SERIES 3.00 - STUDENTS

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Glen Oaks Community College is committed to the philosophy that an education is not only a privilege but also a right. Each and every person is entitled to the opportunity to develop his/her greatest potential. As a result, the College serves a diverse student body of varying ages, interests, abilities and potential.

All high school graduates and those who have satisfactorily completed the General Education Development Examination are eligible for admission to Glen Oaks Community College. Others may be admitted if they demonstrate the interest, capacity and maturity to benefit from the programs and courses offered by the College. Non-high school graduates are encouraged to take the General Educational Development (GED) test. Students admitted to Glen Oaks may be required to make up certain deficiencies, and the college reserves the right to require special courses when deemed to be in the best interest of the student’s academic success. Course placement evaluations are given to assist students in enrolling in the appropriate classes. These evaluations are given in reading, writing and math.

**Admission of New Students**

Admission to Glen Oaks does not necessarily guarantee admittance to a specific course or program of study. A person desiring admission to Glen Oaks Community College must submit a completed application to the Admissions Office.

A minor student under the age of 18 who has provided evidence that he/she has completed the required courses to obtain a graduation diploma or GED, may be admitted as a new student. It is essential to have a signed consent by a parent or guardian; each applicant will be handled on a case-by-case basis.

An official high school transcript or GED score report should be mailed directly from the high school or GED-granting institution to the Admissions Office. Transcripts are used for academic advising, course placement, and acceptance into specific programs. The request for a high school transcript applies only to students who have graduated within the last 10 years unless special circumstances require a transcript on file.

New Student Orientation is mandatory for all new students. Orientation is available online or on campus prior to the start of each term. Students must complete orientation prior to registering for classes.

New student orientation is mandatory for all new students. Orientation is available on campus prior to the start of each term. Students must complete orientation prior to registering for classes.

Accepted students are expected to meet with a college advisor to plan an academic program. New students may need to participate in the Course Placement Evaluation prior to meeting with an advisor. Placement testing may be waived if the student provides qualifying ACT or SAT scores or has earned a prior degree.

**Admission of Transfer Students**

A student who has attended another college or university must apply for admission by completing the Glen Oaks Community College admission application.

Transfer students must submit an official high school transcript or GED score report as indicated in the admissions transfer students process. Transfer students should submit an official college transcripts from
each college previously attended. Transcripts are used for academic advising, course placement, acceptance into specific programs, and transfer of credit. Transcripts must be mailed directly from the high school/college(s) to the Admissions Office.

Participation in the Course Placement Evaluation is expected, unless students have met course prerequisites or have earned a prior degree.

A minimum of fifteen (15) academic semester hours of credit must be earned at Glen Oaks if a degree or certificate is to be granted.

Reverse Credit
(Credit When It’s Due – CWID)

Reverse Transfer is a process where academic credits for course work completed at a four-year university are transferred back to your community college to satisfy associate degree requirements.

Some students transfer prior to completing an associate degree at a community college, with a percentage of this group gaining a bachelor’s degree eventually through a combination of credits from both institutions.

Through Reverse Transfer, a student’s academic achievements are recognized with an associate degree after they have transferred to a four-year school and have accumulated credits needed to fulfill the two-year degree program requirements.

Glen Oaks Community College currently has Reverse Transfer Agreements with:
- Ferris State University
- Grand Valley State University
- Western Michigan University

Contact the Registration and Records Office at Glen Oaks to learn more. (888-994-7818)

Admission of International Students as College Guests

International students attending another college or university who wish to study at Glen Oaks Community College as guest students must do all of the following:

1. Submit either a Glen Oaks Application for Admissions or a completed Michigan Uniform Undergraduate Guest Application. The Guest Application is available at Glen Oaks or the college/university last attended by the applicant. Note: A Guest Application is valid only for one semester.
2. Be evaluated to determine skill levels in writing, reading and mathematics.
3. Meet with the international student advisor to address any immigration issues and for approval. (Admission to Glen Oaks is subject to compliance with U.S. Immigration Regulations.)
4. Meet with the International Student Advisor for academic advisement.
5. Enroll in the courses recommended by the International Student Advisor.
Admission of Former Students

Students who are returning to Glen Oaks after a three-year absence must reapply for admission in order to update student and program information. Former students should see an academic advisor before they register so they can be apprised of any changes in degree or certificate requirements. The Registrar should also be notified of any address or name changes.

Admission of College Guest Students

Students attending another college or university and wish to study at Glen Oaks Community College as a guest student must submit either a Glen Oaks Admissions Application or a completed Michigan Uniform Undergraduate Guest Application. The guest form is available at Glen Oaks or the college/university last attended by the applicant. A Guest Application is valid for only one semester.

