

# College Policies

## Equal Opportunity and Non-Discrimination Policy Statement

### I. Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education for all persons regardless of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status, or other status as protected by law.

Equal employment opportunity is a legal, social and economic responsibility of the college and is provided in accordance with applicable federal and state laws and Glen Oaks Community College policy. The college policy and practice at all levels assures the active and positive implementation of federal and state equal employment opportunity laws, executive orders, rules and regulations and college equal employment opportunity policies and guidelines.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

### II. Scope

This nondiscrimination policy applies to admissions, employment, and access to college programs and activities. This policy applies to all persons employed by Glen Oaks Community College, enrolled as a student, seeking admission to the college, requesting employment at, or having contracts with the college.

### III. General

The college is committed to and reaffirms support of equal opportunity in employment, education, and non-discrimination in employment and academic policies, practices and procedures and will examine periodically all employment and academic policies for discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veterans status, or other protected status and take remedial action to correct such discrimination if it is found to exist.

The college values diversity and seeks talented students, faculty and staff from diverse backgrounds. The college does not discriminate in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; or other college administered programs or employment.

Failure to follow this policy may result in disciplinary action up to and including termination of employment or expulsion.

[Adopted by the Board of Trustees, Sept. 14, 1983, revised June 12, 2001, October 13, 2004, and November 14, 2007.]

## Due Process

### Policy 3.43

The fundamentals of due process will be provided for students charged with violations of institutional policy and/or procedure.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community College. It is with this spirit that procedures have been established. For a complete outline of the due process procedure, students are advised to contact the Dean of Students.

## Family Educational Rights and Privacy Act (FERPA) Release of Student Records

### Policy 3.48

Glen Oaks Community College recognizes the importance of maintaining records for each individual student which present authentic evidence of the events and actions which both contribute to and confirm the student's educational progress and to facilitate the intelligent and purposeful direction necessary to the achievement of the educational goals of the student in a college setting.

The release and disclosure of student records maintained by Glen Oaks are in large measure governed by state and federal laws. It is the purpose of these guidelines to provide reasonable interpretations of privacy. These guidelines are effective as of January 1, 1975, but are subject to change as federal guidelines are subsequently developed. The Family Educational Rights and Privacy Act of 1974 basically provides for the following:

1. To protect a student's right to privacy of information which Glen Oaks has in its possession concerning the student.
2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student. This "directory" information can be located in the academic files:

- \* Name of student
- \* Student's local phone/e-mail
- \* Student's local and/or permanent address
- \* Date and place of birth
- \* Enrollment status

- \* Dates of attendance
- \* Most recent previous educational agency or institution attended by the student
- \* Class (freshman, sophomore)
- \* Academic majors
- \* Information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College
- \* Dates, participation in officially recognized college activities and sports, and weight/height of athletic team members

All personally identifiable information not covered by the aforementioned is confidential and shall not be disclosed by Glen Oaks Community College. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record with the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications).

The procedure for access to Student Record Files will be handled through the Registrar and the Registration/Records Office with verification of identity by the student.

Records can be shown to school officials for legitimate educational purposes. For the purposes of this policy, legitimate educational purposes are those which would facilitate the official in delivering service to the student.

The College will annually notify the student of certain of their rights with the College Catalog (available free of charge and on the College's website). If the student objects to the release of such information he/she must notify the Registrar of his/her objection to directory information release within two weeks of the annual notification.

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent must be presented with a copy of the records if requested.

Records may be disclosed to certain federal and state officials acting within their functions in connection with financial aid requests, to testing agencies to administer and validate their tests and to accrediting institutions, in compliance with a court order, and in health and safety emergencies.

All confidential information shall be disclosed only on a need-to-know basis. That is, an official requesting information must have a legitimate need to have the requested information for the effective function of the position or office. Determinations as to whether the need to know requirement has been satisfied shall be made by the head administrator of the area retaining the information. Existing policies and procedure adequately cover these circumstances.

