Glen Oaks Student Right-to-Know Information
2013-14

Graduate Rate Survey

Cohort Group Fall, 2009 - First Time/Full Time Degree/Certificate Seeking Students (As reported to IPEDS using Cohort 2009 due for 2012-13 IPEDS Reporting - adjusted).

• 2009 Cohort Graduation Rate:
  (Completers with 150% of Normal Time) .................... 24%

• 4-Year Average Student-Right-to-Know Completion or Graduation Rate Calculation
  (Total Completers within 150%/Adjusted Cohort) ..................... 21%

• 4-Year Average Student-Right-to-Know Transfer Out Rate Calculation
  (Total Transfer-out Students/Adjusted Cohort) ............ 22%

REPORT INFORMATION:
Available through the Office of the Registrar are the following:
• Glen Oaks’ full statistical report, with ethnicity, gender and program breakdowns.
• Complete definitions and date delineations, which are part of the full report.
• All information required by the Student-Right-to-Know legislation.

BRIEF DEFINITIONS:
The Student Cohort contains all students who:
1. Enrolled for the first time in the indicated semester.
2. Took 12 or more credit hours of course work in their first Fall semester/term (identified as full-time).
3. Indicated they are seeking a certificate or degree.
4. Are enrolled in majors that have a certificate or degree awarded at the completion of an equivalent number of credit hours.
5. Time period of 150% is set by the federal government at three (3) semesters for one-year certificate programs or six (6) semesters for two-year degree programs.
PREAMBLE

Glen Oaks Community College exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. GOCC supports a positive educational environment that will benefit student success. In order to ensure this vision, the College has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, the College has established a Student Code of Conduct and Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the College community, as well as to support the efficient operation of College programs. In cases of noncompliance with the Student Code of Conduct and the General Rules and Guidelines, the College will impose discipline that is consistent with the impact of the offense on the College community (See Article IV (B) below). The College reserves the right to pursue criminal and/or civil action where warranted. The Student General Rules and Guidelines and Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. They shall also be applicable to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

ARTICLE I: DEFINITIONS

A. The term “College” means Glen Oaks Community College.
B. The term “Student Code” refers to the College’s Student Code of Conduct.
C. The term “General Rules” refers to the Student General Rules and Guidelines.
D. The term “student” includes all persons currently enrolled at the College, either full-time or part-time. This code applies to all current students of GOCC regardless of their geographical location.
E. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union.
F. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.
G. The term “member of the College community” includes any person who is a student, faculty member, College official or staff member employed by the College, or any authorized non-employed personnel (such as interns). A person’s status in a particular situation shall be determined by the Dean of Students (or his or her designee).
H. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).
I. The term “harassment” means deliberate and/or persistent communication that disturbs the recipient. The communication does not have to be threatening.
J. The term “Judicial Board” means a group of persons authorized by the Dean of Students (or his or her designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Dean of Students (or his or her designee) if requested by the accused.
K. The term “policy” means the written regulations of the College as found in, but not limited to, the Course Catalog, Course Schedule, the College web site and/or other written regulations and procedures available within a department or division.
L. The term “cheating” includes, but is not limited to attempted or actual:
   (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;
   (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff
   (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit.
allowing or participating in cheating by other students
other acts of dishonesty within the College but outside of the classroom.
M. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
N. The term “academic negligence” means unknowingly or unintentionally claiming credit for the work or effort of another person.
O. The term “complainant” means any person who submits a report alleging that a student violated this Student Code or the General Rules. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the College community submitted the charge itself. Requests to receive information regarding the accused student must be in writing and submitted to the Student Services Divisional office.
P. The term “accused student” means any student accused of violating this Student Code or General Rules, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY
A. The Dean of Students (or his or her designee) shall determine whether or not the Judicial Board shall be authorized to hear each matter.
B. The Dean of Students (or his or her designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are not inconsistent with provisions of the Student Code and the General Rules.
C. Decisions made by the Judicial Board and/or the Dean of Students (or his or her designee) shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the College Student Code of Conduct
The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students (or his or her designee) shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations
Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:
I. Acts of dishonesty, including but not limited to the following:
a. Cheating (as defined in Article I (L)), plagiarism (as defined in Article I(M)), academic negligence (as defined in Article I(N)) and any other forms of academic dishonesty.
b. Misrepresentation of facts or furnishing false information to any College official, faculty member, staff or office.
c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
d. Perceived, attempted or actual Financial Aid fraud or corresponding behaviors that would
allow a student to receive a monetary benefit for which they are not eligible.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

