



GLEN OAKS COMMUNITY COLLEGE

2021-22

CATALOG

Addendum

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Preface

In this addendum, you will find additions and corrections to the 2020-21 Glen Oaks Community College catalog since its publication in August, 2020. This addendum will be temporarily used as a reference while the college completes the conversion to the 2021-22 Courseleaf online catalog which will be released this fall.

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Mission Statement:

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

GOCC 2020-2023 Strategic Plan

GOAL 1: OUR STUDENTS WILL SUCCEED

Objective 1: By August 2023, of those testing at a pre-college level in math, increase the proportion of credential-seeking students who successfully complete college level math by 3%. The 2020 VFA* baseline is 17.6%.

Objective 2: By August 2023, increase the proportion of part-time students who are retained fall to winter by 3%. The 2020 VFA* baseline is 61.2%.

Objective 3: By August 2023, increase the proportion of part-time students attaining an associate degree or certificate by 3%. The VFA* 2020 baseline is 18.0%.

Objective 4: By August 2023, meet or exceed the national benchmark (50th percentile) for Engaged Learning on the Survey for Entering Student Engagement (SENSE). The 2019 baseline rate is 48%.

Objective 5: By August 2023, decrease the performance gap to ≤ 0.70 for the following items on the Student Satisfaction Inventory (SSI):

- A. I receive ongoing feedback about progress toward my academic goals.
- B. Faculty provide timely feedback about my academic progress.

Objective 6: By May 2022, a comprehensive database will be developed that depicts the transfer and success rates of dual enrollment high school seniors and EMC cohort students for 2020-21 using data from 2013-19 to establish a baseline for analysis. In

* The Voluntary Framework for Accountability (VFA) is a national system of accountability designed for community colleges by community colleges. Its measures were defined to reflect the unique mission of community colleges and the diversity of the student body, including serving students in need of remedial education. In 2020, 23 of Michigan's community colleges participated in VFA. Glen Oaks has participated annually since 2014.

addition, a cost savings analysis will be completed to depict the cost savings for these students.

Objective 7: By August 2021, establish a baseline of the proportion of EMC students who complete a degree or certificate. By August 2023, increase the EMC graduation rate by 4%.

GOAL 2: WE WILL BECOME A COMMUNITY MODEL COMMITTED TO THE VALUES OF DIVERSITY, EQUITY, AND INCLUSION.

Objective 1: By December 2022, conduct a comprehensive campus climate study to establish a baseline concerning the college community's awareness, understanding, and appreciation of all forms of human diversity and inclusion within the college and in the community.

Objective 2: By August December 2022, the college will host an event focused on increasing the appreciation of diversity in the community.

Objective 3: By August 2022, the percentage of DE/CTE/EMC African American/Black high school students will increase by 5%. The 2020-21 baseline is 1.0%.

Objective 4: By June 2022, the college will revise and enact an employee recruitment plan aimed at diversifying the faculty and staff to better match the student profile.

Objective 5: By August 2022, there will be a fully developed "Student Success Mentor" program with a minimum of 500 direct student-mentor connections.

GOAL 3: WE WILL CONTINUE TO GROW IN STABILITY & INNOVATION

Objective 1: By August 2023, the enrollment of post high school students (as measured by fiscal year equated students, or FYES) will increase by 3% to 475. The 2019-20 FYES was 461 students.

Objective 2: By August 2023, the enrollment of high school students (as measured by fiscal year equated students, or FYES) will increase by 3% to 294. The 2019-20 FYES was 285 students.

Objective 3: By August 2022, plan and conduct a Summer College for Kids program enrolling 25 area elementary students to begin building a college going culture within traditionally non-college attending families.

Objective 4: Maintain the sustainability of the current and future physical plants, IT infrastructure, and institution's academic capital, measuring fiscal year-to-year comparison of capital reserves and depreciation funding.

Objective 5: By June 30, 2023, migrate the Ellucian Colleague ERP to the cloud.

Objective 6: By August 2023, establish a new and/or update an existing vocational certificate and/or degree program that aligns with one of the “Southwest Michigan Career Outlook (through 2026)” high-wage or in-demand careers established through the Michigan Bureau of Labor Market Information and Strategic Initiatives.

Objective 7: By August 2022, complete Phase One of the five year capital outlay plan via the 7.3 million dollar state capital outlay project which addresses the complete renovation of the north side of the campus, including the Learning Commons, the technology laboratories, the art studio, restrooms, renovation of the northeast and northwest stairwells, business area classroom upgrades, HVAC and IT upgrades, window and door replacement, and exterior wall replacement.

Objective 8: By June 2022, a new emergency preparedness plan will be developed which addressed the full range of potential events and threats, including weather, fire, and health and safety.

GOAL 4: WE WILL EXPAND AND STRENGTHEN OUR COLLABORATIVE RELATIONSHIPS

Objective 1: By August 2023, provide wide community access to diverse perspectives and relevant national issues via the Viking Speaker Series, reaching a minimum of 600 attendees each year.

Objective 2: By August 2022, participate in a minimum of eight external community events in which the college is represented, two of which are new.

Objective 3: By August 2022, develop a viable usage plan for the Nora Hagen House. This plan will include details that will increase the use of the Farmstead and build greater appreciation for this asset.

Residency, Tuition/Fees & Refunds

Policy 3.10
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RESIDENCY, TUITION/FEES AND REFUNDS

In-District

A resident or in-district student is a student who resides within the Glen Oaks Community College District. This district includes all of St. Joseph County (Michigan) plus areas outside the county that pay property taxes to Glen Oaks Community College. Persons owning property or a qualified dependent of a person owning property in St. Joseph County (according to IRS) are eligible for In-District tuition rates (may be asked to show copy of the property tax statement to the Registrar's Office at the time of registration).

Service Area

Service-area residents include Branch, Calhoun, Cass and Kalamazoo County residents In Michigan and residents in Elkhart, LaGrange, Steuben and St. Joseph Counties in Indiana.

In-State (State of Michigan)

This category includes students who live outside both the Glen Oaks District and its service area.

Out-of-State

This category includes students who live outside of the State of Michigan and outside the College service area. It includes students who are not United States citizens. An international student attending Glen Oaks is considered out-of-state unless he or she becomes a U.S. Citizen or is a Resident Alien.

General Information

The application for admission will be used to determine a student's legal residence.

A student will be charged tuition based on the above residency determination.

Any student desiring to change his/her legal residence may do so by providing any two of the following: voter registration card, Secretary of State identification card, driver's license, place of residence property tax receipt or rent receipt (indicating mailing address) to the Registrar's Office and completing the necessary form.

If a student changes residence and wishes to receive a refund for the difference between service area or out-of-district tuition and in-district tuition, the student MUST establish resident status within 10% of the academic period for the semester in which the refund is requested. In addition, it is the student's responsibility to prove residency through the Registrar's Office and get refund through the Cashier's Office within the 10% period.

Any student may be asked to furnish verification of residency status.
Failure to comply could result in a service area or out-of-district status determination.

An International Student in this country on a Student VISA not residing in Student Housing, will be assessed the International tuition rate.

TUITION AND FEES POLICY

Students will be assessed on a per semester contact hour basis, effective FY 2021-22:
Per semester contact hour*

In-district	\$126
Service area	\$157
In-State	\$192
Out-of-State	\$228
International	\$276

Students residing in STUDENT HOUSING will be charged the In-District rate.

This cost does not include laboratory and course fees. Tuition charges are subject to change without notice upon action of the Board of Trustees.

*NOTE: A contact hour is equivalent to the time the instructor spends in the classroom.

GENERAL FEE

A general fee will be assessed at \$25 per contact hour per semester.

STUDENT ACTIVITIES FEE

A student activity fee of \$5 per contact hour will be assessed.

TECHNOLOGY FEE

\$9 per contact hour

DUAL ENROLLMENT TUITION

Dual Enrollment classes (taught by high school faculty member) \$10 per contact hour

Residency Policy for Programs Offered by and for Business and Industry

For those students who are participating in programs which are offered and designed for industry located in the district and where the industry is paying the tuition directly to the college, residency will be considered that of the participating student. Where the individual student is paying tuition, residency will be that of the student.

Reduced Tuition for Senior Citizens

CREDIT COURSES: Glen Oaks Community College provides for a specific Senior Citizen tuition benefit. This benefit provides residents of IN DISTRICT who are sixty-two (62) years of age or older at the time of registration, waived tuition, technology fees, general fees, and activity fees for a maximum of eighteen (18) credit hours per year. Beyond the eighteen (18) credit hours per year, regular tuition and fee rates apply. This benefit is subject to the following conditions:

- The citizen is to enroll in the course during the one week ahead of the beginning of the course.
- The minimum class size (which determines whether a given course has sufficient enrollment to be offered) must be attained without considering the senior citizen enrollment
- Maximum class size shall not be exceeded by the enrollment of senior citizens.

- The course enrollment will be as an Audit with no college credit granted.
- Senior citizens must pay for any specific course/laboratory fees and Distance Learning fees associated with the class.
- The senior citizen tuition waiver may not be used for tuition costs for limited and competitive enrollment academic programs, including Nursing, Allied Health, CNA, and other career development programs.
- This course enrollment does not permit open use of the college Wellness/Fitness Center.

NON-CREDIT COURSES & PROGRAMS:

- The senior citizen tuition policy and benefit does not apply to continuing education, customized business training, or other courses, seminars and workshops that may be offered at the college.

Other Fees

Other fees assessed not including individual course fees are as follows:

Student ID Card Fee:	First card is free There is a \$5.00 replacement ID charge.
Test fee for Credit by Examination:	\$50.00

Course and Laboratory Fees

Laboratory and course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Vice-President of Academics.

Registration / Payment

New students are expected to register in person for each semester prior to or on the registration dates given in the college calendar. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Returning students have the option to register online. Payment in full for tuition & fees or enrollment in a payment plan must be completed within 48 hours of registration. ALL FEE CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Refunds

Glen Oaks believes that students should be allowed to attend at least one class meeting without penalty. During that class meeting, students can review the detailed requirements of course syllabus and estimate the workload required. This should enable students to make an informed judgment about the course and increase their probability of success. In light of this principle, the following refund policy has been adopted.

Any student who officially drops a course or courses during the registration period and during the first 10% of the academic period may, upon submission of a drop form, receive a full refund of 100% for the tuition and fees.

No refunds of tuition & fees will be made for withdrawals after the first 10% of the academic period.

Students attending GOCC who are receiving Title IV funding and withdraw from all classes prior to the 60th percentile of the semester will have a Federal Return of Funds calculation used to make adjustments to their federal student financial aid award. A copy of this refund calculation can be obtained from the Financial Aid Office.

Students who registered for a course that is cancelled by the college will be refunded all tuition and fees relative to the cancelled course.