Admission of High School Guest Students

If a student is 17 years of age or younger and is interested in taking courses at Glen Oaks, the student must:

1. Complete the High School Guest/Dual Enrollment Application.
2. Take the Course Placement Evaluation.
3. Meet with a Glen Oaks advisor who will:
   a. Review the results of the Course Placement Evaluation.
   b. Determine whether course prerequisite requirements are met.
   c. Evaluate the approximate maturity level of the student.
4. High School Students/Guests Students 14 years of age or younger will need to obtain permission to enter classes from the appropriate Glen Oaks faculty or administration.

NOTE: Students enrolling in courses designed specifically for young people or non-credit continuing education courses or those electing to audit a credit class will not be required to submit the guest application. Glen Oaks Community College reserves the right to deny a student admission to a class based on their maturity level and/or the student’s Placement Evaluation scores.

Admission of Those in the Armed Forces

Glen Oaks Community College is a Military Friendly Institution. This means that Glen Oaks has designed its transfer policy to allow those individuals in the armed forces to minimize the loss of credit and to avoid duplication of coursework. For more information contact the SOC advisor at Glen Oaks Community College.

Glen Oaks Community College also participates in the Concurrent Admissions Program (ConAP). This program allows soldiers to be admitted to Glen Oaks Community College at the same time they enlist in the U.S. Army or Army Reserve. The admission agreement is in effect for two years following completion of active military service.
Admission of International Students

Applicants from foreign countries must submit a completed application for admission as well as an International application and packet:

Some requirements for International Admission are:
1. A certified English translation of all courses completed on the secondary and/or university level.
2. Certification of proficiency in the English language based on the test of English as a Foreign Language (TOEFL) for non-native English speakers.
3. A statement of financial solvency from the bank, parent or guardian while in the United States or an affidavit of support.

A complete set of requirements and standards are available from the Student Services Office for more complete details on the admission procedure.

International Students admitted to Glen Oaks are expected to maintain full-time status and comply with all Federal Institutional Student regulations.

Admission of Senior Citizens

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

- 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 and/or laboratory 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.

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.

Admission of Nursing Students

Glen Oaks Community College has a Laddered Associate of Applied Science in Nursing Degree Program. The laddered program consists of Level I (practical nurse program) and Level II (registered nurse program). In addition to meeting the general requirements of the college for admission, there are requirements pertinent to each level. After acceptance into the program, documentation of having met health guidelines must be submitted and remain current for the duration of the program.
Glen Oaks Community College admits to both levels concurrently. Qualified applicants may enter either of these levels as a means for meeting their educational goal. Graduates of Level I may progress directly to Level II if requirements are met. It offers those students, as well as current Licensed Practical Nurses, the opportunity to continue with their education at Level II to meet the requirements for RN licensure.

Policies and guidelines reflecting the nursing program policies shall be published in the Nursing Program Handbook which is issued to each student at the initial orientation class. Students must sign the handbook receipt form indicating they have received a copy.

**Admission Requirements for Nursing Students**

1. Complete the admission process for Glen Oaks Community College.
   - Complete college admission application
   - Complete the Course Placement Evaluation, given free of charge and administered by the Tutoring and Testing Center
   - Meet with the Director of Nursing (DON)

2. Submit a transcript verifying high school completion or scores of the General Education Development (GED) examination to the DON.

3. Submit a transcript from all other institutions of higher education that were attended to the DON.

4. Complete the required prerequisite courses **prior to entering** the Nursing Program. Each of the following must be completed with a grade of 2.5 (C+) or better each semester:
   - High school algebra (2 semesters) or its equivalent; for example MTH 100 and placement into MTH 104 Intermediate Algebra or higher on the Course Placement Evaluation.
   - High school chemistry (2 semesters) or its equivalent; for example CHEM 130 at Glen Oaks Community College (within 5 years)
   - BIO 210 Human Anatomy & Physiology I
   - BIO 211 Human Anatomy & Physiology II
   - PSY 210 Human Growth & Development
   - BIO 121 General Biology I
   - ALH 218 Medical Terminology

5. Submit to the DON a Nursing Application by 4:00 p.m. on December 1st or the closest business day before December 1st, **of the year prior to the planned entrance to the program**.

6. Take the pre-admission examination administered by the Nursing Division of Glen Oaks Community College and achieve the required minimum score.

6. Applicants are ranked to determine selection. Ranking is determined by the numerical total of the pre-admission score and the GPA of prerequisite courses for Level I or GPA of LPN program and score on the pre-admission exam for Level II. Entrance ranking formula consists of the following: TEST score percentage = 75%, GPA of the pre-requisites = 25%.
8. Priority for admission will be given to highest ranked applicants.

9. When equally ranked applicants exceed available seats, the following criteria in descending order will be used to determine admission:
   a. in-district applicant
   b. date nursing application was received
   c. date Glen Oaks admission application was received

10. Acceptance into Level I or II is conditional until documentation supports the student has met the following health guidelines:
   a. Passing a physical examination
   b. A record of current immunizations per the immunization policy
   c. A current CPR for the health care provider card from the American Heart Association ONLY.
   d. Both the CPR card and the immunizations must be kept current for the duration of the program.
   e. All of the above must be submitted prior to start of classes

11. Also, acceptance into Level I or II is conditional on a negative criminal background investigation and a negative drug plus alcohol screen.