A request for copies of the record will be denied when the student/parent can effectively review the records without copies.

No student/parent will be required by the college to waive any rights but may be requested to do so.

Exemptions to the access of student record files and data are the following: Students may be denied access to notes and observations kept by counselors, staff and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists' and psychiatrists' records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics). Students may be denied access to disciplinary records which relate to the student as an individual or citizen. A file on any incident may contain several names including both students and non-students. In Michigan, such records are not accessible to the individual until a complaint has been signed and a warrant issued. In addition to the above, students shall not have access to letters of recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied or expressed promises of the confidentiality or personally signed letters of recommendation to which students have waived their rights to access. A student may be allowed, but not required, to waive his or her right of access to letters of recommendation received after that date. Further, students do not have access to the Parent's Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the student.

A student shall be entitled to an explanation of any information contained in official records, files, and data directly related to the student. The student/parent may request a change. If denied the change, the student/parent shall be notified of the right to a hearing to challenge the content of such records to ensure that the record is not inaccurate or misleading, or otherwise in violation of privacy or other rights of the student. (The substantive judgment of a faculty member about a student's work, expressed in grades assigned in a course and other evaluations of a student's work, is not within the scope of such hearings). Hearings shall be limited to the factual accuracy of the record. The hearing official will be designated by the College President and shall have no direct interest in the outcome. Should the student/parent challenge any of the contents of the student's records on the ground indicated.

## Notice of Right to Access and Privacy of Records

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights respecting the records kept on the student by Glen Oaks Community College. Parents of dependent students over age 18 may also exercise these rights.

These rights include:

- (1) The right to examine the student's records.
- (2) The right to have the administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration agrees.
- (3) The right to have records which personally refer to a student kept confidential except either by consent of the parent or students, or when being used by school personnel for school business. Certain official agencies may also request records.
- (4) The following information will be made available for publication in directories, sport programs, and so forth:

- \* Name of student
- \* Student's local address
- \* Student's local phone, e-mail address
- \* Student's permanent address
- \* Date of birth, place of birth
- \* Enrollment status
- \* Class (freshman or sophomore)
- \* Academic major
- \* Information pertaining to honors & achievements
- \* Degree(s) and/or Certificates earned from Glen Oaks and dates
- \* Participation in officially recognized college activities and sports.
- \* Weight and height of athletic team members

If a parent or student does not wish this information to be available for publication, notice must be given to the Registrar.

- (5) The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Dean of the College.
- (6) The right to protest to  
The Family Educational Rights and  
Privacy Act Office  
Department of Health, Education  
and Welfare  
300 Independence Avenue, SW  
Washington, DC 20201

if the school district is not complying with the Family Rights and Privacy Act or the Department of HEW rules.

[Revised 1/12/77, 1/79, 9/14/05].

## Procedure for Retention and Disposal of Records (Student Services)

### Policy 3.49

Document retention will be based on American Association of Collegiate Registrars and Admissions Officers, and best practice recommended for retention and disposal of records. Glen Oaks Community College will utilize document imaging to retain documents where appropriate.

FERPA specifically requires institutions to maintain records of requests and disclosure of personally identifiable information except for defined "Directory Information" and requests from students for their own records. The records of disclosure and requests for disclosure are considered a part of the student's educational record; therefore, they must be retained as long as the educational records to which they refer are retained by the College.

[July 1992, revised 9/14/05].

## Social Security Number Privacy

### Policy 3.70

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent practicable. The only employees who have access to social security numbers are employees whose job duties require exposure to social security numbers. Should any document containing a social security number be disposed of, such document should be shredded prior to disposal.

## Social Security Number Usage for Improving Instruction

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act, Section 113 and the Workforce Investment Act of 1998, Section 122, Glen Oaks Community College will be using Social Security numbers in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance

reports be compiled based on wage record information, neither law requires students to give their Social Security numbers (SSN) to the College.