If a student does not officially drop the class(es) by the refund deadline, the charges will remain on his/her account and the student is responsible for payment and any collection costs. Not attending or not paying does not constitute an official drop.

Refunds - Special Circumstances

A written request for refund needs to be submitted to the Vice-President of Student Services requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Vice-President of Student Services, Vice-President of Finance & Administrative Services, Controller and Director of Financial Aid. The decision of the committee determines the refund approval or denial. Students may appeal using the Due Process procedure. The following circumstances are those which may result in a full refund:

1. Induction or activation of the student into the U.S. Armed Forces.
2. Death of the enrolled student or a parent, spouse or dependent.
3. Verifiable incapacity, illness, or injury to the student which prevents the student from returning to school for the remainder of the semester.

Refunds for students on Federal financial aid are controlled by Federal Methodology or Federal Pro Rata Refund Policies. The handling of special circumstances such as those listed above is outlined within the Federal Financial Aid regulations available in the College's Financial Aid Office.

Adopted by Board of Trustees 1/13/93, tuition rates revised 4/14/93, 3/9/94, 3/8/95, 4/7/95, 4/10/96, 8/14/96, 2/12/97, 10/8/97, 3/9/99, 3/20/00, 4/11/01, 9/12/01, 2/13/02, 12/11/02 and 4/13/05. Graduation fee revised 8/9/00. (Position titles updated 07/02.) Parking fee added 09/11/02. Tuition, parking, and student support fee updated 5/12/04 as approved by the Board of Trustees. Waiver of Tuition for Senior Citizens revised and WMU Career Guidance Test Fee revised 11/10/04, Entire policy reviewed & revisions made 9/14/05; Nursing Fee Admission Fee deleted 4/12/06, Updated Tuition & added Student Activity Fee 2/29/08, Senior Citizen Tuition update approved June 8, 2011. Entire Policy reviewed/updated 9/17/14), Tuition & Fees revised 4/8/2016, 2017, 4/1/18, 4/11/19, titles updated 1/2020, tuition updated Fall 2020, DL Fee removed & Technology Fee added 4/8/2021, International Student/Student Housing 8/12/2021.

Effective Fall Semester 2021	
	2021-22
In-District	\$ 126.00
Service Area	\$ 157.00
In-State	\$ 192.00
Out-of-State	\$ 228.00
International	\$ 276.00
High School Dual Enrollment	
On Campus / In-District	\$ 126.00
At High School / GOCC Faculty	\$ 126.00
At High School / High School Teacher	\$ 10.00
CTE	
At High School or GOCC / CTE Instructor	\$ 10.00
*In-District Dual Enrollment	

COURSE FEES	
Effective Fall Semester 2021	
Course	2021-22
AGT 101 Hydraulic Theory & Operation	\$ 50.00
AGT 103 Fundamental of Engines	\$ 50.00
AGT 104 Vehicle/Equipment Electrical/Electronic Fundamentals	\$ 50.00
AGT 107 Preventive Maintenance	\$ 50.00
AGT 109 Heating, Venting & Air Conditioning Sytems	\$ 50.00
AGT 110 Service Information Systems	\$ 50.00
AGT 112 Seedling & Tillage Equipment	\$ 50.00
AGT 113 Hydraulic Systems	\$ 50.00
AGT 116 Combine Maintenance & Repair	\$ 50.00
AGT 119 Vehicle/Equipment Electrical/Electronic Systems Operation & Diagnostics	\$ 50.00
AGT 122 Precision Farming Systems & Techniques	\$ 50.00
AGT 125 Tractor Drivelines	\$ 50.00
AGT 207 Advanced Hydraulics	\$ 50.00
AGT 213 Diesel Engine Performance - Analysis & Tune-Up	\$ 50.00
AGT 216 Equipment Shop Project	\$ 50.00
AGT 219 Diesel Tech Field Experience (Internship)	\$ -
ACCT 103 Quick Books for Accounting	\$ 25.00
ALH 103 Nutrition	\$ 30.00
ALH 104 Nurse Aide	\$ 60.00
ALH 205 Pharmacology for Health Occupations	\$ 30.00
ALH 218 Medical Terminology	\$ 30.00
ALH 222 Disease Conditions	\$ 30.00
ALH 230 Medical Office Laboratory Procedures	\$ 65.00
ALH 232 Administrative I - Medical Office Procedures	no fee
ALH 233 Administrative II - Medical Office Procedures	no fee
ALH 235 Medical Assistant Clinical I	\$ 65.00
ALH 236 Medical Assistant Clinical II	\$ 65.00
ALH 238 Medical Assistant Practicum	\$ 280.00
ALH 250 Medical Law & Bioethics	\$25 if online
ALH 280 Coding Specialist Practicum	\$ 140.00
ALH 281 Medical Admin Specialist Practicum	\$ 140.00
ALH 285 Phlebotomy Tech. Practicum	\$ 140.00
ALH 290 CMA Exam Review	no fee
ART 100 Art Appreciation	\$ 25.00
ART 107 Two-Dimensional Design	\$ 20.00
ART 108 Three-Dimensional Design	\$ 30.00

COURSE FEES	
Effective Fall Semester 2021	
ART 115 Introduction to Graphic Design	\$ 30.00
ART 116 Color Theory Graphic Design	\$ 30.00
ART 151 Ceramics I	\$ 40.00
ART 160 Basic Photography Digital & Darkroom	\$ 30.00
ART 170 Image Manipulation	\$ 30.00
ART 172 Digital Illustration	\$ 30.00
ART 210 Life Drawing	\$ 75.00
ART 231 Sculpture	\$ 40.00
ART 240 Painting	\$ 30.00
ART 241 Printmaking: Intaglio & Relief	\$ 30.00
ART 246 Printmaking: Silkscreen	\$ 30.00
ART 260 Advanced Photography: Commercial & Fine Art	\$ 40.00
ART 274 Typography	\$ 30.00
ART 276 Advertising Design	\$ 30.00
ART 280 Web Design w/Adobe DreamWeaver	\$ 45.00
AUTO 100 Introduction to Automotive Technology	\$ 70.00
AUTO 141 Engine Diagnosis & Ignition Systems	\$ 70.00
AUTO 142 Fuel and Exhaust Systems	\$ 70.00
AUTO 146 Automotive Brake System	\$ 70.00
AUTO 221 Automotive Steering & Suspension	\$ 70.00
AUTO 225 Automotive Electrical Systems	\$ 70.00
AUTO 226 Automotive Heating & Air Conditioning	\$ 70.00
AUTO 228 Emission Control Systems	\$ 70.00
AUTO 245 Automotive Valve Train & Head Rebuilding	\$ 70.00
AUTO 246 Automotive Cylinder Block Rebuilding	\$ 70.00
AUTO 250 Introduction to Automotive Transmission	\$ 70.00
AUTO 251 Manual Transmissions & Transaxles	\$ 70.00
AUTO 252 Automatic Transmissions & Transaxles	\$ 70.00
AUTO 255 Automotive Electrical Systems II	\$ 70.00
BIO 101 Introduction to Anatomy & Physiology	\$ 50.00
BIO 120 Biology	\$ 50.00
BIO 121 General Biology I	\$ 50.00
BIO 122 General Biology II	\$ 50.00
BIO 210 Anatomy & Physiology I	\$ 50.00
BIO 211 Anatomy & Physiology II	\$ 50.00
BIO 230 Microbiology	\$ 50.00
BIO 990 Biological Field Studies	\$ 135.00
BUS 100 Keyboarding - Introduction/Refresher	\$ 40.00
BUS 111	\$25 if online
BUS 102 Keyboarding - Refresher	\$ 40.00
BUS 121 Intermediate Keyboarding	\$ 40.00
BUS 221 Advanced Keyboarding - Legal	\$ 40.00
BUS 222 Advanced Keyboarding - Medical	\$ 40.00
BUS 236 Medical Transcription (Advanced)	\$ 40.00
BUS 281 Accounting Practicum	\$ 60.00
BUS 282 Marketing Practicum	\$ 47.00
BUS 283 Management Practicum	\$ 375.00
CADD 215 Autocad computer aided drafting	\$ 65.00
CADD 216 Advanced Autocad Computer Aided Drafting and Design	\$ 65.00
CADD 217 Inventory CAD 3D Solid Modeling	\$ 65.00
CADD 218 Solidworks CAD 3D Solid Modeling	\$ 65.00
CADD 219 Advanced 3D Solid Modeling	\$ 65.00
CADD 220 Architectural Drawing	\$ 65.00
CADD 222 Descriptive Geometry	\$ 65.00

COURSE FEES	
Effective Fall Semester 2021	
CHEM 130 Chemistry	\$ 75.00
CHEM 133 General Chemistry I	\$ 75.00
CHEM 134 General Chemistry II	\$ 75.00
CHEM 210 Organic Chemistry I	\$ 75.00
CHEM 211 Organic Chemistry II	\$ 75.00
CIS 100 Introduction to Internet of Things	\$ 50.00
CIS 101 Introduction to Computers & Software	\$ 50.00
CIS 112 Cisco I	\$ 50.00
CIS 113 Cisco II	\$ 50.00
CIS 114 Cisco III	\$ 50.00
CIS 117 Visual Basic Programming for Microcomputers	\$ 50.00
CIS 121 Computer Science I	\$ 50.00
CIS 122 Computer Science II	\$ 50.00
CIS 151 Ethical Hacking I	\$ 50.00
CIS 152 Ethical Hacking II	\$ 50.00
CIS 161 Cybersecurity Operations	\$ 50.00
CIS 162 Intro to Computer Forensics	\$ 50.00
CIS 171 Windows Operating Systems Utilities	\$ 50.00
CIS 172 Linux Operating Systems	\$ 50.00
CIS 214 Presentation Graphics & Publishing	\$ 50.00
CIS 219 Advanced Visual Basic Programming	\$ 50.00
CIS 220 Computer Technician Essentials	\$ 50.00
CIS 221 Data Structures	\$ 50.00
CIS 224 Computer Repair Essentials	\$ 50.00
CIS 227 Concepts of Spreadsheets (Excel) Level I	\$ 50.00
CIS 230 Concepts of Spreadsheets (Excel) Level II	\$ 50.00
CIS 233 Concepts of Data Processing (Word) Level I	\$ 50.00
CIS 234 Database Applications (Access)	\$ 50.00
CIS 236 Concepts of Word Processing (Word) Level II	\$ 50.00
CIS 240 Introduction to Networking	\$ 50.00
CIS 242 Managing & Maintaining a Network Server	\$ 50.00
CIS 244 Advanced Management of a Windows Network	\$ 50.00
CIS 245 Network Security	\$ 50.00
CIS 246 Advanced Database Applications (Access)	\$ 50.00
CIS 247 Implementing an Advanced Server Infrastructure	\$ 50.00
CIS 252 Web Page Design Level I	\$ 50.00
CIS 253 Web Page Design Level II	\$ 50.00
CIS 254 Web Design & Programming Level III	\$ 50.00
CIS 270 PC Operating Systems	\$ 50.00
CIS 280 Web Design w/Adobe DreamWeaver	\$ 50.00
EMT 101 Medical First Responder	\$ 302.00
GEOG 142 Physical Geography	\$ 40.00
GEOG 145 Physical Geography	\$ 40.00
MACH 110 Machine Tool Safety	\$ 90.00
MACH 130 Drill Press and Band Saw	\$ 125.00
MACH 135 Turning on the Lathe	\$ 70.00
MACH 140 Electronic Discharge Machining	\$ 70.00
MACH 145 Vertical/Horizontal Milling	\$ 195.00
MACH 150 Surface Grinding	\$ 105.00
MACH 155 Cylindrical Grinding	\$ 70.00
MACH 160 Tool and Cutter Grinding	\$ 80.00
MACH 165 CNC Programming and Machining	\$ 90.00
MACH 170 Machine Tool Projects	\$ 90.00