12. Liability insurance is required for all students and is carried through GOCC. Students are charged per semester for this coverage. This fee is paid at the time of registration for classes.

13. Seats are limited and set by the Michigan Board of Nursing. Enrollment in Level I is limited to 40 students. Level II is limited to 30 students at this time. Priority for admission will be given to the highest ranked applicant.

14. **Additional requirements for present Level I nursing students seeking admission to Level II:**
   Submit a formal typed letter indicating a desire to advance into the Level II program after successful completion of the 2nd semester of the Level I program. This should be submitted no later than January 15th or the closest business day previous to 1/15 to the DON. Pass the NCLEX-PN examination upon completion of Level I and submit a copy of license when received. This must be completed immediately after graduation and before the start of 2nd semester of Level II.

15. **Additional requirements for advanced standing nursing students (present LPN):**
   - Submit a formal typed letter indicating a desire to advance into the Level II program with a copy of a current LPN license to the Director of Nursing.
   - Have employer send confirmation of 540 hours of employment within the last year as an LPN (acute care, medical/surgical clinical experience is strongly recommended). Individuals who do not meet the employment requirements may be evaluated by the Director of Nursing and Faculty for admission.
• Have completed a nursing pharmacology course with a 2.5 or 80% or higher. Graduates from a program with integrated pharmacology course may take a standardized comprehensive examination and pass with a 80%. This test can be taken one time. The student is responsible for the cost of the exam. Tuition must be paid if the student is to receive GOCC credit toward a degree if the exam is passed.

• Meet prerequisites for non-nursing courses required for Level II prior to semester in which that course is required in nursing curriculum sequence, i.e. BIO 121 Biology is a prerequisite to BIO 230 Microbiology. BIO 210 Anatomy & Physiology I, and BIO 211 Anatomy & Physiology II are pre-requisites to BIO 212 Pathophysiology. BIO 212 Pathophysiology is required before entrance into Level II.

• Complete PSY 210 Human Growth and Development or its equivalent, if not part of the original program.

**Readmission to the Nursing Program**

Nursing students who have withdrawn from either level of the nursing program, for any reason, are not guaranteed readmission. It is in the best interest of the student to reapply for admission to the next admitted class. A student who exits the nursing curriculum and seeks readmission must submit a formal typed letter requesting readmission to the Nursing Readmission Committee in care of the Director of Nursing. Included in the letter should be a statement identifying:

a. The nature of the circumstances leading to exit from the program
b. Interventions that have led to resolution of circumstances that led to exit from the program.

Conditions for readmission include resolution of the initial problem that led to withdrawal or dismissal, clinical space available, and sequence on a waiting list based on date of completion of the readmission requirements.

If accepted in the next immediately occurring class the student will be:

a. Required to repeat any courses in the nursing curriculum for which he/she received a grade of less than 2.5, WP, or 0.0
b. Advised to repeat any nursing courses for which he/she received a grade of less than 3.0
c. Allowed the choice of auditing, repeating*, or not repeating any course of 3.0 or higher.

*If a course is repeated, it is possible to replace a lower grade with one that is higher and improve one's GPA. The cost of auditing and retaking a course is the same.

If the application for readmission occurs beyond the next class admission date, the student will not receive advanced placement. Admission procedures must be followed and requirements must be met. All previously completed nursing courses that include a clinical component must be repeated.

Students who drop out from the program for more than one year will be under the new catalog when returning.
If a student is denied readmission by the Nursing Readmission Committee, the student may appeal that denial pursuant to the College’s Due Process Procedure. If as a result of any such appeal a student is readmitted, the Nursing Department reserves the right to require the student to repeat any nursing course in which the student received a grade below 3.0.

Appeals to the decision for readmission must be made in writing and sent to the Dean of Academics & Extended Learning.

**Right to Know**

Information about completion rates of certificate or degree-seeking students is available in the Registrar’s Office and/or Institutional Effectiveness & Research Analyst Office.

Adopted by Board of Trustees 1/13/93, revised 4/10/96, revised 9/14/05, #11 revised 4/12/06, revised 7/19/11, revised 9/17/14, 8/12/15.
NEW STUDENT ENROLLMENT POLICY

New students to the College are now limited to the date of registration/entry to 3 business days prior to the first day of classes beginning of each semester/accelerated semester. New students are first-time GOCC students (including former dual-enrolled students), returning students who have not attended GOCC for more than three years, college guest students, and transfer students.

