



## ADMINISTRATIVE PROCEDURE

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**TITLE: Definitions**

**ADMINISTRATIVE PROCEDURE # 5501**

**RELATED TO POLICY # 5500 STANDARDS OF STUDENT CONDUCT**

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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.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 3/3/2020 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**