COURSE FEES	
Effective Fall Semester 2021	
MACH 175 Mastercam	\$ 110.00
MACH 180 Plasma Cutter	\$ 90.00
MATH 100 Introductory Algebra	\$ 25.00
MATH 104 Intermediate Algebra	\$ 25.00
MATH 105 Math Concepts for Elementary Teachers	\$ 25.00
MATH 117 Finite Mathematics	\$ 25.00
MATH 151 College Algebra	\$ 25.00
MATH 990 Independent Study in Math	\$ 135.00
NUR 101 Fundamentals of Nursing	\$ 150.00
NUR 109 Pharmacology I	\$ 90.00
NUR 111 Medical-Surgical Nursing I	\$ 180.00
NUR 119 Pharmacology II	\$ 100.00
NUR 204 Nursing Role Transition	\$ 225.00
NUR 211 Medical-Surgical Nursing II	\$ 180.00
NUR 218 Mental Health Nursing	\$ 110.00
NUR 219 Pharmacology III	\$ 120.00
NUR 221 Medical-Surgical Nursing III	\$ 110.00
NUR 224 Family Nursing	\$ 150.00
NUR 230 Professional Issues In Nursing	\$ 50.00
PHED 100 Fitness/Wellness Lab	\$ 25.00
PHED 104 Fitness/Wellness Lab	\$ 25.00
PHED 105 Fitness/Wellness Lab	\$ 25.00
PHED 106 Wellness & Lifestyle	\$ 25.00
PHED 107 Fitness/Wellness Lab	\$ 25.00
PHED 110 Middle Age Wellness	\$ 25.00
PHYS 144 Astronomy	\$ 20.00
PHYS 251 Physics I	\$ 50.00
PHYS 253 Physics II	\$ 50.00
PHYS 275 Physical Science Research Project	\$ 135.00
WELD 105 Basics of Welding	\$ -
WELD 110 Oxyacetylene Welding	\$ 50.00
WELD 115 Cutting Processes	\$ 50.00
WELD 120 Brazing and Soldering	\$ 50.00
WELD 125 Shielded Metal Arc Welding	\$ 75.00
WELD 130 Advanced Arc Welding	\$ 125.00
WELD 135 Welding Metallurgy	\$ 50.00
WELD 140 Gas Metal Arc Welding	\$ 90.00
WELD 145 Gas Tungsten Arc Welding	\$ 100.00
WELD 150 Pipe Welding	\$ 90.00
WELD 155 Special Application	\$ 60.00
WELD 190 Welding for the Skilled Trades	\$ 50.00
Adopted by Board of Trustees September 12, 2001; revised 02/13/02, 09/11/02, 11/05/02, 12/11/02, 3/5/03, 9/14/05, 4/8/09, 8/13, 5/14, 4/6/16, fees updated - CTE & DE - 8/10/16, 4/13/17, 4/12/18, 8/27/18, 4/11/2019, 3/12/2020, 4/8/2021.	

PROGRAM CHANGES AND UPDATES



ASSOCIATE OF SCIENCE IN COMPUTER INFORMATION SYSTEMS DEGREE REQUIREMENTS

The Associate of Science in Computer Information Systems (CIS) degree prepares students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. This degree program includes Michigan Transfer Agreement courses and Certificate options that prepare students for further education and cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Communications (6 credit hours)

ENG 121 English Composition I*	3 Credits/3 Contacts
COM 150 Public Speaking* OR	3 Credits/3 Contacts
ENG 122 English Composition II*	3 Credits/3 Contacts

Humanities (choose 2 courses from 2 different prefixes)

ART 100 Art Appreciation*	4 Credits/4 Contacts
ART 220 History of Art I*	4 Credits/4 Contacts
ART 221 History of Art II*	4 Credits/4 Contacts
ENG 201 Women in Literature*	4 Credits/4 Contacts
ENG 233 Children's Literature*	4 Credits/4 Contacts
HIST 101 Western Civilization I*	4 Credits/4 Contacts
HIST 102 Western Civilization II*	4 Credits/4 Contacts
HUM 101 Modern Culture & the Arts*	4 Credits/4 Contacts
HUM 234 World Mythologies*	4 Credits/4 Contacts
LNG 161 Spanish I	4 Credits/4 Contacts
LNG 162 Spanish II*	4 Credits/4 Contacts
LNG 163 Spanish III*	4 Credits/4 Contacts
LNG 261 Spanish IV*	4 Credits/4 Contacts
MUS 150 Music Appreciation*	4 Credits/4 Contacts
PHIL 210 Ethics*	4 Credits/4 Contacts
PHIL 230 Philosophy*	3 Credits/3 Contacts
REL 231 Comparative Religion*	4 Credits/4 Contacts
REL 232 Old Testament*	4 Credits/4 Contacts
REL 233 New Testament*	4 Credits/4 Contacts

Mathematics (4 credit hours)

MATH 151 College Algebra*	OR	4 Credits/4 Contacts
MATH 161 Calculus I & Geometry*		4 Credits/4 Contacts
MATH 201 Statistics		4 Credits/4 Contacts

Natural Science (choose 2 courses from 2 different prefixes – 1 must have a lab)

BIO 101 Human Biology*	3 Credits/5 Contacts
BIO 110 Biological Form and Function*	3 Credits/3 Contacts
BIO 120 Biology*	4 Credits/5 Contacts
BIO 121 Cellular Biology*	4 Credits/5 Contacts
BIO 122 Organismal Biology*	4 Credits/5 Contacts
BIO 125 Environment and Society*	3 Credits/3 Contacts
BIO 201 Ecology*	4 Credits/5 Contacts
BIO 210 Human Anatomy & Physiology I*	4 Credits/6 Contacts
BIO 211 Human Anatomy & Physiology II*	4 Credits/6 Contacts
BIO 212 Pathophysiology*	4 Credits/4 Contacts
BIO 220 General Genetics*	3 Credits/3 Contacts

BIO 230 Microbiology*	4 Credits/6 Contacts
CHEM 130 Chemistry*	4 Credits/5 Contacts
CHEM 133 General Chemistry I*	4 Credits/6 Contacts
CHEM 134 General Chemistry II*	4 Credits/6 Contacts
CHEM 210 Organic Chemistry I	4 Credits/6 Contacts
CHEM 211 Organic Chemistry II	4 Credits/6 Contacts
GEOG 142 Physical Geography*	4 Credits/5 Contacts
GEOL 145 Physical Geology*	4 Credits/5 Contacts
PHYS 144 Astronomy*	4 Credits/5 Contacts
PHYS 251 Physics I*	5 Credits/7 Contacts
PHYS 253 Physics II*	5 Credits/7 Contacts

Social Science (choose 2 courses from 2 different prefixes)

ECON 203 Principles of Economics (Micro)*	4 Credits/4 Contacts
ECON 204 Principles of Economics (Macro)*	4 Credits/4 Contacts
HIST 101 Western Civilization I*	4 Credits/4 Contacts
HIST 102 Western Civilization II *	4 Credits/4 Contacts
HIST 201 U.S. History I*	4 Credits/4 Contacts
HIST 202 U.S. History II*	4 Credits/4 Contacts
HIST 204 History of Michigan*	4 Credits/4 Contacts
PSI 110 American Gov. and Political Science*	4 Credits/4 Contacts
PSI 111 State & Local Government*	3 Credits/3 Contacts
PSY 101 Psychology*	4 Credits/4 Contacts
PSY 201 Psychology & Personality*	3 Credits/3 Contacts
PSY 210 Human Growth & Development*	4 Credits/4 Contacts
PSY 220 Abnormal Psychology*	4 Credits/4 Contacts
PSY 250 Human Sexuality*	4 Credits/4 Contacts
PSY 260 Social Psychology*	4 Credits/4 Contacts
SOC 120 Principles of Sociology*	4 Credits/4 Contacts
SOC 121 Modern Social Problems*	4 Credits/4 Contacts
SOC 220 Marriage & Family*	4 Credits/4 Contacts

Required Certificate Courses (30-31 credit hours)

OPTIONS: Choose one certificate

Certificate - Computer Support Technician	31 Credit Hours
Certificate - Network Technician	30 Credit Hours

Total: 60-66 Credits

*Course has prerequisite(s).

NOTE: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Scope & Sequence
Computer Support Technician

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 121	CIS 112	CIS 245	CIS 270
CIS 220	CIS 224	Elective – CIS 113 or 151	Elective – CIS 172 or 243
CIS 240	CIS 241	MTA Humanities	MTA Humanities
ENG 121	MTA Communications	MTA Natural Science w/ lab	MTA Natural Science
MTA Humanities	MTA Mathematics	MTA Social Science	MTA Social Science

Network Administration Technician

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 112	CIS 113	CIS 114	CIS 270
CIS 172	CIS 241	CIS 243	CIS 244
CIS 240	CIS 245	MTA Humanities	MTA Humanities
ENG 121	MTA Communications	MTA Natural Science w/ lab	MTA Natural Science
MTA Humanities	MTA Mathematics	MTA Social Science	MTA Social Science

Tuition is calculated on contact hours.