The College plans to use SSN in order to gain access to individual wage records and compile required WIA and Perkins Act reports. These reports will assist the College to improve vocational and technical education programs. By improving programs, the College will be better able to serve both employers and employees. Wage record information is confidentially maintained, based on SSN, by the State of Michigan. Neither the College nor the State of Michigan will disclose SSN or wage record data to any person or entity unless legally permitted to do so. Any personally identifying wage record data will be destroyed by the College as soon as all required statistical analysis have been performed, or when the information is no longer needed, whichever date comes first.

[Adopted 9/14/15]

## **Right to Know**

Information about completion rates of certificate or degree-seeking students is available in the Director of Student Services/Registrar or institutional research office.

## **Sexual Harassment**

Glen Oaks Community College is committed to creating and maintaining a working and learning environment for all college personnel and students that is free of sexual harassment.

Sexual harassment is a barrier to an environment which is conducive to academic achievement. It is a form of sex discrimination and will not be tolerated.

The college intends to maintain an environment which supports, nurtures and rewards career and educational goals on the basis of such relevant factors as ability and work performance.

## **Definition of Sexual Harassment**

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment or education.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment or education.
3. Such conduct or communication has the purpose or effect of unreasonable interference with an individual’s employment, or education, or creation of an intimidating, hostile, or offensive environment.”

For the purpose of the above regulation the college interprets unwelcome to mean:

1. Conduct or communication which a reasonable person in a similar circumstance would consider unwelcome.
2. Conduct or communication which continues after notice is given that the conduct or communication is unwelcome.

## **Examples of Sexual Harassment**

- \* verbal harassment or abuse
- \* subtle pressure for sexual activity
- \* sexist remarks about a person’s clothing, body or sexual activities
- \* derogatory, dehumanizing, or stereotyped remarks about a specific gender that express contempt or make assumptions about abilities or ambitions
- \* unnecessary touching, patting or pinching
- \* leering or ogling of a person’s body
- \* constant brushing against a person’s body
- \* demanding sexual favors accompanied by implied or overt threats concerning one’s job, grades, letter of recommendation, etc.
- \* physical assault

The college will take prompt action on all complaints.

## **Informal Procedures:**

1. The employee or student should first discuss his/her grievance with their immediate supervisor or advisor.
2. If the grievance remains unresolved, the grievant may discuss the grievance with the Affirmative Action Officer.
3. The Affirmative Action Officer shall discuss that matter with all of the parties involved and attempt to reach a decision that will resolve the matter.
4. In the event that any alleged grievance is not satisfactorily adjusted in the preliminary stage, the grievant shall file a written grievance with the Affirmative Action Officer (grievance forms may be obtained from the Affirmative Action Officer).

## **Student Code of Conduct**

### **Policy 3.42**

The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

When a student enrolls at Glen Oaks Community College, he or she agrees to abide by all College regulations. Therefore, violations of any rule of the following code of conduct will result in appropriate disciplinary action. Infractions of the code include, but are not limited to, the following:

1. Disrupting the rights or freedom of others in any manner or by physical or verbal abuse.

2. Failure to comply with directions of College officials who are acting in the performance of their duties.
3. Failure to show proper identification to requesting College officials who are acting in the performance of their duties.
4. Cheating, plagiarism or any other form of academic dishonesty.
5. Falsifying information, e.g. forgery, alteration, or intentional misuse of College documents, records or identification, or failure to provide required records.
6. Theft of or damage to College property.
7. Violation of College policies or regulations.
8. Disorderly, lewd, indecent, or obscene conduct or expressions.
9. Attendance in class or at any College functions while under the influence of alcoholic beverages or narcotics or other drugs.
10. Illegal possession, use, sale or exchange of narcotics or other drugs.
11. Unauthorized possession, use, sale or exchange of alcoholic beverages.
12. Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that unreasonably interferes with another and creates an intimidating, hostile or offensive environment.
13. Failure to adhere to rules and regulations governing the use of vehicles on campus. (Park only in student areas).
14. Conduct in the classroom which precludes professors/instructors from performing their functions.
15. Unauthorized use of the name of the College or a College-related agency.
16. Use of tobacco products in College facilities.
17. Tampering with safety equipment, including but not limited to fire alarms, fire extinguishers and emergency exits.
18. Unauthorized possession of firearms or other weapons on campus.
19. Unauthorized presence on campus during non-instructional hours or failure to properly supervise his or her guests.
20. Violation of the College's Internet policy as set forth in the Internet Student Use Policy (Policy 3.60).
21. Any act of whatsoever nature that interferes with normal operation of the College or which adversely affects his or her suitability as a member of the College community.
22. Possession or attempted use of any weapon of terror or mass destruction.
23. Gambling by a student on College campus or while attending a college sponsored event.
24. Failure to pay fines, fees or other debt to the College.
25. Failure to return College property loaned to the student.

