

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

Information Item

Action Item

Subject: First Reading of Policies

Date: Oct. 14, 2020

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

<b>Old #</b>	<b>New #</b>	<b>Title</b>	<b>Addendum Page #</b>
704	5070	Attendance	1-2
N/A	5120	Transfer	8
N/A	5510	Off-Campus Student Organizations	12-13

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

<b>Old #</b>	<b>New #</b>	<b>Title</b>	<b>Addendum Page #</b>
704	5070	Attendance	3-7
N/A	5120	Transfer	9-11
N/A	5510	Off-Campus Student Organizations	14-15

*See Board Packet Addendum for 1<sup>st</sup> reading policies and procedures*

Recommendation by:

Approved for Consideration:





## BOARD POLICY

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**TITLE: ATTENDANCE**

**BOARD POLICY # 5070** *(was 704 Withdrawals)*

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Students are considered “in attendance” for classes that their academic record shows they are registered for in the second week of term.

For purposes of this policy, “in attendance” refers to registration in courses, not to students’ physical presence in classes.

Students discontinuing attendance without officially withdrawing through the Registration and Records Department will still be responsible for the costs associated with the course and may receive failing grades, depending on course grading structure.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Attendance
<b>New BP #:</b> 5070 <b>Old BP # &amp; Title:</b> 704 Withdrawals (is actually part of 5070 Attendance)
<b>New AP #:</b> <b>Old AP # &amp; Title:</b>
<b>Revision Date:</b> 5/4/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>Students are considered “in attendance” for classes in which they are registered. For purposes of this policy, “in attendance” refers to registration, not to students’ physical presence in classes. Students discontinuing attendance without officially withdrawing through the Registration and Records Office Could receive failing grades, depending on course grading structure.</del></p>	<p>N/A</p>	<p>Students are considered “in attendance” for classes <b>that their academic record shows</b> they are registered <b>for in the second week of term.</b></p> <p>For purposes of this policy, “in attendance” refers to registration in courses, not to students’ physical presence in classes.</p> <p>Students discontinuing attendance without officially withdrawing through the Registration and Records Department will still be responsible for the costs associated with the course and may receive failing grades, depending on course grading structure. Responsibility:</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: Attendance**

**ADMINISTRATIVE PROCEDURE # 5070** *(was 704 Withdrawals)*

**RELATED TO POLICY # 5070 ATTENDANCE**

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### **Student Attendance**

- A. Regular attendance is an obligation assumed by every student at the time of registration. Leaves of absence of one week or longer for health or personal reasons must be requested from the Dean of Student Services or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.
  
- B. Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from term length courses at any time for excessive absence through the 6th week of the Fall/Winter/Spring terms, and the 60% point of the class for Summer and courses less than 11 weeks in length.
  
- C. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus, with the exception of a student who is approved for a disability-related attendance adjustment accommodation.
  
- D. Absence due to a verified illness, or a disability-related attendance adjustment accommodation, may be accepted as an excused absence for a limited period of time.
  
- E. Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean of Student Services or designee.

F. It is the student's responsibility to officially withdraw according to the procedure listed in 5075AP. Students failing to officially withdraw by the deadline may receive an "F" grade.

### **Religious Accommodations**

The College shall permit any student who is eligible to take a test or examination, without penalty, at a time when that activity would not violate the student's religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.

Also see:

- 3410 BP/AP Nondiscrimination
- 5052 BP/AP Open Enrollment
- 5055 BP/AP Enrollment Priorities
- 5075 AP Course Adds, Drops, and Withdrawals

### **RESPONSIBILITY:**

The Director of Records and Registration is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Attendance	
<b>New BP #:</b>	<b>Old BP # &amp; Title:</b>
<b>New AP #:</b> 5070	<b>Old AP # &amp; Title:</b> 704 Withdrawals (is actually part of 5070 Attendance)
<b>Revision Date:</b>	9/7/2019

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><del>Students are considered “in attendance” for classes in which they are registered. For purposes of this policy, “in attendance” refers to registration, not to students’ physical presence in classes. Students discontinuing attendance without officially withdrawing through the Registration and Records Office Could receive failing grades, depending on course grading structure.</del></p>	<p><b>Student Attendance</b></p> <p>Regular attendance is an obligation assumed by every student at the time of registration. Leaves of absence of one week or longer for health or personal reasons must be requested from the Chief Student Services Officer (CSSO) or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.</p> <p>Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length.</p>	<p><b>Student Attendance</b></p> <p>Regular attendance is an obligation assumed by every student at the time of registration. Leaves of absence of one week or longer for health or personal reasons must be requested from the Dean of Student Services or designee. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines.</p> <p>Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered “no-shows” and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from tem length courses at any time for excessive absence through the 6th week of the Fall/Spring Semesters, and the 60% point of the class for Summer and courses less than 11 weeks in length.</p>