Current/Updated: DRAFT 02-16-2021



ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS DEGREE REQUIREMENTS

The Associate of Applied Science in Computer Information Systems (CIS) degree prepares students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. This degree program prepares students for entry-level employment in computer-related occupations and includes Certificate options that cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Communications (choose 2 courses, 6 credit hours)

COM 110 Interpersonal Communication	3 Credits/3 Contacts
COM 150 Public Speaking*	3 Credits/3 Contacts
ENG 121 English Composition I*	3 Credits/3 Contacts
ENG 122 English Composition II*	3 Credits/3 Contacts

Humanities / Social Science (at least 1 course, 3-4 credit hours)

Any ANTH course	4 Credits/4 Contacts
Any ART course	2-4 Credits/3-5 Contacts
ENG 126 or higher	3-4 Credits/3-4 Contacts
Any ECON course	4 Credits/4 Contacts
Any HIST course	3-4 Credits/3-4 Contacts
Any HUM course	4 Credits/4 Contacts
Any LNG course	2-4 Credits/2-4 Contacts
Any MUS course	1-4 Credits/1-4 Contacts
Any PHIL course	3-4 Credits/3-4 Contacts
Any PSI course	3-4 Credits/3-4 Contacts
Any PSY course	3-4 Credits/3-4 Contacts
Any REL course	4 Credits/4 Contacts
Any SOC course	4 Credits/4 Contacts

Mathematics (4 credit hours)

MATH 151 College Algebra*	OR	4 Credits/4 Contacts
MATH 161 Calculus I & Geometry*	OR	4 Credits/4 Contacts
MATH 201 Statistics		4 Credits/4 Contacts

Natural Science (at least 1 course, 3-5 credit hours)

BIO 101 or higher	2-4 Credits/2-6 Contacts
CHEM 130 or higher	4 Credits/5-6 Contacts
Any GEOG course	4 Credits/5 Contacts
Any GEOL course	4 Credits/5 Contacts
Any PHYS course	4-5 Credits/5-7 Contacts

Required Certificates (42-44 credit hours)**

OPTION 1:

Computer Support Technician Certificate	31 Credit Hours
+ Cybersecurity Certificate of Achievement	12 Credit Hours

OPTION 2:

Cybersecurity Certificate	30 Credit Hours
+ Computer Support Certificate of Achievement	13-14 Credit Hours

OPTION 3:

Cybersecurity Certificate	30 Credit Hours
+ Network Management Cert. of Achievement	12 Credit Hours

OPTION 4:

Network Administration Technician Certificate	30 Credit Hours
+ Computer Support Certificate of Achievement	14 Credit Hours

OPTION 5:

Network Administration Technician Certificate	30 Credit Hours
+ Cybersecurity Certificate of Achievement	12 Credit Hours

Elective Courses

0-2 elective credit hours as needed to reach 60 total credits

Total: 60 Credits

*Course has prerequisite(s).

NOTE: No courses under the 100 level will be accepted toward this degree.

Scope & Sequence

OPTION 1: Computer Support Technician + Cybersecurity COA

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 121	CIS 112	<i>CIS 172</i>	<i>CIS 240</i>
<i>CIS 151</i>	<i>CIS 161</i>	CIS 245	CIS 243
CIS 220	CIS 224	CIS 113	CIS 270
CIS 240	CIS 241	Natural Science	Humanities/Social Science
Communications	Mathematics	Communications	Elective

OPTION 2: Cybersecurity + Computer Support COA

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 112	CIS 113	CIS 114	<i>CIS 224</i>
CIS 151	CIS 152	<i>CIS 220</i>	CIS 270
CIS 172	CIS 161	<i>CIS 240</i>	CIS 272
<i>CIS 101 or 121</i>	CIS 245	Natural Science	Humanities/Social Science
Communications	Mathematics	Communications	Elective

OPTION 3: Cybersecurity + Network Management COA

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 112	CIS 113	CIS 114	CIS 244
CIS 151	CIS 152	<i>CIS 241</i>	CIS 270
CIS 172	CIS 161	<i>CIS 243</i>	CIS 272
<i>CIS 240</i>	CIS 245	Natural Science	Humanities/Social Science
Communications	Mathematics	Communications	Elective

OPTION 4: Network Administration Technician + Computer Support COA

FALL 1	WINTER 1	FALL 2	WINTER 2
<i>CIS 101</i>	CIS 113	CIS 114	CIS 270
CIS 112	<i>CIS 121</i>	<i>CIS 220</i>	<i>CIS 224</i>
CIS 172	CIS 241	CIS 243	CIS 244
CIS 240	CIS 245	Natural Science	Humanities/Social Science
Communications	Mathematics	Communications	Elective

OPTION 5: Network Administration Technician + Cybersecurity COA

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 112	CIS 113	CIS 114	CIS 270
<i>CIS 151</i>	<i>CIS 152</i>	<i>CIS 161</i>	<i>CIS 162</i>
CIS 172	CIS 241	CIS 243	CIS 244
CIS 240	CIS 245	Natural Science	Humanities/Social Science
Communications	Mathematics	Communications	Elective

Tuition is calculated on contact hours.

Current/Updated: DRAFT 02-16-2021

ASSOCIATE OF ARTS IN CYBERSECURITY DEGREE REQUIREMENTS

The Associate of Arts in Cybersecurity degree is designed for students interested in a career in the area of protecting computer systems and networks. It is designed to fulfill the Michigan Transfer Agreement (MTA) requirements while providing flexibility in preparing students for transfer to a four-year institution. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+; CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate. Since transfer requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Communications

ENG 121 English Composition I*	3 Credits/3 Contacts
COM 150 Public Speaking* OR	3 Credits/3 Contacts
ENG 122 English Composition II*	3 Credits/3 Contacts

Humanities (choose 2 courses from 2 different prefixes)

ART 100 Art Appreciation*	4 Credits/4 Contacts
ART 220 History of Art I*	4 Credits/4 Contacts
ART 221 History of Art II*	4 Credits/4 Contacts
ENG 201 Women in Literature*	4 Credits/4 Contacts
ENG 233 Children's Literature*	4 Credits/4 Contacts
HIST 101 Western Civilization I*	4 Credits/4 Contacts
HIST 102 Western Civilization II*	4 Credits/4 Contacts
HUM 101 Modern Culture & the Arts*	4 Credits/4 Contacts
HUM 234 World Mythologies*	4 Credits/4 Contacts
LNG 161 Spanish I	4 Credits/4 Contacts
LNG 162 Spanish II*	4 Credits/4 Contacts
LNG 163 Spanish III*	4 Credits/4 Contacts
LNG 261 Spanish IV*	4 Credits/4 Contacts
MUS 150 Music Appreciation*	4 Credits/4 Contacts
PHIL 210 Ethics*	4 Credits/4 Contacts
PHIL 230 Philosophy*	3 Credits/3 Contacts
REL 231 Comparative Religion*	4 Credits/4 Contacts
REL 232 Old Testament*	4 Credits/4 Contacts
REL 233 New Testament*	4 Credits/4 Contacts

Mathematics (choose one, Calculus recommended)

MATH 151 College Algebra* OR	4 Credits/4 Contacts
MATH 161 Calculus I & Geometry*	4 Credits/4 Contacts

Natural Science (choose 2 courses from 2 different prefixes – 1 must have a lab)

BIO 101 Human Biology*	4 Credits/6 Contacts
BIO 110 Biological Form and Function*	3 Credits/3 Contacts
BIO 120 Biology*	4 Credits/5 Contacts
BIO 121 Cellular Biology*	4 Credits/5 Contacts
BIO 122 Organismal Biology*	4 Credits/5 Contacts
BIO 125 Environment and Society*	3 Credits/3 Contacts
BIO 201 Ecology*	4 Credits/5 Contacts
BIO 210 Human Anatomy & Physiology I*	4 Credits/6 Contacts
BIO 211 Human Anatomy & Physiology II*	4 Credits/6 Contacts
BIO 212 Pathophysiology*	4 Credits/4 Contacts
BIO 220 General Genetics*	3 Credits/3 Contacts
BIO 230 Microbiology*	4 Credits/6 Contacts
CHEM 130 Chemistry*	4 Credits/5 Contacts
CHEM 133 General Chemistry I*	4 Credits/6 Contacts

CHEM 134 General Chemistry II*	4 Credits/6 Contacts
CHEM 210 Organic Chemistry I	4 Credits/6 Contacts
CHEM 211 Organic Chemistry II	4 Credits/6 Contacts
GEOG 142 Physical Geography*	4 Credits/5 Contacts
GEOL 145 Physical Geology*	4 Credits/5 Contacts
PHYS 144 Astronomy*	4 Credits/5 Contacts
PHYS 251 Physics I*	5 Credits/7 Contacts
PHYS 253 Physics II*	5 Credits/7 Contacts

Social Science (choose 2 courses from 2 different prefixes)

ECON 203 Principles of Economics (Micro)*	4 Credits/4 Contacts
ECON 204 Principles of Economics (Macro)*	4 Credits/4 Contacts
HIST 101 Western Civilization I*	4 Credits/4 Contacts
HIST 102 Western Civilization II*	4 Credits/4 Contacts
HIST 201 U.S. History I*	4 Credits/4 Contacts
HIST 202 U.S. History II*	4 Credits/4 Contacts
HIST 204 History of Michigan*	4 Credits/4 Contacts
PSI 110 American Gov. and Political Science*	4 Credits/4 Contacts
PSI 111 State & Local Government*	3 Credits/3 Contacts
PSY 101 Psychology*	4 Credits/4 Contacts
PSY 201 Psychology & Personality*	3 Credits/3 Contacts
PSY 210 Human Growth & Development*	4 Credits/4 Contacts
PSY 220 Abnormal Psychology*	4 Credits/4 Contacts
PSY 250 Human Sexuality*	4 Credits/4 Contacts
PSY 260 Social Psychology*	4 Credits/4 Contacts
SOC 120 Principles of Sociology*	4 Credits/4 Contacts
SOC 121 Modern Social Problems*	4 Credits/4 Contacts
SOC 220 Marriage & Family*	4 Credits/4 Contacts

Cybersecurity Certificate (30 credit hours)

CIS 102 Cisco I*	3 Credits/3 Contacts
CIS 103 Cisco II*	3 Credits/3 Contacts
CIS 104 Cisco III*	3 Credits/3 Contacts
CIS 151 Ethical Hacking I*	3 Credits/3 Contacts
CIS 152 Ethical Hacking II*	3 Credits/3 Contacts
CIS 161 Cybersecurity Operations*	3 Credits/3 Contacts
CIS 172 Linux Operating Systems*	3 Credits/3 Contacts
CIS 245 Introduction to Security*	3 Credits/3 Contacts
CIS 270 PC Operating Systems*	3 Credits/3 Contacts
CIS 272 Linux OS Administration*	3 Credits/3 Contacts

Total: 61-65 Credits

*Course has prerequisite(s).

NOTE: No courses under the 100 level will be accepted toward this degree. A grade of 2.0 or higher is required for any courses in the general education (MTA) areas.

Scope & Sequence

FALL 1	WINTER 1	FALL 2	WINTER 2
CIS 102	CIS 103	CIS 104	CIS 270
CIS 151	CIS 152	MATH 151 or 161	CIS 272
CIS 172	CIS 161	MTA Humanities course	MTA Natural Science course
ENG 121	CIS 245	MTA Natural Science w/ lab	MTA Social Science course
MTA Humanities course	COM 150 or ENG 122	MTA Social Science course	MTA Humanities course

Tuition is calculated on contact hours.