3. Physical abuse or assaults, verbal abuse, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, or any electronic format including phone, etc).

This provision also includes, but is not limited to: unlawful discrimination or related harassment on the basis of race, color, sex, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, or veteran’s status.

4. Sexual misconduct/sexual harassment which includes, but is not limited to:
    a. Any sexual act (including, but not limited to: rape, sexual assault, sexual battery and sexual coercion) that occurs without the consent of the other person or occurs when the other person is unable to give consent.
    b. Conduct of a sexual nature (including, but not limited to: intentional touching of a sexual nature, repeated/unwelcomed advances, comments of a sexual nature) that creates an intimidating, hostile or offensive campus, educational or working environment for another person.
    c. Obscene or indecent behavior which includes, but is not limited to: indecent exposure and the display of sexual behavior that would reasonably be offensive to others or entering bathrooms against gender designation.
    d. Retaliation against anyone who files a complaint or participates in an investigation relating to this provision.

* Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.

5. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

6. Hazing which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are still violations of this rule.

7. Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

8. Unauthorized possession, duplication or the use of keys to any College premises or unauthorized entry to or use of College premises.

9. Violation of any College policy, rule, or regulation published in hard copy, included in a course syllabus or available electronically on the College website.

10. Violation of any federal, state or local law.

11. Use, possession, manufacturing, distribution, or being under the influence of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by federal law. Possession of drug paraphernalia is also prohibited on campus.

12. Use, possession, manufacturing, distribution, or being under the influence of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

13. Possession of firearms (even if legally possessed), tasers, stun guns, explosives, weapons, or dangerous chemicals on College premises, or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm or dagger, dirk, razor, stiletto, or knife having a blade over 3 inches in length, or any other dangerous or deadly weapon or instrument. College Property covered by this policy includes,
without limitation, all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the College’s ownership or control. College vehicles are covered by this policy at all times regardless of whether they are on College property.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or 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.

15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

16. Conduct that is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: the use of any device to capture audio, video or digital record or photograph of any person while on College premises or College events where there is a reasonable expectation of privacy (i.e. restrooms, locker rooms, etc.).

17. Theft or other abuse of computer facilities and resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the GOCC Acceptable Use Policy.

18. Abuse of the Student Code process, including but not limited to:
   a. Falsification, distortion, or misrepresentation of information before the Judicial Board.
   b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
   c. Attempting to discourage an individual’s proper participation in, or use of, the Student Code process.
   d. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board Hearing.
   e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
   f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   g. Influencing or attempting to influence another person to commit an abuse of the Student Code process.

19. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students (or his or her designee). Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the College’s Code were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the College will
not request or agree to special consideration for that individual because of his or her status as a student.
If the alleged offense is also being processed under the Student Code, the College may advise off-campus
authorities of the existence of the Student Code and of how such matters are typically handled
within the College community. The College will attempt to cooperate with law enforcement and
other agencies in the enforcement of criminal law on campus and in the conditions imposed by
criminal courts for the rehabilitation of student violators (provided that the conditions do not
conflict with campus rules or sanctions). Individual students and other members of the College
community, acting in their personal capacities, remain free to interact with governmental
representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT PROCESS (DUE PROCESS)

A. Charges and Judicial Board Hearings

1. Any member of the College community may file a report against a student for alleged violations of
the Student Code or General Rules. An allegation of a Student Code or General Rules violation must
be directed to the Dean of Students (or his or her designee). Any report of a violation of the Student
Code or General Rules should be submitted as soon as possible after the event takes place, preferably
within a week.