This policy will become effective Winter 2016. New students who register late historically do not perform well academically, and this initiative is intended to ensure the students’ success. Students will be advised of their option for attendance which includes registering for half-semester courses which begin at the mid-way point of the given semester as appropriate or to prepare to enroll the following semester. Students do have an appeal process through the Dean of Academics and Extended Learning to request to be allowed to register later based on special circumstances. Students with special circumstances should complete the “Late Registration Petition” form, located on-line and in the Student Services area.

Adopted by Board of Trustees: 10/14/2015
Placement Evaluation

Most students need to take a course placement evaluation prior to enrollment. Besides the College’s test, other valid instruments may be used. Placement scores are essential for proper advising and course placement decisions. Glen Oaks Community College reserves the right to require special courses, when it is in the best interest of the student’s academic success. The course placement exam will help identify student strengths and weaknesses before beginning classes at the College.

PLACEMENT EVALUATION

A student is required to take the placement evaluation, unless:

1. The student has documented a bachelor's degree or higher from an accredited institution.
   OR
2. The student is enrolling only in a course for which he or she has met the prerequisite by transferring math credit taken within five years from another college.
   OR
3. The student is enrolling only in a course for which he or she has met the prerequisite by transferring English credit taken within ten years from another college.
   OR
4. The student is enrolling only in courses with no prerequisites.
   OR
5. The student is taking courses from Continuing Education or the Center for Business Services.
   OR
6. The student has received the minimum ACT or SAT1 scores listed below.

<table>
<thead>
<tr>
<th>American College Testing (ACT)</th>
<th>College Entrance Examination Board (SAT1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Verbal</td>
</tr>
<tr>
<td>19 or greater</td>
<td>450 or greater</td>
</tr>
<tr>
<td>Reading</td>
<td>Mathematics</td>
</tr>
<tr>
<td>19 or greater</td>
<td>560 or greater</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>23 or greater</td>
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</tbody>
</table>

Additional assessments may be required by the Academic Division offering the degree or certificate.

Adopted by Board of Trustees May 8, 2002, revised 9/14/05, reviewed 9/17/14
ACADEMIC ADVISING

Academic Advisors are available to help students clarify their educational goals and to identify what courses they need to take to meet certificate or degree requirements. During registration periods, academic advisors are available on a walk-in basis; no appointment is necessary. During non-registration periods, students should make an appointment for academic advisement by calling the Student Services Office.

Academic advising may be required of the following categories of students:

1. New or transfer students who are enrolled in a degree program, certificate program or who are undecided.
2. Students with no high school diploma and no GED.
3. Students who are high school guests and/or dual enrolled.
4. Students who are nurses.
5. Students who were tested into an academic foundations basic course.
6. Students who meet the following criteria:
   - Veterans
   - Students receiving Trade Readjustment Act (TRA) Benefits
   - International Students
   - Single Parents/Displaced Homemakers/Sex Equity Participants
   - Special populations (i.e., as defined by Perkins Grant Legislation)

Curriculum guides for degrees and certificates are available in the Student Services Office. Students are encouraged to use the Curriculum Guides to monitor their own progress and to identify courses they have yet to take.

July 1992, revised 9/14/05, 9/17/14
Academic Standing Policy

[The following Academic Standing Policy does not apply to certain Allied Health and Nursing programs since they have their own academic standards for admission to, continuing in, and being dismissed from their programs.]

The Glen Oaks Community College Academic Standing Policy is intended to assist Glen Oaks Community College students to succeed in their studies, to assure that they are realistically able to meet the minimum 2.0 grade point average required for graduation, and to maintain the academic integrity of Glen Oaks Community College. Toward this end, Glen Oaks has adopted the following Academic Standing Policy:

**Academic Good Standing:** Students with a calculated cumulative GPA of 2.0 or above will be considered in Good Standing.

**Academic Caution:** Students with 1-20 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Caution and sent a letter strongly encouraging them to meet with a Success Coach or Academic Advisor to address the situation.

**Academic Intervention:** Students with 21-40 attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Intervention. Students on Academic Intervention will only be allowed to enroll in three courses (no more than 9 credit hours) unless they meet with a Success Coach or Academic Advisor to develop an Academic Success Plan. Academic Success Plans must be created no later than two weeks prior to the semester in which the students wish to enroll.

**Academic Restriction:** Students with 41 or more attempted credit hours and a calculated cumulative grade point average below 2.0 will be placed on Academic Restriction. Students on Academic Restriction will only be allowed to enroll in two courses (no more than 6 credit hours) unless they meet with a Success Coach or Academic Advisor to develop an Academic Success Plan. Students on Academic Restriction who do not meet with a Success Coach or Academic Advisor to develop an Academic Success Plan and/or whose term grade point average is below a 2.0 will be moved to Academic Suspension.