Students and visitors are subject to immediate removal from College property when, in the sole discretion of the President, or his/her representative, removal is necessary to protect the rights and safety of College students or employees.

Students shall have the right to be accorded due process in all disciplinary actions resulting in a change of their social and/or academic status at Glen Oaks Community

College. It is with this spirit that procedures have been established. For a complete outline of the Due Process Procedure students are advised to contact the Dean responsible for the area of code of conduct violation. Responsibility for the disciplinary procedure shall rest with the Dean of the area affected. Students may be suspended from College classes and/or activities pending due process procedures by the President or his/her representative when, in his or her sole discretion, such action is necessary to protect the rights and safety of College students or employees.

Visitors are subject to criminal charges or civil liability for improper conduct on College property.

Readers of this policy are also referred to a related Policy 3.51, Student Policies General to the right.

[Adopted by the Glen Oaks Community College Board of Trustees, March 10, 1993, revised June 9, 1999, Oct. 9, 2002, and Sept. 14, 2005].

## **Glen Oaks Community College Internet Student Use Policy**

The College campus has wireless availability in most areas of the College's facilities.

Access to Glen Oaks Community College's ("GOCC") Internet connection is a privilege, not a right, and is subject to any current or future rules promulgated by GOCC.

GOCC may terminate access to its Internet connection for any reason, including but not limited to administrative or technical reasons or improper use of the Internet connection.

GOCC's Internet connection will not be used in any unlawful or unethical manner, including any manner which violates copyright or trade secret laws.

GOCC's Internet connection will not be used to access or transmit any threatening, obscene, or morally offensive materials.

GOCC's Internet connection will not be used for any commercial, advertising, or political lobbying purposes.

GOCC is released from, and not subject to litigation for, any claims or causes of action whatsoever that may now or in the future arise from student use of the Internet.

No students who are minors will use the Internet without parental consent.

All users of the College's Internet shall read the Acceptable Use Policy and acknowledge such by signing form (Form 3.60).

[Adopted by Board of Trustees April 9, 1997, revised June 9, 1999, revised January 12, 2000, revised 9/14/05].

## Student Policies - General

### **Policy 3.51**

A student who is indebted to the college and who fails to make satisfactory settlement of this indebtedness may be dismissed. A student who has prior unsettled indebtedness to the college may not register in any new semester. During the period in which the indebtedness remains unsettled, no evidence of attendance or other official credentials may be obtained from the college. It is important that there be strict enforcement of this policy by the Chief Operations Officer and Dean of Students.

All students are expected to meet the normal health standards that are necessary for a successful pursuit of college work. Faculty members should notify the Dean of the College if it is noted that a student needs medical services.

It is against the school policy for a sales representative to call upon students on college property.

Social, professional and other student organizations are permitted where approved by the administration. Securing a Faculty sponsor is the responsibility of all approved organizations. Without a sponsor, the organization may not convene.

All student publications eligible for distribution on campus are to be authorized by the President and will be assigned an official faculty advisor. Violation of this policy will subject a student to suspension from school.

Smoking is permitted only at designated and restricted locations on the campus. The parking lot(s) are the designated areas. No smoking or tobacco in any form is allowed on campus--the corridors, entryways, offices, classrooms, or the concourse.