2. The Dean of Students (or his or her designee) will conduct an impartial and reliable preliminary
investigation of all allegations to determine if the allegations have merit and/or if they can be
disposed of administratively. Such disposition shall be final and there shall be no subsequent
proceedings.

3. If it is determined that the allegation has merit, the accused student will receive written notification
that an alleged violation has occurred. In the notification, the student will be directed to make an
appointment with the Dean of Students (or his/her designee) to review the facts concerning the alleged
violation in order to determine if formal charges should be prepared.

4. During this meeting, the accused student meets one on one with the Dean of Students (or his or
her designee). Representatives or parents will only be allowed in this meeting at the discretion
of the Dean of Students (or his or her designee) when appropriate. In addition, a FERPA (Family
Educational Rights and Privacy Act) release must be signed.

5. If the accused student is unable to, or does not wish to meet with the Dean of Students (or his or
her designee) in person, the student may submit a notarized statement in writing responding to the
allegation, within the notification period. Other arrangements may be made to facilitate the
meeting such as video or teleconference when a face to face meeting may be difficult for the student
and at the sole discretion of the Dean of Students (or his or her designee). In situations where a
meeting other than a face to face meeting will be held, the student must provide a copy of their
identification to the divisional office before the meeting occurs. However, a face to face meeting is
the preferred option.

6. After reviewing the facts with the accused student, or after reviewing the accused student’s statement,
a decision will be made whether to prepare formal charges, and the accused student will be promptly
informed.

7. In the event that the student fails to contact the Dean of Students (or his/her designee) within five
(5) working days of the date listed on the written notification (excluding Saturday and Sunday), a
hold may be placed on the student’s record which may result in the student’s enrollment being
delayed. The Dean of Students (or his/her designee) will then review the facts available without the
student and make a decision whether to prepare formal charges.

8. If a decision is made to prepare formal charges, the accused student shall be notified by the Dean of
Students (or his/her designee) that he or she is being accused of violating the Student Code or General
Rules and that he or she may elect to do one of the following:

a. The accused student may admit the alleged violation and request, in writing, that the Dean of
   Students (or his or her designee) take whatever action seems necessary; or
b. The accused student may admit the alleged violation and request a hearing before the Judicial Board regarding the sanction; or
c. The accused student may deny the alleged violation, in which case the Dean of Students (or his or her designee) shall refer him or her to the Judicial Board.

9. In the event that the accused student does not make an election of one of the three options available within ten (10) working days from the date of the letter, the Dean of Students (or his or her designee) will take whatever actions seem necessary, including the imposition of appropriate sanctions.

10. If the accused student elects to admit the alleged violation and request a hearing before the Judicial Board to determine the sanction or if the student denies the allegation, a Judicial Board hearing will be scheduled as soon as practicable.

11. If the complainant requests an alternate form of resolution, and the accused student agrees, then the parties will engage in informal mediation. If the informal mediation results in mutual satisfaction of both parties, then the case will be considered adjudicated. If the case is not adjudicated, then it may be forwarded to the Judicial Board for a hearing. Alternate resolution is not available for cases involving discrimination and/or sexual misconduct/sexual harassment [Article III(B)(3) and III(B)(4)(a-d)] unless the Complainant or victim requests it.

12. Prior to a Judicial Board hearing, the accused student shall be entitled to the following:
   a. A written statement of a decision rendered and/or charges so that the accused student may prepare his or her defense;
   b. Written notification of how the alleged violation came to the College’s attention.
   c. The student shall be entitled to an expeditious hearing of his or her case.