**Academic Suspension:** Students on Academic Suspension will be sent a certified letter notifying them of their academic standing and of the requirement to sit out a minimum of one semester before being allowed to enroll in any future courses at Glen Oaks. Prior to enrolling in future courses, students on Academic Suspension must meet with a Success Coach or Academic Advisor to discuss steps they will take to be academically successful. Students who return after sitting out a semester will only be allowed to enroll in two courses (no more than 6 credit hours) per semester.

Reviewed/approved by Board of Trustees: 12/14/2016.
Appeal Process

Academic Suspension may be appealed to the Assistant Dean of Students who will form a committee to determine if the appeal will be granted. A granted appeal only means an exception is made to the requirement that the student sit out one semester. All appeals must be made in writing no later than 30 days from the date of the suspension letter and shall be processed no more than 30 days from receipt of the appeal. Appeal forms are available from Success Coaches or Academic Advisors and must be completed by both the student and Success Coach or Academic Advisor. Late appeals (appeals submitted in writing more than 30 days from the date of the suspension letter) shall not be granted for the following semester. Late appeals will be considered only after the student has sat out at least one semester. No more than two appeals per student will be considered.

Returning to Glen Oaks Community College after Suspension or a Granted Appeal

Students who return to Glen Oaks Community College after sitting out a minimum of one semester on Academic Suspension, or students who successfully appeal their Academic Suspension, will be limited to a maximum of six credits hours during the semester in which they return. Students who do not maintain at least a 2.0 calculated grade point average during the semester in which they either return from suspension, or are granted an appeal to the suspension, will remain in the Suspension category.

Revised 10/31/16
Approved by Board of Trustees: 12/14/2016.
TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

A student may request the transfer of credits earned at other institutions by requesting the Registrar to evaluate the official transcript of credits. An official transcript is one that has been received directly from the issuing institution. It must bear the college seal, date, and an appropriate signature or appropriate electronic-transfer. These credits will be evaluated and transferred only after the student has officially submitted an application for admission to Glen Oaks Community College. A maximum of forty-seven (47) credits may be transferred per student.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a grade of 2.0 or higher may be transferred.

Credits over 10 years old may not be accepted. The Registrar may request the student to take course placement evaluation exam to find how much knowledge the student has retained.

The student has the responsibility to have an official copy of his/her transcript sent directly to the Office of the Registrar, accompanied by a copy of the catalog (or course descriptions) sent by the college(s) the student is seeking transfer credit for, covering the period of study.

Glen Oaks will consider transfer of credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Postsecondary Education. The College reserves the right to deny credit to the student. The student must submit an Application for Admission to Glen Oaks Community College before transcripts will be evaluated.

1. Departments may waive prerequisite requirements allowing for credit.
2. Only elective credit may be given for academic foundation course.
3. All transcripts must be in English or from an acceptable translation service.
4. No hand carried transcripts will be evaluated.
5. Students are encouraged to see the Registrar about any questions or problems concerning the evaluation. A student shall have 15 days to bring problems to the Registrar's attention.

When courses transfer from other institutions to Glen Oaks, there is not always an exact equivalent at Glen Oaks. When there is no course equivalent, the general discipline of the course will be used. For example, natural science without lab, humanities, social science, business, technology, math or elective credit.

Adopted by Board of Trustees July 1992, 1/13/93, revised 9/14/05, 9/17/14
**TRANSFER OF CREDITS / EVALUATING TRANSCRIPTS FROM OTHER INSTITUTIONS**

The transferability of credits earned at other institutions may be determined by requesting that the Registrar evaluate official transcripts of credit. An official transcript is one received directly from the issuing institution bearing the college seal, date, and an appropriate signature or appropriate electronic-transfer. These credits will be evaluated and transferred only after the student has officially submitted an Application of Application for Admission to Glen Oaks Community College. A maximum of 47 credits may be transferred per student.

If the credits are over 10 years old, the student will be asked to do a placement evaluation to determine course transfer.

Grades and honor points are not transferable and will not be used in computing grade point averages at Glen Oaks. Only classes with a 2.0 (C) or higher may be transferred to Glen Oaks.

It is the student’s responsibility to have an official copy of his or her transcript sent directly to the Office of the Registrar, accompanied by a copy of the catalog from the college(s) the student attended (or course descriptions) covering the period of study.

Glen Oaks will transfer credits from institutions currently recognized by the American Council on Education in the directory called Accredited Institutions of Post-Secondary Education.

Students with international transcripts will be asked to obtain evaluation of credits from an evaluation service to determine possible transfer of credits.

When students transfer from other institutions to Glen Oaks, there is not always an exact equivalent at Glen Oaks. When there is no course equivalent, the general discipline of the course will be used. For example, a natural science with or without lab, humanities, social science, business, technology, math or elective credit.

Students are encouraged to see the Registrar about any questions concerning the evaluation.