[July 1992, revised July 2002, revised 9/14/05]

## **Glen Oaks Community College Acceptable Internet Use Policy**

### **Policy 3.60**

The College is committed to providing and maintaining information technology resources for both staff and students. It will also strive to provide an atmosphere that encourages access to knowledge and sharing of information. The College will make every effort to ensure the integrity of the information systems, as well as the privacy of user accounts. It is also the policy of the College to provide training and support to all users in effective utilization of information technologies.

The College does NOT take responsibility for the accuracy or quality of information received by way of a third-party provider, nor will it be held responsible or accountable for the security of any user's login name and password. The College reserves the right to review and edit any information obtained using the college information systems.

## Glen Oaks Community College

### Grievance Procedures

### **Policy 2.61**

**for:** Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendment Act of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Title II of the Americans with Disability Act of 1990

#### Section I

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Dr. Ana Gaillat  
Civil Rights Coordinator  
62249 Shimmel Rd.  
Centreville, MI 49032 (269) 467-9945

#### Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Anyone at any time may contact the U.S. Department of Education/ Office for Civil Rights for information and/or assistance at (216) 522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Ave. East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202. The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

# Student Concern Procedure

## Policy 3.65

### Informal Process

1. Listen to students talk about their problems. Most student concerns can be resolved informally. Students will discuss their concerns with faculty or staff that they know well. Often this means listening to students vent about their concerns.
2. Propose the mediation process to students. After the venting has taken place, there might be an opportunity to talk about the mediation process as a way to get to a win-win solution. (Mediators are available in Counseling Office at Student Services).
3. Encourage students to talk with the person to whom the concern is directed. We should encourage students to resolve concerns with the person with whom they have the conflict. Discussion between both parties can often resolve the conflict. The possibility of resolving the conflict increases if the process of mediation can be used.

If the conflict is not resolved, students should be referred to the Dean of the College's Administrative Assistant.

### Administrative Assistant to the Dean of the College

If the issue is an infraction of the Student Code of Conduct, refer the student to the appropriate Dean to complete an Incident Report. If not, do the following.

1. The Administrative Assistant will provide students with a packet of information that describes the Student Concern process and outlines steps in mediation.
2. The Administrative Assistant will ask students if they had discussed this issue with the other party.
  - a. If yes, and the issue is not resolved, students should complete the **Student Concern Report**
  - b. If no, students should be encouraged to talk with the other party. If they are reluctant to do so, the Administrative Assistant will help students complete the **Student Concern Report**.

(Note: Completion of the Student Concern Report formalizes the process.)

3. The Administrative Assistant will log in the concern and refer the **Student Concern Report** to the Dean of the College. A copy of the **Student Concern Report** will be forwarded to the employee's supervisor.

### Formal Process

The Dean of the College will review the **Student Concern Report**. Based upon the nature of the concern, the Dean of the College will determine how the concern should be handled.

### Mediators

The mediator needs to have received training in mediation. The mediator needs to be a neutral party and does not have the authority to impose a solution nor render a judgment. The mediator must use the mediation process to help both parties resolve the concern so that there is a win-win solution.

When a **Student Concern Report** is referred, the following role is expected of the individual doing the mediation.

1. Contact both parties within a week of the filed date.
2. Meet separately with each party and identify central issues.
3. Schedule a meeting to initiate the mediation process. This might require more than one meeting.
4. Assist both parties in identifying a win-win solution.
  - a. If the concern is resolved, indicate the resolution on the **Student Concern Report**.
  - b. If the concern is not resolved, refer the concern to the **Mediation Review Committee** to render judgment.

### Mediation Review Committee

This committee will be comprised of three faculty or staff who are not involved with the concern. The Committee would be appointed by the Dean of the College and rotate annually. The role of the Committee would be to review the facts and render judgment about the concern.

If the student wants to appeal the decision of the **Mediation Review Committee**, the appeal can be brought to the **Appeal Committee**.