Current/Updated: 05/14/2020

CYBERSECURITY CERTIFICATE REQUIREMENTS

The Cybersecurity certificate is designed for students interested in a career in the area of protecting computer systems and networks, preparing students for career advancement and serving as the major core of the Associate of Arts in Cybersecurity degree for transfer students. Students will learn about the vulnerabilities of hardware and software systems, perform network security testing, including countermeasure testing and the risk factor analysis needed to design a flexible and comprehensive security plan. Students will gain skills in providing for business continuity and disaster recovery. They can sit for the following industry certifications: CompTIA Linux+ and Security+, CCENT; CCNA Cyber Ops (SECOPS); and Microsoft Technology Associate.

Cybersecurity Certificate (30 credit hours)

CIS 102 Cisco I*	3 Credits/3 Contacts
CIS 103 Cisco II*	3 Credits/3 Contacts
CIS 104 Cisco III*	3 Credits/3 Contacts
CIS 151 Ethical Hacking I*	3 Credits/3 Contacts
CIS 152 Ethical Hacking II*	3 Credits/3 Contacts
CIS 161 Cybersecurity Operations*	3 Credits/3 Contacts
CIS 172 Linux Operating Systems*	3 Credits/3 Contacts
CIS 245 Introduction to Security*	3 Credits/3 Contacts
CIS 270 PC Operating Systems*	3 Credits/3 Contacts
CIS 272 Linux OS Administration*	3 Credits/3 Contacts

Total: 30 Credits

*Course has prerequisite(s).

Scope & Sequence

FALL 1	WINTER 1
CIS 102	CIS 103
CIS 151	CIS 152
CIS 161	CIS 162
CIS 172	CIS 245
CIS 270	CIS 272

Tuition is calculated on contact hours.

Current/Updated: 05/14/2020

CYBERSECURITY CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The Cybersecurity certificate of achievement is designed for students interested in obtaining basic skills in the area of protecting computer systems and networks, preparing students for career advancement, and serving as a concentration option for the Associate of Applied Science in CIS degree. Students will learn about the vulnerabilities of hardware and software systems, as well as perform network security testing. Students will gain hands-on experience in securing hardware and software. This program serves as preparation for Cisco and CompTIA industry certifications.

Cybersecurity Certificate of Achievement (choose at least 12 credit hours):

CIS 151 Ethical Hacking I*	3 Credits/3 Contacts
CIS 152 Ethical Hacking II*	3 Credits/3 Contacts
CIS 161 Cybersecurity Operations*	3 Credits/3 Contacts
CIS 162 Intro to Computer Forensics*	3 Credits/3 Contacts
CIS 172 Linux Operating Systems*	3 Credits/3 Contacts
CIS 240 Introduction to Networking*	3 Credits/3 Contacts

Total: 12 Credit Hours

*Course has prerequisite(s).

Scope & Sequence

FALL 1
CIS 151
CIS 161
CIS 172
CIS 240

Tuition is calculated on contact hours.

Current/Updated: NEW/DRAFT 02/10/2020

COMPUTER SUPPORT TECHNICIAN CERTIFICATE REQUIREMENTS

The purpose of this certificate is to prepare the student for an entry-level computer support or repair position. The student will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and optimization of PC hardware and software. Computer network and security concepts will be taught, as well as customer service skills. The core computer courses will map to the latest CompTIA certification objective. This certificate may be applied toward the Associate of Applied Science in Business, in Computer Information Systems, or in Technology.

Required Coursework (25 credit hours)

CIS 112 Cisco I*	3 Credits/3 Contacts
CIS 121 Computer Science I*	4 Credits/4 Contacts
CIS 220 Computer Technician Essentials*	3 Credits/3 Contacts
CIS 224 Computer Repair Essentials*	3 Credits/3 Contacts
CIS 240 Introduction to Networking*	3 Credits/3 Contacts
CIS 241 Install and Configure Windows*	3 Credits/4 Contacts
CIS 245 Network Security*	3 Credits/3 Contacts
CIS 270 PC Operating Systems*	3 Credits/3 Contacts

Choose a minimum of 6 credit hours from the following courses:

CIS 113 Cisco II*	3 Credits/3 Contacts
CIS 151 Ethical Hacking I*	3 Credits/3 Contacts
CIS 172 Linux Operating Systems*	3 Credits/3 Contacts
CIS 243 Administering a Windows Server*	3 Credits/4 Contacts

Total: 31 Credit Hours

*Course has prerequisite(s) or corequisite(s).

Scope & Sequence

FALL 1	WINTER 1
CIS 112	CIS 241
CIS 121	CIS 245
CIS 220	CIS 270
CIS 224	Cluster Elective I
CIS 240	Cluster Elective II

Tuition is calculated on contact hours.

Current/Updated: DRAFT 02/10/2021



NETWORK ADMINISTRATION TECHNICIAN CERTIFICATE REQUIREMENTS

The purpose of this certificate is to prepare the student for an entry-level computer support or repair position. The student will learn to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and optimization of PC hardware and software. Computer network and security concepts will be taught, as well as customer service skills. The core computer courses will map to the latest CompTIA certification objective. This certificate may be applied toward the Associate of Applied Science in Business, in Computer Information Systems, or in Technology. Only offered in a part-time format due to the three-semester Cisco sequence.

Required Coursework (27 credit hours)

CIS 112 Cisco I*	3 Credits/3 Contacts
CIS 113 Cisco II*	3 Credits/3 Contacts
CIS 114 Cisco III*	3 Credits/3 Contacts
CIS 172 Linux Operating Systems*	3 Credits/3 Contacts
CIS 240 Introduction to Networking*	3 Credits/3 Contacts
CIS 241 Install and Configure a Windows Network*	3 Credits/4 Contacts
CIS 243 Administrating a Windows Server*	3 Credits/4 Contacts
CIS 244 Advanced Management of Windows Network	3 Credits/3 Contacts
CIS 245 Network Security*	3 Credits/3 Contacts

Choose a minimum of 3 credit hours from the following courses:

CIS 151 Ethical Hacking I*	3 Credits/3 Contacts
CIS 162 Intro to Computer Forensics*	3 Credits/3 Contacts
CIS 270 PC Operating Systems*	3 Credits/4 Contacts
CIS 272 Linux Operating Systems Admin*	3 Credits/3 Contacts

Total: 30 Credit Hours

*Course has prerequisite(s) or corequisite(s).

Scope & Sequence

FALL 1	WINTER 1	FALL 2
CIS 112	CIS 113	CIS 114
CIS 172	CIS 241	CIS 243
CIS 240	CIS 245	CIS 244
	(Cluster elective)	

Tuition is calculated on contact hours.

Current/Updated: DRAFT 02/10/2021

COMPUTER SUPPORT CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

The Computer Support certificate of achievement is designed to prepare students to provide computer support services, including installation, troubleshooting and management of operating systems, computer components, mobile devices, and peripherals. Students will also learn to provide assistance in productivity software, network installation, configuration, support, and security.

Computer Support Certificate of Achievement (choose at least 12 credit hours):

CIS 101 Intro to Computers & Software	4 Credits/4 Contacts
CIS 121 Computer Science I*	4 Credits/4 Contacts
CIS 220 Computer Technician Essentials*	3 Credits/3 Contacts
CIS 224 Computer Repair Essentials*	3 Credits/3 Contacts
CIS 240 Introduction to Networking*	3 Credits/3 Contacts
CIS 245 Network Security*	3 Credits/3 Contacts

Total: 12-17 Credit Hours

*Course has prerequisite(s).

Scope & Sequence

FALL 1
CIS 101 or 121
CIS 220
CIS 224
CIS 240
CIS 245

Tuition is calculated on contact hours.

Current/Updated: NEW/DRAFT 02/10/2020

NETWORK MANAGEMENT CERTIFICATE OF ACHIEVEMENT REQUIREMENTS

In the Network Management certificate of achievement program, students will gain hands-on experience securely installing, configuring, and support network hardware and software. This certificate of achievement will prepare the student for Cisco, CompTIA, and Microsoft certifications.

Certificate of Achievement - Network Management (choose at least 12 credits):

CIS 112 Cisco I*	3 Credits/3 Contacts
CIS 240 Introduction to Networking*	3 Credits/3 Contacts
CIS 241 Install and Configure a Windows Network*	3 Credits/4 Contacts
CIS 243 Administering a Windows Server*	3 Credits/4 Contacts
CIS 244 Advanced Management of Windows Network*	3 Credits/3 Contacts
CIS 245 Network Security*	3 Credits/3 Contacts

Total: 12 Credit Hours

*Course has prerequisite(s).

Scope & Sequence

FALL 1
CIS 112
CIS 240
CIS 241
CIS 243 or 245

Tuition is calculated on contact hours.

Current/Updated: NEW/DRAFT 02/10/2020

COURSE UPDATES

COURSE CHANGES, UPDATES, ETC.

UPDATED COURSES

CIS 162 – INTRODUCTION TO COMPUTER FORENSICS

3 CREDITS, 3 CONTACTS

Computer forensics is to identify, preserve, recover, analyze from computers, and detail media is a safe and secure matter to identify a computer attack or cybercrime. This course will introduce students to the forensics investigation process, gather and backup computer information for forensic analysis, and avoid anti-forensic techniques.

PREREQUISITE, OR TAKE CONCURRENTLY: CIS 112

CIS 243 – ADMINISTRATING A WINDOWS SERVER

3 CREDITS, 4 CONTACTS

This course will provide hands-on instruction to demonstrate the ability to implement, administer, and troubleshoot information systems using Microsoft Windows Server infrastructure in an enterprise environment. This course will primarily cover the administration tasks necessary to maintain a Windows Server 2012 infrastructure, such as configuring and troubleshooting name resolution, user and group management with Active Directory Domain Services (AD DS) and Group Policy, implementing Remote Access solutions such as DirectAccess, VPNs and Web Application Proxy, implementing Network Policies and Network Access Protection, Data Security, deployment and maintenance of server images, as well as update management and monitoring of Windows Server 2012 environments. The course will also help prepare the student for the latest Microsoft certification exam. *3 credit hours/4 billed contact hours*

PREREQUISITE, OR TAKE CONCURRENTLY: CIS 241

CIS 245 – NETWORK SECURITY

3 CREDITS, 3 CONTACTS

This course will give students fundamental knowledge and skills in system and computer network security. Students will learn about security threats and risks, and how to defend against them. Other topics covered will include access control, assessments and audits, cryptography, and organizational security. The course will prepare the student to pass the CompTIA Security + Certification exam.