July 1992, revised 9/14/05, 9/17/14
ADVANCED PLACEMENT

The Advanced Placement Program is administered by The College Board, a private educational agency. High schools wishing to participate in the program follow specific guidelines and offer students college-level course work. At the completion of this course work, an Advanced Placement Examination is administered. The results of this test are reported to the student, the secondary school, and to the college. The program expects that participating colleges will normally grant advanced placement or degree credit or both to candidates who have grades of 3.0 or better. The scale being used in defining this result is as follows:

- 5 = Extremely well qualified
- 4 = Well qualified
- 3 = Qualified
- 2 = Possibly qualified
- 1 = No recommendation

Glen Oaks cooperates with this program in that if the placement examination taken by the student is passed with a score of 3.0 or higher, a review will be made of a student's course of study. Advanced placement will be treated similarly to transfer credit and there is no charge for the credit transferred. The credit earned may count toward degree requirements. Students admitted to Glen Oaks will be notified of receipt of their score, if their score is 3.0 or higher. Students will be encouraged to work with the college advisors to help set up their program of study.

A maximum of forty-seven (47) semester hours of credit may be applied toward an associate degree through the Advanced Placement program. Advanced Placement Transcripts are sent to the Registrar. Transfer of Advanced Placement credits to another post-secondary institution is dependent on the policy in effect at the transferring college or university.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14
ADVANCED STANDING

Enrollment in a program of studies with advanced standing permits the student to select advanced courses only and does not grant college credit for those basic courses which may be bypassed. In all cases, the degree requirements regarding total credit hours remains as stated in the catalog.

All requests for advanced standing should be made to the Dean of Academics & Extended Learning prior to the period of enrollment in the advanced class.

Criteria for eligibility for advanced standing are:

1. Extensive training or experience in industry or business in a particular field. A portfolio of work experience will be evaluated upon request.

2. Completion of a specialized high school program in the specific area advanced standing is requested.

3. Completion of an approved training course or program in a branch of the military service, which is the same or equivalent to a basic course offered at Glen Oaks Community College.

The Dean of Academics & Extended Learning may require examples of work and/or a proficiency test in the subject matter area that advanced standing is requested. In all cases, the Dean of Academics & Extended Learning will advise the Registrar of his/her decision and copies of the request and decision will be placed in the student's personal file.

July 1992, revised 9/14/05, 9/17/14
(Position titles updated 07/0 & 9/17/14)
Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing a comprehensive examination in the subject matter area. Whether a course is eligible for credit by exam will be determined by the Dean of Academics & Extended Learning and the faculty who teach the course. The following steps must be taken: 1) Get a copy of the Credit by Exam Form (Form 3.08A) from the Registrar’s Office, 2) Obtain signatures from the full-time Instructor/Professor, Dean of Academics & Extended Learning and Registrar, 3) pay the Credit by Exam fee in the bookstore, 4) take the comprehensive exam, and 5) sign up for the class (within the add/drop period of a semester) and pay tuition and fees for the course. A grade will be issued based on the student performance on the comprehensive exam for the semester in which the exam was given. The fee for the exam is $50.00. If the student signs up for the class, the $50.00 fee will be applied towards the tuition charge.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14
(Position titles updated 07/02 & 9/17/14)
Students may receive credit for a course offered by Glen Oaks Community College by successfully completing a comprehensive examination in the subject matter area. Completion of this form by all parties listed and enrollment in the course, grants credit for the course to the student once the exam is passed. An exam will be made available only at the discretion of the appropriate faculty member and the Dean of Academics & Extended Learning. Credit earned may be entered on the student's transcript and count toward degree requirements. A non-refundable test fee of $50.00 will be assessed at the time of application. If the student successfully completes the exam and wishes to receive credit, this test fee will be applied toward a tuition charge.

______________________________________________________________
COURSE TITLE

______________________________________________________________
STUDENT SIGNATURE    DATE

______________________________________________________________
INSTRUCTOR SIGNATURE    DATE
The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes several general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. At Glen Oaks Community College, a maximum of forty-seven (47) semester hours of credit may be applied toward an associate degree through the CLEP program. Transfer of CLEP credits is dependent on the policy in effect at the transferring college or university. Evaluation of credits will be based on CLEP recommendations, transfer college, and appropriate to degree.

Further information concerning this program including testing sites may be obtained by contacting the advising department or through the CLEP web-site.
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 Cass County residents in the following School Districts: White Pigeon, Three Rivers, or Constantine and Branch County, MI, residents, and residents in Elkhart, LaGrange and Steuben 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.

A foreign student in this country on a student visa is considered to be out-of-state.
TUITION AND FEES POLICY

Students will be assessed on a per semester contact hour basis, effective Fall Semester 2015:

Per semester contact hour*

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Resident, in-district</td>
<td>$103</td>
</tr>
<tr>
<td>Service area</td>
<td>$158</td>
</tr>
<tr>
<td>In-State</td>
<td>$166</td>
</tr>
<tr>
<td>Out-of-State and International</td>
<td>$200</td>
</tr>
</tbody>
</table>

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 $4 per contact hour will be assessed.