<p>Students are considered “in attendance” for classes <b>that their academic record shows</b> they are registered <b>for in the second week of term.</b></p> <p>For purposes of this policy, “in attendance” refers to registration in courses, not to students’ physical presence in classes.</p> <p>Students discontinuing attendance without officially withdrawing through the Registration and Records Office will still be responsible for the costs associated with the course and may receive failing grades, depending on course grading structure.</p>	<p>As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus, with the exception of a student who is approved for a disability-related attendance adjustment accommodation.</p> <p>Absence due to a verified illness, or a disability-related attendance adjustment accommodation, may be accepted as an excused absence for a limited period of time.</p> <p>Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Chief Student Services Officer (CSSO) or designee.</p> <p>It is the student’s responsibility to officially withdraw by stated deadlines either online or in person in Admissions and Records. Students failing to officially withdraw by the deadline may receive an “F” or “FW” grade.</p> <p><b>Religious Accommodations</b></p> <p>The District shall permit any student who is eligible to take a test or examination, without penalty, at a time when that activity would not violate the student’s religious creed. The student shall notify the instructor before the religious holiday. This requirement shall not apply in the event that administering the test</p>	<p>As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus, with the exception of a student who is approved for a disability-related attendance adjustment accommodation.</p> <p>Absence due to a verified illness, or a disability-related attendance adjustment accommodation, may be accepted as an excused absence for a limited period of time.</p> <p>Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled. Students anticipating or encountering extended absences due to medical, personal, or family emergencies should contact the Dean of Student Services or designee.</p> <p>It is the student’s responsibility to officially withdraw by stated deadlines either online or in person in Registration &amp; Records. Students failing to officially withdraw by the deadline may receive an “F” grade.</p> <p><b>Religious Accommodations</b></p> <p>The College shall permit any student who is eligible to take a test or examination, without penalty, at a time when that activity would not violate the student’s religious creed. The student shall notify the instructor before the religious holiday. This</p>
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	<p>or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.</p> <p>Also see BP/AP 3410 Nondiscrimination, BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, and AP 5075 Course Adds, Drops, and Withdrawals.</p>	<p>requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided.</p> <p>. Also see BP/AP 3410 Nondiscrimination, BP/AP 5052 Open Enrollment, BP/AP 5055 Enrollment Priorities, and AP 5075 Course Adds, Drops, and Withdrawals</p>
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## BOARD POLICY

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**TITLE: TRANSFER**

**BOARD POLICY # 5120**

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The College shall assure that transfer services such as advising, transfer credit review, and degree audits are in place to facilitate an efficient transfer process for all student populations desiring to transfer. The College complies with laws and regulations associated with transfer in the state of Oregon.

**REFERENCES:**

ORS 350.395 to 350.408

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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



## ADMINISTRATIVE PROCEDURE

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**TITLE:** Transfer

**ADMINISTRATIVE PROCEDURE #** 5120

**RELATED TO POLICY #** 5120 TRANSFER

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Each student is responsible for understanding the program requirements at their prospective transfer school and to keep abreast of changes in those requirements. Students should periodically contact the UCC Advising Services department and their intended transfer institution for updates. Careful planning and utilization of campus resources will significantly improve the transfer process.

### **Transferring UCC Credits to another institution:**

**Direct Transfer of Credits:** When a student opts for direct transfer, UCC courses are evaluated and accepted on a course-by-course basis by the transfer institution. A current articulation agreement can permit for bulk transfer of credits to partner institutions.

Those students desiring to transfer to another institution must meet the admission requirements for their transfer institution. Students should contact their transfer institution's enrollment services office to assist with navigating the enrollment process.

### **Transferring Credits from another institution to UCC:**

Students desiring to transfer credits into UCC should submit official transcripts to the Registration and Records Department for official review. Credit acceptance is dependent upon the discretion of the Director of Registration and Records.

**REFERENCES:** ORS 350.395 to 350.408

### **RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**  
**DATE OF ADOPTION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b>	Transfer		
<b>New BP #:</b>	BP 5120	<b>Old BP # &amp; Title:</b>	No Prior Policy
<b>New AP #:</b>	5120	<b>Old AP # &amp; Title:</b>	
<b>Revision Date:</b>	5/10/2019		