PREREQUISITE, OR TAKE CONCURRENTLY: CIS 240

CHANGES IN CREDIT AND/OR CONTACT HOURS

NUR 101 – FOUNDATIONS OF NURSING

7 CREDITS, 13 CONTACTS

NUR 111 – MEDICAL-SURGICAL I

8 CREDITS, 17 CONTACTS

NUR 211 – MEDICAL-SURGICAL II

6 CREDITS, 9 CONTACTS

NUR 218 – MEDICAL-SURGICAL II

3 CREDITS, 6 CONTACTS

REACTIVATED COURSES

PHYSICS 155 – GENERAL PHYSICS I

5 CREDITS, 7 CONTACTS

This course is the first semester of a two-semester course in physics with an algebra basis and an included laboratory experience. The course covers rigid body mechanics, basic fluid dynamics and thermodynamics. The course sequence is designed to provide the technician with a strong background in physics concepts and their applications. Laboratory topics will be selected from the course content. Scientific calculator required.

PRE-REQUISITE COURSES: MATH 100 Introduction to Algebra or placement by Accuplacer

CO-REQUISITE COURSES: None

PHYSICS 156 – GENERAL PHYSICS II

4 CREDITS, 6 CONTACTS

This course is the first semester of a two-semester course in physics with an algebra basis and an included laboratory experience. The course covers rigid body mechanics, basic fluid dynamics and thermodynamics. The course sequence is designed to provide the technician with a strong background in physics concepts and their applications. Laboratory topics will be selected from the course content. Scientific calculator required.

PRE-REQUISITE COURSES: MATH 100 Introduction to Algebra or placement by Accuplacer

CO-REQUISITE COURSES: None

SWK– 150 INTRO TO SOCIAL WORK

3 CREDITS, 3 CONTACTS

This course introduces students to the social work profession; its code of ethics, value base, and commitment to social justice which include its history, practice settings, professional

roles, agencies, political implications, and values related to social work careers. Students will be introduced to concepts fundamental to understanding the helping professions' efforts on behalf of vulnerable populations including the delivery of social work services to minority and majority groups in the public and private sectors.

RENUMBERED COURSES

CIS 102 IS NOW CIS 112 - CISCO I
CIS 103 IS NOW CIS 113 – CISCO II
CIS 103 IS NOW CIS 114 – CISCO III

DEACTIVATED COURSES

CIS - 105 – CISCO IV
VTI - SPECIAL TOPICS 997
VTI - SPECIAL TOPICS 998



UPDATED STUDENT POLICIES

Policy 3.39

Student Housing

The David H. and Patty A. Devier Student Suites offers two-bedroom and four-bedroom suite options with private bedrooms, furnished living spaces, and a full kitchen. The suites accommodate 108 students, including one professional live-in staff member and four resident assistants.

Students are required to apply for student housing, submit the non-refundable administrative fee, and complete the application process, concluding in the signing of a housing agreement. Students who are not emancipated minors at the time of signing the agreement are also required to have a parent or guardian sign the agreement prior to it being accepted and countersigned by Glen Oaks Community College. Only students who will be 18 years of age or older before the end of the first semester are eligible to live in the Devier Student Suites.

Costs associated with on-campus housing are listed on the GOCC website and in the Student Housing Handbook. All Students living on campus in student housing will receive in-district tuition rates.

Residential students must also meet ongoing academic requirements including full-time enrollment and satisfactory academic progress. Each semester, residential students must maintain full-time enrollment; twelve (12) credits are required for Fall/Winter semesters, and six (6) credits are required for the Summer semester. Please see the Student Housing Handbook and Student Housing Agreement for further information.

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in the Student Housing Handbook, the Glen Oaks Community College Housing Agreement, and the Glen Oaks Community College Student Code of Conduct. Residents are also held accountable to local, community, state, and federal authorities. Violations of the Student Housing policies may result in disciplinary actions (such as probation or suspension from the College) by the Judicial Board.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Students desiring assistance in housing or with questions regarding housing are encouraged to contact the Student Housing Office.

Adopted by Board of Trustees 8/10/2017, revised 8/12/2021

STUDENT CONCERN POLICY

To provide an avenue for addressing and resolving student concerns, to ensure continued improvement of College processes, and to meet regional accreditation and federal compliance requirements, Glen Oaks Community College shall establish formal procedure(s) for receiving concerns, complaints, and grievances from students; shall provide clear information regarding such procedures; shall respond to concerns in a timely manner; and shall analyze them to improve processes. The College shall utilize a systematic tracking process for various types (subject matters) of concern that effectively allows formal student complaints to be received, tracked, and handled in a timely manner. The College shall review its concern policies and procedures from time to time to ensure compliance with the requirements of Higher Learning Commission Criteria for Accreditation and federal compliance.

Glen Oaks Community College shall provide students who have a College concern or issue that they are unable to resolve an opportunity to report such a concern formally to the appropriate College official. Examples of concerns include, but are not limited to, issues with customer service, complaints regarding an instructor or staff member, or challenges with a college policy or procedure. Information provided by students through this process gives the College the opportunity to improve services or processes when warranted. When a student has a conflict with a GOCC faculty or staff member, the College encourages students to first speak to the person with whom they have a conflict, as many concerns can be resolved informally. However, when a conflict cannot be resolved, or the student is reluctant to speak to the faculty or staff member, they are encouraged to utilize the formal Student Concern Procedure.

In addition, students are encouraged to report individuals displaying behaviors they perceive as concerning, worrisome, or threatening (no matter how minor the behavior may seem). Such reporting allows the college to intervene and find solutions, connect concerns to previous reports, and provide students with the levels of support that are needed. Examples of concerning behaviors include, but are not limited to, classroom misconduct, physical violence, excessive absences, direct statements indicating stress, deterioration of physical appearance or hygiene, angry or hostile outbursts, disorganized speech or confusion, substance abuse, or noticeable cuts, bruises, or burns.

The College also strongly encourages students to report any incidents of sexual misconduct, including dating or domestic violence, sexual harassment, sexual misconduct, or stalking. As “responsible employees,” GOCC faculty, administrators, and staff are required to report incidents of potential sexual misconduct. Students who wish to speak to someone confidentially (without filing a report) may meet with a licensed counselor in Student Services, a private counselor, or clergyperson.

Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College’s Title IX policy (Policy 3.95). Student concerns about a final grade in a course shall be handled under the College’s Grade Appeal Procedure (Policy 3.24).

STUDENT CONCERN PROCEDURE

1. A student expressing any concern related to the College will be directed to report it via the Report a Concern webpage on the College’s website.
2. The student will complete and submit the information, including, at a minimum, the date and location of the incident, the nature of the report, the urgency of the situation, and the student’s desired resolution to the complaint or concern. The student may submit any other relevant information, including supporting documentation.

3. Based on the student's selected report type and parties involved, the report will be routed to the office of the appropriate Vice-President (Student Services, Academics, or Finance and Administration). Incidents involving sexual misconduct that meet appropriate criteria shall be handled under the College's Title IX policy (Policy 3.95) instead of this procedure. Student concerns about a final grade in a course shall be handled under the College's Grade Appeal Procedure (Policy 3.24).
4. The appropriate office will contact the complainant with an initial acknowledgement and/or request any additional information, unless the report was made anonymously, or no additional information is needed.
5. The appropriate office will conduct a preliminary investigation of the matter and determine whether additional information or appearance by parties may be needed. The results of the preliminary investigation will be shared with the complainant, unless the report was made anonymously.
6. Within two (2) weeks from initial receipt of the report, the appropriate office will conclude the investigation, unless a longer timeline is necessitated by the scheduling availability of involved parties. The complainant will receive periodic updates until the concern is resolved.
7. Student complainants may withdraw or amend their concern report at any time during the investigation.
8. Complainant confidentiality will be maintained to the extent possible, subject to applicable laws. Students will be informed when personally identifying information must be disclosed to another party named in the concern report and will be informed of the consequences of declining to be identified. Investigations where a complainant declines to identify themselves to other parties, when required for complete resolution of the concern, as well as where a complainant stops participating in the resolution process, may be closed due to lack of complainant participation.
9. Once the concern is addressed, the complainant will receive a notice to that effect (unless the report was made anonymously), including the resolution reached. Concern resolutions may include a referral to outside agencies.
10. If a student complainant is not satisfied with the resolution, the complainant must file a written appeal within five (5) business days of the date of the notification of resolution to the office of the appropriate Vice President (Academics, Student Services, Finance and Administrative Services). An Appeal Committee will be formed to review the appeal and render a judgement. The committee will include at least three members. Possible members of this Appeal Committee include, but are not limited to, the President of the Faculty Senate, the Vice-President of Academics, the Vice-President of Student Services, and/or the President of Glen Oaks.

Adopted by Board of Trustees January 12, 2000, revised February 9, 2000, titles updated 2012, 9/17/14, 1/2020, total revision 8/12/2021.

Sex/Gender-Based Discrimination and Harassment Policy (Title IX)

Introduction

Glen Oaks Community College (“Glen Oaks” or “the College”) believes that every student and staff member, regardless of their gender, is entitled to equal educational opportunity and a safe environment in which to learn and work. This means that all members of the college community have the right to be free from all forms of sex/gender discrimination, harassment and retaliation. The term “sexual harassment” in this Policy includes sexual violence, dating and domestic violence, stalking, and any other form of discrimination based upon sex that would violate Title IX of the Civil Rights Act.

This Policy is intended to: define what qualifies as sexual discrimination, harassment and retaliation under Title IX; establish a mechanism for responding to complaints, including supportive measures that may be available to all involved parties; and outline the remedial efforts the College may take to end any sex discrimination, harassment or retaliation that has occurred, prevent its recurrence and address any continuing effects on an affected person.

SECTION 1: Scope and Jurisdiction of Policy

The College’s Sex/Gender-Based Discrimination and Harassment Policy prohibits discrimination and harassment based on sex in all education programs and activities that Glen Oaks operates, as required by Title IX and consistent with the College’s own mission and values. For purposes of this Policy, the College’s “education programs and activities” include locations, events or circumstances over which Glen Oaks exercised substantial control over the person(s) accused of sexual harassment and the context in which the sexual harassment occurred; it also includes any building owned or controlled by Glen Oaks. This Policy also prohibits retaliation against a person who makes a good faith complaint of sex discrimination or harassment under this Policy. Alleged sexual harassment that occurred outside of the College’s education program or activity cannot be resolved through the grievance procedures described in this Policy but may be addressed through the College’s Code of Conduct.