### Appeal Committee

A special Appeal Committee will be formed to review the appeal and render a judgment. Possible members of this Appeal Committee include the President of the Faculty Senate, the Dean of the College and the President of Glen Oaks.

### Procedures

#### Administrative Assistant to the Dean of the College

The Administrative Assistant should assist the student in completing the **Student Concern Report** and should provide the student with a copy of the procedures.

Maintain an annual spreadsheet with the following information:

1. Date the concern was originally submitted.
2. Nature of the concern.
3. Steps taken to resolve the concern.
4. Final decision
5. Any external actions taken.

Each **Student Concern Report** should be numbered.

The original **Student Concern Reports** should be retained in the office and copies should be forwarded based upon the recommendation of the Dean of the College. The **Student Concern Reports** should be filed in alphabetical order. The resolutions should be stapled to the original report.

Unresolved concerns should be highlighted and drawn to the attention of the Dean of the College on a weekly basis.

The Administrative Assistant should send a letter to both parties describing how the concern was addressed and the final decision. A copy of this letter should be stapled with the original **Student Concern Report**.

The Administrative Assistant should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of the College after there has been sufficient experience with the process. Some examples might be grade issues, course outlines, and consistency of treatment. The results of this summarization will be used to improve procedures and policies of the College.  
[Adopted by Board of Trustees January 12, 2000, revised 2/9/00, revised 9/14/05]

## **Alcohol/Drug Abuse Policy**

### **Policy 3.40**

The Glen Oaks Community College Board of Trustees certifies and pledges that it will provide a drug-free workplace and learning environment for its employees and students. This pledge is in compliance with the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Glen Oaks Community College recognizes that clear evidence exists that the misuse and abuse of alcohol and the use of illegal drugs can erode the foundation of the College's goals and objectives and can diminish the attainment of intellectual, social, physical and moral growth and development. Glen Oaks is committed to a healthy and productive college environment by providing free literature and abuse referral services.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services, as well as various substance abuse agencies in St. Joseph County.

### **Standards of Conduct**

The Glen Oaks Community College Board of Trustees prohibits the possession, use, distribution, dispensing and unlawful manufacturing of illegal drugs, narcotics or controlled substances on the College campus or at any College-approved student activity (i.e., College-approved student travel and for overnight stays).

No alcohol or other intoxicating liquors shall be kept, used or consumed on campus or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions at the Nora Hagen House and its adjacent yards.

Persons who are on the College campus and who appear to be under the influence of alcoholic beverages, narcotics or illegal drugs, will be removed from the College campus.

### **Legal Sanctions**

Glen Oaks Community College abides by all local, state and federal laws and may ask an appropriate law enforcement agency to impose appropriate sanctions if a violation of any local, state or federal law shall take place on the College campus or at any College function.

When there is probable cause, which is based upon credible information, Glen Oaks Community College may require that a student or employee be tested for alcohol or illegal drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for illegal drugs may result in disciplinary action. The words "probable cause" as used herein shall be defined as a reasonable basis for the formulation of a belief that an individual is using and/or abusing alcoholic beverages or illegal drugs. The words "credible information" is defined as including, but not limited to, the following "warning signs":

- (1) Excessive absenteeism or tardiness;
- (2) Excessive illness;
- (3) Deteriorating or inconsistent work performance;
- (4) Increased carelessness;
- (5) Decrease in attention span, especially after breaks or lunch;
- (6) Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
- (7) Substantial increase in use of the rest room or water cooler;
- (8) Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
- (9) Deteriorating or inconsistent attention to personal grooming and neatness;
- (10) Financial problems, especially if the student has not previously had such problems;

- (11) Frequent licking of the lips;
- (12) Nervousness, especially when discussing work performance or personal life;
- (13) Gastric disturbances or change in appetite;
- (14) Insomnia;
- (15) Moody behavior or “mood swings”;
- (16) Unexplainable bruised and/or puffy skin, especially in the face;
- (17) Dilated pupils;
- (18) Slurred or incoherent speech;
- (19) Lack of dexterity;
- (20) Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcoholic and illegal drugs by looking for these “warning signs”. Students or employees who use and/or abuse alcoholic beverages and/or illegal drugs while on campus or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community).