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
No Policy Exists Currently	BP 5120  <div style="background-color: yellow; padding: 5px;"> <b>NOTE:</b> <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i> </div> The [ <b>entity</b> ] incorporates as part of its mission the transfer of its students to baccalaureate level institutions.  ORS 350.395 to 350.408	<p><b>Policy:</b> The College shall assure that transfer services such as advising, transfer credit review, and degree audits are in place to facilitate an efficient transfer process for all student populations desiring to transfer. The College complies with laws and regulations associated with transfer in the state of Oregon.</p> <p><b>Procedure:</b></p> <p>Each student is responsible for understanding the program requirements at their prospective transfer school and to keep abreast of changes in those requirements. Students should periodically contact the UCC Advising Services department and their intended transfer institution for updates. Careful planning and utilization of campus resources will significantly improve the transfer process.</p> <p><b>Transferring UCC Credits to another institution:</b></p> <p>Direct Transfer of Credits: When a student opts for direct transfer, UCC courses are evaluated and accepted on a course-by-course basis by the transfer institution. A current articulation agreement can permit for bulk transfer of credits to partner institutions.</p> <p>Those students desiring to transfer to another institution must meet the admission requirements for their transfer institution. Students should contact their transfer</p>

		<p>institution's enrollment services office to assist with navigating the enrollment process.</p> <p><b>Transferring Credits from another institution to UCC:</b></p> <p>Students desiring to transfer credits into UCC should submit official transcripts to the Registration and Records Department for official review. Credit acceptance is dependent upon the s discretion of the director of Registration and Records.</p> <p>References:</p> <p>ORS 350.395 to 350.408</p> <p>Responsibility? The Director of Advising and the Director of Registration and Records share joint responsibility for this policy/procedure.</p>
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## BOARD POLICY

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**TITLE: OFF-CAMPUS STUDENT ORGANIZATIONS**

**BOARD POLICY # 5510**

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Students who engage in activities at off-campus locations of student organizations, student clubs, and student interest groups officially recognized by the College must conduct themselves in accordance with the Standards of Student Conduct.

The College shall cooperate with the efforts of local law enforcement agencies who may be monitoring and assessing criminal activity occurring at the off-campus locations noted above.

Students failing to cooperate with local law enforcement agencies in these situations may be subject to the Standards of Student Conduct.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Off-Campus Student Organizations <b>New BP #:</b> 5510 <b>Old BP # &amp; Title:</b> N/A <b>New AP #:</b> <b>Old AP # &amp; Title:</b> N/A  <b>Revision Date:</b> 6/26/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i>NOTE: This policy is <b>legally required</b> even if your <b>entity</b> has no officially recognized student organizations with off-campus locations.</i></p> <p>The [entity] shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus location of student organizations officially recognized by the [entity]</p> <p><i>NOTE: If the entity has off-campus housing facilities, the following language is also <b>legally required</b>.</i></p> <p>This policy includes student organizations with off-campus housing facilities.</p>	<p>Students who engage in activities at off-campus locations of student organizations, student clubs, and student interest groups officially recognized by the College must conduct themselves in accordance with the Standards of Student Conduct.</p> <p>The College shall cooperate with the efforts of local law enforcement agencies who may be monitoring and assessing criminal activity occurring at the off-campus locations noted above.</p> <p>Students failing to cooperate with local law enforcement agencies in these situations may be subject to the Standards of Student Conduct. The Director for Student Engagement is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure.</p>



## ADMINISTRATIVE PROCEDURE

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**TITLE: Off-Campus Student Organizations**

**ADMINISTRATIVE PROCEDURE # 5510**

**RELATED TO POLICY # 5510 OFF-CAMPUS STUDENT ORGANIZATIONS**

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The College security staff do not provide law enforcement or security services to off-campus organizations, nor are non-college related activities occurring off-campus recognized by College authorities.

**RESPONSIBILITY:**

The Director of Student Engagement is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:**

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

## POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

### Complete for Conversions Only

<b>TITLE:</b> Off-Campus Student Organizations <b>New BP #:</b> <del>5510</del> <b>Old BP # &amp; Title:</b> N/A <b>New AP #:</b> <span style="background-color: yellow;">5510</span> <b>Old AP # &amp; Title:</b> N/A  <b>Revision Date:</b> 6/26/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p><i><b>NOTE:</b> This procedure is <b>legally required</b>. Either alternative may be used. For entities whose police monitor off-campus activity, insert Alternative A. For entities whose police do not monitor off-campus activity or for entities without a police department, insert Alternative B.</i></p> <p><i><b>[Alternative A]</b></i>            When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. [ <b>Local law enforcement authority</b> ] police routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Students may live in the neighborhoods surrounding the campus. <b>Although [ local law enforcement authority ]</b> have primary jurisdiction in all areas off campus, campus officers can and do respond to student-related incidents that occur in close proximity to campus. Campus officers have direct radio communications with the city police, fire department, and ambulance services to facilitate rapid response in any emergency situation.</p> <p><i><b>[Alternative B]</b></i>  <b>[ Identify name of entity Police Department or Responsible Security Official ]</b> does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by [ <b>entity</b> ] authority.</p>	<p>The College security staff do not provide law enforcement or security services to off-campus organizations, nor are non-college related activities occurring off-campus recognized by College authorities.</p> <p>The Director for Student Engagement is responsible for implementing and updating this procedure.</p>