Distance Learning Fee

Most courses now being offered in the Distance Learning area use a combination of both video and the Internet to deliver instruction. A fee of $25 per course is assessed for all distance learning classes.

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 $5.00 each semester
                                                  There is a $5.00 replacement ID charge.
                                                  Test fee for Credit by Examination: $100.00

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 Dean of Academics & Extended Learning.

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 Assistant Dean of Enrollment Services/Registrar requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Assistant Dean of Enrollment Services/Registrar, Dean 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 4/8/15.
STUDENT OBLIGATIONS, FINES AND FEES

Students shall be held responsible for all fees, fines, and other obligations which they have incurred with Glen Oaks Community College. A hold may be placed on the student’s record and transcript which may stop the student from registering or having official copies of transcripts sent.

If a student desires to challenge his/her fees or other obligations, he/she shall have an opportunity to do so by requesting a meeting, in writing, with the reason for the challenge specified clearly to the appropriate Dean of the area that initiated the hold on the student’s record. The student should follow the “Due Process” procedure of the College for the challenge.

Adopted by Board of Trustees June 14, 1978, revised 9/14/05, reviewed 9/17/14
SCHOLARSHIP POLICY

PHILOSOPHY

Glen Oaks Community College is committed to serving a diverse student body with a variety of talents, skills, abilities, and backgrounds. To help achieve this goal, institutional scholarships are awarded to qualified applicants.

TYPES OF SCHOLARSHIPS

1. PRESIDENTIAL/DEAN’S SCHOLARSHIPS:
   Are intended for recent graduates of area high schools who have outstanding academic records. The scholarship may be used for all education related expenses. And can be renewed for up to 62 credit hours.

   Eligibility Criteria, Application & Selection Process:
   a. Graduating high school senior.
   b. President’s minimum 3.5 GPA and Dean’s minimum GPA of 3.0 after 7th HS semester.
   c. Scholarship application, official high school transcript, application for admission to Glen Oaks Community College, short essay and letter of recommendation must be submitted by annual scholarship deadline. The letter of recommendation may come from the National Honor Society sponsor, the HS Principal, the counselor, or a teacher. Prospective candidates will interview with the College President.
   d. Other factors that may be used in selection include: class rank, financial need, recent academic improvement, and/or ACT/SAT results.
   e. Current high school graduates who meet one of the following criteria may apply: (a) received an ACT Composite Score of 24 or higher (or SAT 1 [M & V] 1, 110 or old SAT [M & V] 1,010); or (b) be ranked in the top ten percent of the graduating class from high school; or (c) be a member of the high school's National Honor Society.

   Selection/Announcement Process:
   Selection will be made by the scholarship committee based on the above criteria. Awards will be announced via a letter from the President of Glen Oaks Community College. The winners who accept the awards will be invited to a reception and be awarded a certificate. A press release will be issued.

   Enrollment and Renewal:
   Students must enroll in a minimum of 6 credit hours at Glen Oaks during each semester the scholarship is awarded. The award will be pro-rated each semester based upon GOCC enrolled credits as shown below. The student must complete 100% of the enrolled credit hours each semester to maintain eligibility for award renewal. The student must also maintain the required GPA’s as specified in the scholarship criteria.

<table>
<thead>
<tr>
<th>Presidential Scholarship (per semester)</th>
<th>Deans Scholarship (per semester)</th>
</tr>
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<tbody>
<tr>
<td>Full-time (12 or more credits) = $2,000</td>
<td>Full-time (12 or more credits) = $1,000</td>
</tr>
<tr>
<td>¾ time (9-11 credits) = $1,500</td>
<td>¾ time (9-11 credits) = $1,500</td>
</tr>
<tr>
<td>Half-time (6-8 credits) = $1,000</td>
<td>Half-time (6-8 credits) = $500</td>
</tr>
</tbody>
</table>
2. **INSTITUTIONAL SCHOLARSHIPS:**
   **Eligibility Criteria:**
   - 2.75 GPA minimum or GED average score of 450 or higher
   - Enrolled in at least 6 credit hours and pursuing an Associate Degree or Certificate
   - Must maintain 2.75 GPA and complete 100% of enrolled courses each semester
   - Preference given to applicants who reside in St. Joseph County and who are not awarded other Glen Oaks Community College institutional or Foundation Scholarships.
   **Application Requirements & Application Process:**
   More information is available in the Financial Aid Office.

3. **ATHLETIC SCHOLARSHIPS:**
   Information regarding Athletic Scholarships is available in the Athletic Department Office.

4. **CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS:**
   Glen Oaks is offering 14 CTE Scholarship to high school seniors enrolled in the CTE Program and intending to continue in the same field as their CTE Program after graduation. The Glen Oaks Career and Technical Education (CTE) Scholarships require a minimum high school grade point average of 2.0 in an occupational field. The scholarship is applied to tuition & fees only.