College employees or students who exhibit “warning signs” of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.

If a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Glen Oaks Community College works closely with the Substance Abuse agencies in the area. Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

[Adopted by Board of Trustees June 12, 1991, revised 9/14/05]

## **Campus Security**

### **Policy 3.41**

When criminal actions, other emergencies or substantial rumors occur on the Glen Oaks campus, contact the President’s Office or designee at 467-9945, ext. 233 or 221. If additional assistance is needed, Glen Oaks will contact the St. Joseph County Sheriff’s Office (467-9045).

Glen Oaks will take the necessary action to protect the safety of students and employees and to deal with the occurrence.

For information on access to campus facilities, authority of Campus Security, and statistics on criminal offenses on campus, contact the Chief Operations Officer of the College. [Adopted by the Board of Trustees, 3/11/92, revised 9/14/05]

## **Firearms on Campus**

### **Policy 3.45**

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus. No firearm may be brought on campus other than by law enforcement officers in the performance of their duties. The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan.

[Adopted by Board of Trustees 11/17/71, Revised 9/19/73, Revised 10/09/00, Revised 9/14/05]

## **Bulletin Board Policy**

### **Policy 3.46**

It is the general policy of Glen Oaks Community College to provide its buildings and provide information as a service to the community, employees and students. Some bulletin boards are for institutional use only. These are classroom boards, the boards located in the gymnasium, the Job Opportunity Board, the PTK Board, Financial Aid Board, Testing and Tutoring Center Board and Main Entry Hallway Board.

The College provides general information posting areas. All non-College postings are to be approved and dated by Student Services before being placed on the posting areas. The following are guidelines for approval:

1. The information or advertisement must not contain statements detrimental to the College or its services and policies.

2. The information or event must not be in conflict to the Values of the College in its Code of Ethics (Policy 2.15), the Glen Oaks Code of Conduct (Policy 3.42) or the general community values of Glen Oaks Community College District.

3. Notices or advertisements may be posted for a maximum period of 1 (one) month.

4. Notices not bearing an “APPROVED” stamp from the Student Services Office will be removed and discarded.

5. Approval of posting does not mean that Glen Oaks Community College supports or endorses the product, services or event.

[July 1992, revised July 2002, revised 9/14/05]

## Policy on Campus Unrest, Dissent, and Protest

### Policy 3.44

Glen Oaks Community College is categorically committed to the concept of individual and group freedom - so long as freedom of thought and/or action does not infringe upon or abuse the freedoms, rights and privileges of other individuals or groups. It is within the context of this commitment that the following statement is issued.

Campus violence already threatens some colleges and universities in a way that could cripple their freedom for many years. Even so we must be mindful of the dangers in laying out inflexible guidelines about unacceptable conduct or in specifying the precise moment when a hazard to the institution is such that civil authority must be called upon.

If one central theme or thread can be extracted from the fabric of campus and student unrest, it would reveal problems occur when communication breaks down or is lacking. Students should not only be given substantial autonomy, but also participate in matters of general educational policy, especially in curricular affairs. Since increased participation contributes to effective decision making, students should serve in a variety of roles on committees. Effective student representation will not only improve the quality of decisions, but also ensure their acceptability to the student body.

Every attempt must be made to establish effective communications so that policy questions, grievances and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

Students must know that they cannot be shielded from the consequences of their behavior, especially when it violates the laws of society at large. They must recognize and respect the rights of other students as they seek rights and privileges for themselves. Threats, violence, coercive disruption of classes and events, and similar acts that tread on the rights of others are intolerable.

Mindful of the concerns of the general public as well as the state legislature the following information, entitled Act #26 of the Public Acts of 1970 of the State of Michigan, is reproduced herein.