13. Members of the Judicial Board shall be appointed by the Dean of Students (or his or her designee) and shall be comprised of the following:
   a. The Dean of Students (or his or her designee) will serve as the Chairperson. However, when the Judicial Board is hearing an appeal based on a disciplinary decision of the Dean of Students (or his or her designee), the Dean of Students (or his or her designee) will relinquish the Chair and a temporary Chairperson will be appointed. The Chair conducts the hearing but does not participate in the deliberation.
   b. One College administrator; and
   c. Two current students from the student body; and
   d. Two faculty members

14. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines except as provided by article IV(A)(7) below:
   a. The Judicial Board hearing will be scheduled at the convenience of the sitting Board members, however, all efforts will be made to schedule the hearing within 3 weeks.
   b. All Judicial Board hearings shall be conducted in private. In cases involving sexual misconduct/sexual harassment [Article III(B)(4)(a-d)], GOCC will keep the complaint and investigation confidential to the extent possible or as required by law.
   c. The complainant and the accused student have the right to be assisted by one advisor or parent they choose, and at their own expense (if applicable). The advisor may not be an attorney, unless the case involves a concurrent criminal matter and with the Chair’s approval. The complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Judicial Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Judicial Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
   d. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Hearing Phase (excluding deliberations). Admission of any other person to the Judicial Board hearing shall be at the sole discretion the Chair, (or his or her designee.)
   e. In Judicial Board hearings involving more than one accused student, the Chair (or his or her designee), in his or her sole discretion, may permit the Judicial Board hearings concerning each student to be conducted either separately or jointly.
f. The complainant, the accused student and the Judicial Board may arrange for witnesses to present pertinent information to the Judicial Board. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Judicial Board hearing. Witnesses will provide information to and answer questions from the Judicial Board. The tone of the hearing should be educational and not adversarial. Questions of whether potential information will be received shall be resolved in the sole discretion of the Chairperson of the Judicial Board.

g. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Judicial Board at the sole discretion of the Chairperson.

h. All procedural questions are subject to the final decision of the Chairperson of the Judicial Board.

i. Requests for a continuance shall be at the discretion of the Chairperson of the Judicial Board.

j. After the portion of the Judicial Board hearing concludes in which all pertinent information has been received, the Judicial Board shall determine (by majority vote) whether the accused student has violated each section of the Student Code which the student is charged with violating. However, the Board may also suggest a different charge to the Chairperson if they believe the facts support charge(s) different than the charge(s) the student was originally charged with. The Judicial Board will also recommend an appropriate sanction to the Chairperson.

k. The Judicial Board’s determination shall be made on the basis of whether “more likely than not” the accused student violated the Student Code or General Rules.

l. Formal rules of process, procedure, and/or technical rules of evidence, such as those that are applied in criminal or civil court, are not used and do not apply in Student Code of Conduct proceedings/hearings.

m. If a disruption occurs during the hearing, the Chairperson, in his or her sole discretion may have the disruptive party removed from the hearing.

15. There shall be a single verbatim record, such as a digital recording, of all Judicial Board hearings before a Judicial Board. Deliberations shall not be recorded. The record shall be the property of the College. This recording will be maintained only until the appeal process has concluded (if applicable) or until the time of appeal has lapsed. For the purposes of FERPA the recording is considered an educational record and cannot be released unless a release is signed by all students with identifiable information contained in the recording. The recording may be requested under FOIA (Freedom of Information Act) if the hearing only involved one student without any witnesses, and the student is the individual requesting the recording.

16. If accused student, with notice, elects not to appear before a Judicial Board hearing, the student shall be considered to have waived the right to appeal, and the decision at the prior level stands. If the Judicial Board is the initial decision maker, the information in support of the charges shall be presented and considered by the Judicial Board even if the accused student or the complainant is not present.

17. The Chairperson may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students (or his or her designee) to be appropriate.

18. Once the Judicial Board has made a decision as to whether more likely than not the accused student violated the Student Code of Conduct, the Judicial Board will make recommendations to the Chairperson regarding an appropriate sanction. If an accused student has requested that the Judicial Board decide his or her sanction (under Article IV(A)(5)(b)), then the Judicial Board shall make the final determination regarding sanction.

19. After receiving the recommendations of the Board, the Chairperson will decide the most appropriate sanction proportionate to the violation.

