuss a matter of concern, brought by a student or employee to an administrative employee of the College, which may have implications that a College Board Policy and/or Administrative Procedure may have been violated, in order to determine if a grievance is warranted. A complaint is also a method for voicing dissatisfaction with services and instruction received at UCC to a supervisor of a department or program at the College.

- B. **Day** – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.
- C. **Grievance** – A formal process initiated by a student or employee when they believe an employee, department, or the College has acted in violation of the College’s Board Policies and/or Administrative Procedures, or local, state, or federal laws.
- D. **Party** – The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” will not include the Grievance Hearing Panel or the College Grievance Officer.
- E. **President** – The President of Umpqua Community College (UCC) or a designated representative of UCC.
- F. **Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant will be limited to a complaint regarding denial of admission. Former students will be limited to grievances relating to course grades.
- G. **Respondent** – Any person claimed by a complainant to be responsible for the alleged grievance.

II. Procedures for Informal Resolution

- A. **Informal Resolution** – Each student who has a grievance will make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and will attempt to solve the problem with the person with whom the student has the grievance, that person’s immediate supervisor or department chair, and the Dean/Director who oversees the UCC department.
 1. The Provost or designee will appoint an employee who will assist students in seeking resolution by informal means. This person will serve as a student’s Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board in attempting to resolve a grievance informally.
 2. Any student who believes they have a grievance will file a Statement of Grievance with the Grievance Officer within 15 days of the incident on which the grievance is based, or 15 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed

whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official; failure to take this first step in the grievance process will render the grievance waived. The Statement of Grievance must include a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issues involved, the policies or rights involved, and the relief sought. Within 5 days following receipt of the Statement of Grievance Form, the Grievance Officer will advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

3. If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint, which is satisfactory to the student, the student will have the right to request a grievance hearing.

III. Procedures for a Formal Grievance

A. Grievance Hearing Panel – The President or designee will, at the beginning of each academic year, establish a standing panel of 12 members of the college community, including 3 students, 3 faculty members, 3 classified employees, and 3 administrators, from which one or more grievance hearing panels may be appointed. The panel will be established with the advice and assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board, Faculty Association, Classified Association, and Administrator Group, who will each submit 3 or more names to the President or designee for inclusion on the panel annually. A Grievance Hearing Panel will be constituted in accordance with the following:

1. The panel will include a minimum of 1 student, 1 faculty member, 1 classified employee, and 1 administrator selected from the panel described above, as selected by the President or designee. Membership will be based on availability and lack of partiality.
2. No person will serve as a member of a Grievance Hearing Panel if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing panel prior to the beginning of the hearing by addressing a challenge to the President or designee, who will determine whether cause for disqualification has been shown. If the President or designee feels that sufficient ground for removal of a member or members of the panel has been presented, the President or designee will remove the challenged member or

members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

3. The Grievance Officer will sit with the Grievance Hearing Panel but will not serve as a member nor vote. The Grievance Officer will coordinate all scheduling of hearings, will serve to assist all parties and the Grievance Hearing Panel to facilitate a full, fair and efficient resolution of the grievance, and will avoid an adversary role.

B. Request for Grievance Hearing

1. Any request for a grievance hearing will be filed on a Request for a Grievance Hearing within 20 days after filing the Statement of Grievance as described above.
2. Within 10 days following receipt of the request for a grievance hearing, the President or designee will appoint a Grievance Hearing Panel as described above, and the Grievance Hearing Panel will meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing will be based on the following:
 - a. The statement contains information which, if true, would constitute a grievance under these procedures;
 - b. The grievant is a student as defined in these procedures, which include applicants and former students;
 - c. The grievant is personally and directly affected by the alleged grievance;
 - d. The grievance was filed in a timely manner;
 - e. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
4. If the grievance does not meet each of the requirements, the Hearing Panel chair will notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 3 days of the date of the decision is made by the Grievance Hearing Panel.
5. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer will schedule a grievance hearing. The hearing will begin within 10 days following the decision to grant a Grievance Hearing. All

parties to the grievance will be given not less than 5 days' notice of the date, time, and place of the hearing.

C. Hearing Procedure

1. The decision of the Grievance Hearing Panel chair will be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Panel will be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence will not apply. Any relevant evidence will be admitted.
5. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance will be permitted to make an opening statement. Thereafter, the grievant or grievants will make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden will be on the grievant(s) to prove by substantial evidence that the allegations are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent themselves, and may also have the right to be represented by a person of their choice; except that a party will not be represented by an attorney unless, in the judgement of the Grievance Hearing Panel, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 3 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party will have the right to be represented by an attorney. The hearing panel may also request legal assistance through the President or designee, or Director of Human Resources. Any legal advisor provided to the hearing panel may sit with it in an advisory capacity to provide legal counsel but will not be a member of the panel nor vote with it.
7. Hearings will be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.

8. In a closed hearing, witnesses will not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. Within 10 days following the close of the hearing, the Grievance Hearing Panel will prepare and send to the President or designee a written decision. The decision will include specific factual findings regarding the grievance, and will include specific conclusions regarding whether a grievance has been established as defined above. The decision will also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision will be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

D. President's Decision

Within 7 days following receipt of the Grievance Hearing Panel's decision and recommendation(s), the President or designee will send to all parties their written decision, together with the Hearing Panel's decision and recommendations. The President or designee may accept or reject the findings, decisions, and recommendations of the Grievance Hearing Panel. The factual findings of the Grievance Hearing Panel will be accorded great weight; if the President or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Panel, the President or designee will review the record of the hearing, and will prepare a new written decision, which contains specific factual findings and conclusions. The decision of the President or designee will be final.

E. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

References:

- 20 U.S. Code Sections 1681 et seq.;
- NWCCU Standard 2.A.15

RESPONSIBILITY:

The Dean of Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/7/2020 by CC

DATE(S) OF REVISION:

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