#### ACT #26 OF THE PUBLIC ACTS OF 1970

AN ACT to provide penalties for certain conduct at public institutions of higher education.

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:

(a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and

(b) When the person is in fact in violation of such rules; and

(c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and

(d) When the person thereafter willfully remains in or on such premises, building or other structure; and

(e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 2. A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00 or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.

Sec. 3. This act shall take effect August 1, 1970.

This act is ordered to take immediate effect.

The following act or acts could or might necessitate invoking the trespass law but not be necessarily limited to it:

Destruction of or willful damage to institutional property, grounds or facilities:

Where responsibility can be ascertained, resultant action should evolve through "due process" with local and/or state agencies. Restitution if and when practicable will be considered. Suspension and/or dismissal action may be instituted by proper authority.

Disruption of or undue distractive influences within an organized classroom situation:

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied

access thereto with resultant notification to the Dean of the College and the Dean of Student Services.

Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

After ample opportunity and notification by proper authority has been afforded to and no response and/or action resulted there from, physical apprehension and eviction by proper authority shall be affected. Length of time interval from notification to desist from, to notification of proper authority not to exceed three (3) minutes duration. Suspension and/or dismissal action may be instituted by proper authority.

Disruptive action prior to, during or subsequent to an address, performance, event or ceremony:

Any person who interferes with access to or egress from a performance of an address, ceremony, athletic event, or any college sanctioned activity and/or interferes with the continuity of an address, performance or event shall be considered to be preventing or disrupting the customary and lawful function of the institution. Suspension and/or dismissal action may be instituted by proper authority.

Readmission to a class or function after having been removed or suspended there from:

Any student has the absolute right to attend a class in which he is duly enrolled unless he/she has abrogated that right. Final permission for readmission rests with the instructor and/or designated responsible person involved acting in conjunction with the Dean handling the incident. Offenders in this regard should be handled in the same manner as a disruptive or distractive influence.

The right of student dissent or protest within the confines of a building or on the grounds of Glen Oaks Community College:

The right of peaceful dissent and protest should be and will be honored as long as it does not interfere in the rights of others to pursue an education, access to normal working stations, or bring discredit upon the institution and the customary and lawful functions of the institution.

The possession, use of, or causing to bring firearms, dangerous weapons, or explosive agents within the confines of a building or onto the grounds of Glen Oaks Community College is expressly prohibited:\*

Any person or persons who are in violation of the above shall, through due process, be subject to suspension and/or dismissal action and will necessitate immediate notification of violation and of proper legal authority of said violation.

Violations of Act #26 of the Public Acts of 1970; The Employees Trespass Law or any of the above rules and regulations of Glen Oaks Community College will result in immediate suspension of said employee and if substantiated through due process by duly constituted legal authority will be grounds for termination of said employment. Student violations will result in suspension and if substantiated, possible expulsion in the future from college classes and events.

\*See Resolution and Policy Amendment 3.32.

In the event that it is necessary to inform certain individuals they are in violation of Act #26 of 1970, the following format is to be used:

“My name is \_\_\_\_\_ and I am the designee of the Chief Administrative Officer of Glen Oaks Community College and I am also the agent of the owner of the property upon which you are now standing. I hereby notify you, and each one of you individually, that all persons in this group are in violation of the properly promulgated rules of Glen Oaks Community College, specifically that \_\_\_\_\_. Any right that you have to use these premises is hereby suspended, whether you are a student or not, and acting on behalf of Glen Oaks Community College and on behalf of the owner of this property, I hereby instruct each and every one of you, whether or not you are a student, to immediately vacate and depart from this property. If you fail to do so, you will immediately be arrested and prosecuted for violating the laws of the State of Michigan relative to trespassing and to conduct upon the property of institutions of higher education.”

[Adopted by Board of Trustees 11/18/70, revised 9/14/05.]

**Smoke-Free Campus**  
Neither smoking nor tobacco in any form is allowed on campus--the corridors, entryways, the offices, the classrooms, or on the Concourse.