All reports of sexual discrimination, harassment or retaliation will be handled by one of the College’s Title IX Coordinators:

Tonya Howden
Title IX Coordinator
Student Services, A53
62249 Shimmel Rd.
Centreville, MI 49032
thowden@glenoaks.edu
269-294-4230

Jamie Yesh
 Title IX Coordinator
 Administrative Office, A36
 62249 Shimmel Rd.
 Centreville, MI 49032
 jyesh@glenoaks.edu
 269-294-4229

Candy Bohacz
 Title IX Coordinator
 Administrative Office, A37
 62249 Shimmel Rd.
 Centreville, MI 49032
 cbohacz@glenoaks.edu
 269-294-4232

Complaints under this Policy may be made to any of the Title IX Coordinators. The Title IX Coordinator in the Student Services Office will take the lead role in administering this Policy but may involve the Title IX Coordinator(s) in the Administrative Office on complaints that involve employees or if the involvement of a different Title IX Coordinator is otherwise appropriate. In the event an incident involves alleged misconduct by a Title IX Coordinator, reports should be

made to another Title IX Coordinator or the President of the College.

Individuals experiencing harassment or discrimination also have the right to file a formal complaint with government authorities:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

U.S. Department of Justice Civil Rights Division
Educational Opportunities Section, PHB
Washington, D.C. 20530
Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

SECTION 2: Definitions

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the grievance process, to advise the party on that process, and to conduct cross-examination for that party at the hearing as needed. This person may be, but need not be, an attorney.

Complainant: The individual who is alleged to be the victim of conduct that could constitute sexual discrimination or harassment.

Formal Complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment.

Respondent: The individual who has been reported to be the perpetrator of conduct that would constitute sexual harassment or discrimination.

Sex Discrimination: Unequal treatment based on sex with respect to an individual's access to or participation in the College's education programs or activities, as prohibited by Title IX.

Sexual Harassment: "Sexual harassment" is conduct on the basis of sex where at least one of the following occurs:

- An employee of the College makes providing an aid, benefit or service of the College conditional upon an individual's participation in unwelcome sexual conduct.
- There is unwelcome conduct on the basis of sex that a reasonable person would deem so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or

- An individual is subjected to “sexual assault,” as defined by the Clery Act, which is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. That is further defined as:
 - Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - Forcible Rape:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
 - Forcible Sodomy:
 - Oral or anal sexual intercourse with another person forcibly, and/or against that person’s will (non-consensually), or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sexual Assault with an Object:
 - The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Forcible Fondling:
 - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - Sex Offenses, Non-forcible:
 - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Michigan law. Statutory Rape is Non-forcible sexual intercourse with a person who is under the statutory age of consent of Michigan.
- An individual is subjected to “dating violence,” defined in 34 U.S.C. 12291(a)(10) as:
 - Violence on the basis of sex committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—
 - Dating violence includes, but is not limited to emotional, psychological, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

- An individual is subjected to “domestic violence,” defined in 34 U.S.C. 12291(a)(8) as:
 - Violence on the basis of sex committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan, or by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- An individual is subjected to “stalking,” defined in 34 U.S.C. 12291(a)(30) as:
 - Engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for the person’s safety, or the safety of others; or suffer substantial emotional distress.
 - For the purposes of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
 - Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling

Consent: clear, knowing and voluntary agreement. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- In order to give effective consent, one must be of legal age and have the mental/physical capacity to consent. A person may be unable to consent due to consumption of drugs or alcohol.

Gender Identity: Gender identity is the gender of which a person identifies which may not correspond with the gender assigned at birth.

Sexual orientation: Sexual identity in relation to the gender to which a person is attracted.

*This policy is applicable regardless of the sexual orientation and/or gender identity of the individual engaging in sexual activity.

Supportive measures: Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the complainant or respondent. Supportive measures may be provided before or after a formal complaint has been filed or where no formal complaint has been filed. They are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party and include measures designed to protect the safety of the parties or campus environment or to deter sexual harassment. Examples of supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar measures. These measures will be kept confidential, to the extent maintaining that confidentiality does not impair the College's ability to provide the supportive measures.

Retaliation: the act of intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted or participated (or refused to participate) in any manner in an investigation, proceeding or hearing related to Title IX or this Policy. Intimidation, threats, coercion or discrimination – including making charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report of complaint of sex discrimination or a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege secured by Title IX – constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Nor is it retaliation to charge an individual with a Code of Conduct violation if the College finds that the individual made a materially false statement in bad faith in the course of a grievance proceeding under this Policy, provided that a determination regarding responsibility, standing alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Retaliation will not be tolerated and may result in severe sanctions, including discipline, suspension, expulsion, termination of employment or revocation of tenure, or an additional charge.

SECTION 3: Reporting Sexual Harassment, Discrimination, or Retaliation

All college employees (faculty, staff, administrators) are expected to immediately report actual or suspected harassment, discrimination or retaliation to a Title IX Coordinator, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, licensed counselors can maintain confidentiality – meaning they are not required to report actual or suspected harassment discrimination or retaliation to appropriate university officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following are two reporting options:

Confidential Reporting Options

If a reporting party would like the details of an incident be kept confidential, they should speak with a licensed counselor, members of the clergy and chaplains, or off-campus rape crisis resources. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line). Those who are able to maintain confidentiality will do so except in extreme cases of immediate threat or danger or in the abuse of a minor.

If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to inform you of their duties, and help you make decisions about who can best assist you.

Personally identifiable information will be shared in the event that the incident reveals a need to protect you or other members of the community. If personally identifiable information is shared, it will only be shared as necessary with as few people as possible, and all efforts will be made to protect your privacy.

Formal reporting options

Reporting parties are encouraged to file a formal complaint of sex/gender-based harassment, discrimination or retaliation at www.glenoaks.edu by clicking on the Report a Concern tab on the home page. This report submits to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above), or another school administrator, with whom the reporting party feels comfortable to make a complaint. Students and employees have the right to have incidents of sexual harassment, discrimination or retaliation investigated and properly resolved through a grievance process. Information will be shared as necessary with the Complainant, Respondent, and appropriate college administrators who play a role in the grievance process.

If a victim wishes to remain anonymous, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request that no investigation take place but will maintain confidentiality to the extent possible. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer supportive measures, but will not otherwise pursue formal action. A complainant/reporting party has the right, and can expect, to have reports taken seriously by the College, and when formally reported, to have those incidents investigated and properly resolved through these procedures.

SECTION 4: College Reporting Obligations

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical

information must be passed along to campus law enforcement regarding the type of incident and its general location for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include student/conduct affairs, campus law enforcement, local police, coaches, student activities staff, human resources staff, academic advisors, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident using Clery location categories and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to any member of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the above paragraph.

SECTION 5: Grievance Process for Sex Discrimination

Any student or staff member who believes that they have been subjected to (or witnessed) sex discrimination in any program or activity of the College should report that concern at www.glenoaks.edu by clicking on the Report a Concern tab on the home page. This report goes to the College's Title IX Coordinator, who will review the allegations made and determine if they fall within the scope of this Policy or would constitute some other Code of Conduct violation. Reporting parties may also contact a Title IX Coordinator (as described above) in person, by mail, by email or by using the contact information for the Title IX Coordinator described above. If the concern involves a Title IX Coordinator and you do not feel comfortable reporting to one of the other Title IX Coordinators, a report may be made to the President of the College.

Within five (5) business days of receiving a complaint, the Title IX Coordinator will determine whether any supportive measures are necessary, work on implementing those supportive measures, and initiate an investigation. The investigation, which will be conducted by the Title IX Coordinator or his/her designee, will include interviews of witnesses deemed necessary by the investigator as well as review of relevant evidence. Absent unusual circumstances (e.g., unavailability of witnesses), the investigation will be completed within 60 business days. At the conclusion of the investigation, the investigator will prepare a report that summarizes the factual evidence gathered and makes a determination of whether there is sufficient evidence to conclude— by a preponderance of evidence (i.e. “more likely than not”) - that sex discrimination occurred in one of the College's programs or activities.

If the Title IX Coordinator did not act as the investigator, the investigator will provide a copy of the Report to the Title IX Coordinator and the parties. Within five (5) business days of receiving the report, the Title IX Coordinator (if not the investigator) will adopt, modify or reject the investigator's conclusions and provide notice to the parties of that decision. The Title IX Coordinator will also determine what remedial actions (if any) may be necessary to end any sex discrimination that occurred, prevent its recurrence and redress any continuing effects of the discrimination.

Both parties will have the right to file a written appeal of the Title IX Coordinator's decision to the President of the College. An appeal must be submitted, in writing, to the Title IX Coordinator within five (5) business days after the date of the Title IX Coordinator's report or notification. The decision of the President is final.

Retaliation against a person for making a good faith complaint of sex discrimination is strictly prohibited. Any complainant who believes that he/she has been retaliated against for making a complaint of sex discrimination under this Policy should notify the Title IX Coordinator and that complaint will be handled according to the grievance procedures provided in this Section.

SECTION 6: Grievance Process for Sexual Harassment

A formal complaint of sexual harassment may be filed with the Title IX Coordinator in person, by mail, by email or by using the contact information for the Title IX Coordinator described above, but the College strongly encourages submission of reports through the Report a Concern option at www.glenoaks.edu. The Title IX Coordinator reserves the right to file a formal complaint should the complainant decline to file a formal complaint. The Title IX Coordinators are the school officials charged with authority to institute corrective measures for violation of this Policy, but all College employees are obligated to report incidents of sexual harassment of which they become aware, unless they have a recognized confidentiality privilege, such as serving as a licensed counselor for the College. Further, students and guests who have observed or been made aware of sexual harassment are encouraged to report such incidents.

The formal complaint should clearly and concisely describe the conduct that the complainant believes constitutes sexual harassment; the identities of the parties involved in the incident, if known; the date and location of the incident, if known; and the desired remedy sought. The formal complaint should contain the name and contact information for the complainant if available. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the complainant should submit any supporting materials as quickly as is practicable.

Part I: Actions upon Receipt of a Formal Complaint

Upon receipt of a formal complaint, the Title IX Coordinator will:

1. Initiate the investigation process by reviewing the allegations contained in the formal complaint. The formal complaint will be dismissed for lack of jurisdiction if the conduct alleged (1) would not constitute sexual harassment, as defined by Title IX regulations and described in this Policy, even if proved; (2) did not occur in the College's education program or activity; or (3) did not occur against a person in the United States. The Title IX Coordinator will, however, consider whether the alleged conduct may violate the College's Code of Conduct, and if it may, refer the complaint for handling under the Code of Conduct.
2. Review if any immediate steps need to be taken for the safety of any student or other individual arising from the report of sexual harassment. If emergency removal is necessary due to an immediate threat to physical health or safety, the Title IX Coordinator will provide respondent(s) with notice of the decision to remove respondent(s) from campus and the opportunity to challenge the decision immediately following the removal.
3. Provide a Notice of Allegation to the parties of:
 - a. The College's grievance process, including the informal resolution process.