20. Due Process procedures apply to complaints of unlawful discrimination or related harassment
on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, veteran’s status, or sexual discrimination including sexual misconduct and sexual harassment raised by employees, students, or third parties against any currently enrolled GOCC students in accordance with Title IX. In addition, GOCC will take steps to prevent the recurrence of any discrimination by the accused student through appropriate sanctions listed under Article IV(B)(1)(a-k) as well as remedy the discriminatory effects on the complainants or victims through appropriate administrative action.

21. All complainants will receive information regarding the notification of alleged violations to the accused students, as well as, the outcome and final decision of the case. Sexual discrimination (offenses listed under Article III(B)(4)(a-d)) victims will receive a copy of the actual notification and sanction letter sent to the accused student.

B. Sanctions

1. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student’s prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:
   a. Verbal Warning- Student is given a verbal warning and a notation is made in the student’s disciplinary file.
   b. Written Warning—A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student’s disciplinary file.
   c. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   d. Loss of Privileges—Denial of specified privileges for a designated period of time.
   e. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions—Work assignments, essays, service to the College, Community Service or other related discretionary assignments.
   g. College no contact orders- between the accused student and the complainant (when appropriate).
   h. College Suspension—Separation of the student from the College for a definite period of time(usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified.
   i. College Dismissal—separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified.
   j. College Expulsion—separation of the student from the College permanently.
   k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

2. Withholding Degree or Certificate—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

3. More than one of the sanctions listed above may be imposed for any single violation.

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV(B)(1) (a-k).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)
5. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code or General Rules, the sanction(s) shall be recommended by the Judicial Board to the Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board’s recommendations.

6. Following the Judicial Board hearing, the Judicial Board and the Chairperson shall advise the accused student, group and/or organization in writing of the decision and of the sanction(s) imposed, if any.

C. Interim Suspension in certain circumstances, the Dean of Students (or his or her designee), may impose a College suspension prior to a Judicial Board hearing.

1. Interim suspension may be imposed only in the following circumstances:
   a) to ensure the safety and well-being of members of the College community or preservation of College property; or
   b) to ensure the student’s own physical or emotional safety and well-being; or
   c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. Interim suspension will take effect immediately upon the direction of the Dean of Students (or his or her designee) and last for no more than 10 days. The 10-day period may be extended for good cause by the Dean of Students (or his or her designee) or by agreement with the student.

3. During the interim suspension, a student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students (or his or her designee) may determine to be appropriate.

4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.
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 Director of Academic Services. Director of Academic Services 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 Director of Academic Services will provide students with a packet of information that describes the Student Concern process and outlines steps in mediation.

   2. The Director of Academic Services 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 Director of Academic Services will log in the concern and refer the Student Concern Report to the Dean of Teaching and Learning. A copy of the Student Concern Report will be forwarded to the employee’s supervisor.

Formal Process

The Dean of Teaching and Learning will review the Student Concern Report. Based upon the nature of the concern, the Dean of Teaching and Learning 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 Teaching and Learning 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 Teaching and Learning and the President of Glen Oaks.

**Procedures**

**Director of Academic Services**

The Director of Academic Services 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 Teaching and Learning. 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 Teaching and Learning on a weekly basis.

The Director of Academic Services 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 Director of Academic Services should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of Teaching and Learning 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 GOCC Security 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 Dean of Finance/Administrative Services.

**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 distinctive 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 Teaching and Learning 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 therefrom, 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 distinctive 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.]
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].
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.]

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:

Candy Bohacz
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.
Closing due to Weather or other Emergency

If severe weather conditions cause the college to close for day and/or evening classes, notification of the decision is made (generally by 6 a.m.) over radio stations WLKM (96FM), WBET (99.3FM), WNWN (98.5), WNDU (U93FM and Channel 16), WKFR (103.3FM), WLKI (100 FM), WRKR (107.7FM), WMEE (97.3FM), WTHD (105.5 FM) and television stations WWMT (Kalamazoo, Channel 3) and WOOD-TV (Grand Rapids, Channel 8). Check with www.glenoaks.edu for the latest information on classes, schedules, campus events, sports and much more.