- b. The sexual harassment allegations, including the identities of the parties involved, if known; the conduct alleged to be sexual harassment; and the date and location of the incident, if known. If, during the course of the investigation, the College decides to investigate additional allegations that were not included in this initial notice, the College will provide notice of those additional allegations to the parties.
 - c. The fact that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
 - d. The parties' right to have an advisor of their choice, who may be, but is not required to be, an attorney and who will be permitted to inspect and review evidence obtained as part of the investigation that is directly related to the allegations made in the formal complaint.
 - e. The provisions in the College's Code of Conduct that prohibits making false statements or knowingly submitting false information during the grievance process.
4. Provide supportive measures, as needed, to both the complainant and respondent.
 5. Assign an investigator to the case
 - a. The investigator may be one or more individuals. If there is more than one investigator, they shall be present at all meetings. The assigned investigator(s) will have received all requisite training and will be free of bias and conflict of interest.
 6. Monitor the investigation's progression and completion.

Part II: Formal Investigation Process and Protections

Within five (5) business days of the College's receipt of a formal complaint, the investigator will initiate an investigation. The investigator will ensure that the burden of proof and gathering of evidence rests on the College, not the parties, understanding that the College cannot access, consider, disclose or otherwise use a party's treatment records without that party's voluntary, written consent.

Each of the parties will have an equal opportunity to present evidence and witnesses, including fact and expert witnesses. The investigator will not restrict the ability of either party to discuss the allegations under investigation or their ability to gather and present relevant evidence.

The investigator will conduct interviews (and follow-up interviews, as needed) with the parties and relevant witnesses. Prior to any investigative interview or other meeting where a party is invited or expected to attend, the investigator will provide advance, written notice of the date, time, location, participants and purpose of the meeting, with sufficient time for the party to prepare to participate.

Absent unusual circumstances (e.g, school closure, unavailability of witnesses, delay caused by criminal investigation), the investigation will be completed within 60 business days. Any time the general timeframe for resolution outlined in this Policy will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and the anticipated time needed as a result of the delay.

Part III: Investigation Meeting Details

1. Each meeting will be held privately and closed to the public. At no time during the

- investigation will the respondent and the complainant be in the same room.
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
 3. The parties will be allowed an advisor of their choice to be present during all administrative meetings and hearings.
 - a. The complainant and respondent must select an advisor of their choice, which, at their own expense, may include an attorney.
 - i. If either party does not have an advisor, the College will provide one at the request of the student at no cost to the involved party.
 - ii. All advisors provided by the college are employees who are trained to serve in this function. The college will not provide legal counsel for the student.
 - iii. If an involved party is a minor, a parent/guardian, as well as an advisor, may attend all meetings.
 - b. During investigative meetings, the advisor may only speak with their party in a way that does not disrupt the meeting. At no time will they be allowed to speak on behalf of the party unless deemed necessary or appropriate by the Investigator.

Part IV: Investigation Summary Report

At the conclusion of the formal investigation, the investigator will complete an investigation summary report. Prior to completion of the report, the investigator will send each party and his/her advisor (by electronic format or hard copy) a copy of the evidence obtained during the investigation that directly relates to the allegations in the formal complaint, regardless of the source of that evidence or whether the investigator intends to rely upon it. The parties will be given at least 10 days to submit a written response, which the investigator will consider when completing the investigation report.

The investigation summary report, which will fairly summarize the evidence, will be provided to the complainant, respondent, and advisors at least 10 days prior to the live hearing. Both parties will have the opportunity to review that report and respond in writing.

At least 10 days after the investigation summary report was distributed to the parties, the investigator will submit the report (as well as the parties' responses to the report, if any) to the Hearing Chair.

Part V: Informal Resolution

As part of the College's formal grievance procedure, at any time after a formal complaint has been filed, the parties may agree to participate in an informal resolution process. Through that informal resolution process, the College would be authorized to facilitate a mediation or other informal resolution between the parties that would not involve a full investigation and adjudication. Informal resolution is *only* permitted where the College:

1. Provides a written Notice of Informal Resolution to the parties of (1) the allegations of the formal complaint, (2) the requirements of the informal process (including that a party may withdraw from the informal process at any time, but once the parties have agreed to a resolution, the parties may be precluded from resuming the formal complaint process - i.e., the full investigation and adjudication - based on the same allegations); and (3) any consequences that would result from participation in the informal resolution process,

- including that records may be maintained or shared;
2. Obtains both parties' voluntary, written consent to the informal resolution process.

Informal resolution may not be used to resolve complaints alleging that an employee sexually harassed a student. In cases where informal resolution is permitted, it will be strictly voluntary, and will not be required of any party as a condition of enrollment or continued enrollment, employment or continued employment or any other right.

Part VI: Hearing

For formal complaints, unless resolved through the informal resolution process, a live hearing will be conducted by a Decision-maker (or Decision-making Panel) before a determination of responsibility is made. The hearing may be conducted by a sole Decision-Maker or by a Decision-making panel, at the Title IX Coordinator's discretion. If there is a Panel, the Title IX Coordinator will select a Hearing Officer who will serve as the Chair of the Decision-making Panel. The Hearing Officer will manage the hearing and make evidentiary rulings.

At the live hearing, each party's advisor will have the opportunity to ask the party questions relevant to the allegations of the formal complaint. Questions about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless those questions or evidence: (1) are offered to prove that someone other than the respondent committed the conduct alleged by complainant; or (2) concern specific incidents of complainant's prior sexual behavior with respect to respondent and are offered to prove consent. Cross examination of parties and witnesses will be conducted directly, orally and in real time, but a party or witness will not be required to *answer* any such question until the Hearing Officer has considered the question and deemed it relevant. If a question is deemed irrelevant, the Hearing Officer will explain why. A party may not directly cross-examine another party or witness.

Although the hearing will be conducted in a live setting and in real time, at the request of a party, the parties will be located in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously observe (through sight and sound) the witness answering questions. The College may also, in its discretion, conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. All live hearings – whether conducted with participants in the same geographic location or virtually – will be recorded audio visually or transcribed. That recording or transcript will be available to parties for inspection and review.

At the conclusion of the hearing, the Decision Maker (or Panel) will deliberate and determine if the respondent is responsible for the alleged violation, using the preponderance of evidence ("more likely than not") standard. In making this determination, the Decision-maker (or Panel) may consider statements made by parties and witnesses during the investigation, electronic exchanges between parties leading up to the alleged sexual harassment, and relevant statements about the alleged sexual harassment, regardless of whether the parties or witnesses submit to cross examination at the live hearing. The Decision-maker (or Panel) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing. The Decision-maker (or Panel) will not, however, make an inference about responsibility based solely on a party's or witness's absence or refusal to testify at the hearing. In other words, the Decision-maker (or Panel) will not assume that a respondent sexually harassed the complainant solely because the respondent refused to testify at the hearing; nor will the Decision-maker (or Panel) assume that the respondent did not sexually

harass the complainant solely because the complainant refused to be cross-examined.

After reaching a determination of responsibility, the Decision Maker (or Panel) will simultaneously issue to both parties a written determination that:

1. Identifies the allegations potentially constituting sexual harassment under this Policy.
2. Describes the procedural steps taken by the College throughout the grievance process.
3. Provides findings of fact supporting the determination.
4. Provides conclusions regarding the application of the College's policy to the facts.
5. States the determination as to each allegation as well as the rationale for that determination; and
6. Explains the College's appeal procedures and bases for appeal.

Part VII: Sanctioning

Once the determination of responsibility is made, if party has been found responsible for violating this Policy, the Title IX Coordinator will implement appropriate remedies to end the harassment, prevent its recurrence and redress the effects of the harassment experienced by the complainant.

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by security (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay
- Exclusion
- Expulsion
- Degree revocation
- Termination of employment
- Revocation of tenure

- Termination of contract (for contractors)

The College may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff/Faculty Handbooks, Student Handbook, collective bargaining agreements, other policies or handbooks that may be developed over time, or contracts.

In addition, the College may take steps to remediate the effects of a violation on victims and others. Following an investigation, the College may extend interim protective measures and accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual harassment or misconduct, prevent the recurrence of any sexual harassment or misconduct, and remedy the effects of the sexual harassment or misconduct on the complainant and the College community. Such measures may include, but are not limited to, the interim measures and accommodations referenced in this policy, as well as counseling, training, and other preventative measures.

Part VIII: Appeal and Final Outcome

If either party disagrees with the determination of responsibility, the party or their advisor may file an appeal within 5 business days of the date stated on the Determination Letter.

Appeals are [only] permitted for the following reasons:

1. Procedural irregularity that affected the outcome.
2. New evidence, which was not reasonably available prior to the determination being made and which could affect the outcome, has become available.
3. The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias that affected the outcome.

The appeal should be titled “Appeal” and directed to the Title IX Coordinator, who will assign the appeal to an individual or Panel (not the Investigator, Title IX Coordinator or Decision-maker/Panel) who has received requisite training and is without conflict of interest or bias (“the Appellate Officer”).

Once an appeal has been filed, each party will have the opportunity to submit a written statement in support of (or challenging) the outcome. That statement should be provided to the Title IX Coordinator within ten (10) days of the Determination Letter. The letter will then be forwarded to the Appellate Officer. The Appellate Officer will issue a written decision – simultaneously to both parties – describing the result of the appeal and rationale for the decision within ten (10) business days of the date the parties’ written statements were due.

The determination of responsibility will be considered final when: (1) neither party files a written appeal with the Title IX Coordinator within the timeline for appeal required in this Part; or (2) the individual or Panel designated to decide the appeal has issued a written decision, whichever occurs last.

SECTION 7: Additional Policy Provisions

Attempted violations

In most circumstances, the College will treat attempts to commit any of the violations listed in this policy as violations of the policy.

College's Right to Sign a Formal Complaint

As necessary, the Title IX Coordinator reserves the right to sign a formal complaint without a formal complaint by the person alleging that respondent violated this Policy.

False Reports

Glen Oaks Community College will not tolerate intentional false reporting of incidents. It is a violation of this Policy, the Student Code of Conduct and employee handbook to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Encouraging Reporting for Complainant, Respondents, and Witnesses

The college community encourages the open, honest and accurate reporting of violations of college policies, and understands that complainants, respondents or witnesses are sometimes hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be charged with policy violations, such as underage drinking, that occurred at the time of the incident. To promote open, honest and accurate reporting, it is the College's policy *not* to impose disciplinary penalties on complainants, respondents, and witnesses for minor policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses in such cases.

Right to Privacy

This Policy will be implemented consistent with students' rights under the Family Educational Rights and Privacy Act ("FERPA"), but to the extent any requirement of FERPA would conflict with a student's constitutional rights or rights under Title IX, the College will adhere to the constitution and/or Title IX.

Approved by the Board of Trustees 8/13/20, revised 8/25/21.