   Recipients must enroll full-time (12 credits) each semester at Glen Oaks. Recipients must maintain a 2.0 semester average at Glen Oaks Community College to continue receiving the scholarship each semester.

5. **SUPERINTENDENT SCHOLARSHIPS:**
   The purpose of the scholarships is to encourage additional education by faculty, administration and staff who work in St. Joseph County school districts. Each superintendent may recommend recipients for one scholarships from his/her district. This information will be forwarded to the Glen Oaks Financial Aid Office. Each scholarship will cover the tuition and general fee and student activity fee for ONE class that is 3 or 4 credit hour course at Glen Oaks Community College. The scholarship does not cover course fees, DL fee, books and supplies.

   The following districts will be included:
   - Burr Oak
   - Centreville
   - Colon
   - Constantine
   - Mendon
   - Sturgis
   - Three Rivers
   - White Pigeon
   - SJC Intermediate School District

REGISTRATION POLICY

Registration for Academic Courses

To register means to complete the registration form and pay tuition and fees. This should be done before attending class unless special permission has been granted to the student. Special permission to attend a class without registering may be granted only by an appropriate authority and the Registrar is to be notified in advance in writing by the authorizing person.

Note: Students are not officially admitted to a class unless they are properly registered. Full tuition payment is due at the time of registration, unless prior arrangement to a commitment to pay plan is approved by the Business Office. Student must also complete an Application for Admission and participate in the placement evaluation (exception may be granted) before their first registration will be processed. The registration period for all courses shall be determined by the Registrar.

Classes beginning and/or ending at different times of semester

Classes that begin and/or end at different times throughout the semester will have different refund and withdrawal dates. These dates are available in the Registration and Records Office. Some students receiving federal financial aid will have refund adjustments determined by the government. This information is available in the Financial Aid Office.

Registration for Lifelong Learning, Business Customized Training Courses, and short Seminars

Students may register using a variety of methods designed for ease of registration and student convenience. Students may register by phone, by mail or in person.

July 1992, revised 9/14/05, reviewed 9/17/14
SCHEDULE CHANGE POLICY

No courses can be added by a student after 10% of the academic period has elapsed unless there are documented extenuating circumstances and written approval by the Dean of Academics & Extended Learning is obtained. Students are also not permitted to add a course if they have missed the equivalent of one week of instruction.

A change in registration for class(es) is not official until an Add/Drop form has been completed by the student and processed by the Registrar’s Office. The date this form is approved by the Registrar’s Office is the date used to determine eligibility for a refund in the case of a dropped class. It is strongly recommended that advice be sought from a counselor and/or instructor before a schedule change is made.

Course Load

A student who carries 12 or more credits is classified as a full-time student. However, to complete an associate degree in two years, a student must carry what is known as a “full load.” A “full load” is usually 15-16 credit hours/semester.

Students desiring to take more than 18 semester hours (overload) during the fall or winter semesters must receive approval from a counselor or academic advisor. Those seeking permission to overload during a given semester should have an accumulated grade point average of 3.0 or better.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14
WITHDRAWAL POLICY

A student finding it necessary to withdraw from the college must file an official withdrawal form with the Registrar’s Office. Failure to obtain office release can result in failing grades in all subjects from which the student fails to withdraw, and deprivation of tuition refund privileges in effect at the time of withdrawal.

All students are HIGHLY ENCOURAGED to meet with their instructor/professor prior to withdrawing from any class.

Upon official voluntary withdrawal from the college, grades are assigned according to the effective date of withdrawal as follows:

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not to exceed (40%) 90% of the total academic period, a student will receive an automatic “W”
3. During the final 10% of an academic period, a “W” will not be issued.

Note: A “W” will not be calculated as part of the student’s grade point average (GPA).

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/2017.
STUDENT DEATH DURING A SEMESTER

1. Delete address of deceased student from Student Information Screen and type "DECEASED" in the city field of the permanent address.

2. Fill out Withdrawal Forms for all classes deceased student is currently enrolled. Registrar will sign the Withdrawal Form and indicate deceased. The transcript will be posted with the "W" grade.

3. Current instructors of the deceased student will be notified with the "instructor copy" of Withdrawal Form and/or via e-mail.

4. Note on deceased Student File the "Deceased" status. File is put on "inactive" status.

Release of Information:

Per Family Educational Rights and Privacy Act (FERPA) regulations:

Under common law regarding privacy rights, the privacy interests of an individual expire with that said individual’s death. Accordingly, the disposition of records held by an institution and pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Because FERPA would no longer apply, the institution may exercise its own discretion in deciding whether, and under what conditions, information should be disclosed to survivors or other third parties.

Persons inquiring will need to provide photo identification and proof of relationship to the deceased. Release of Information is processed at the discretion of the college.

Questions on the release of information for deceased students should be directed to the Registrar.

July 1992, revised 9/14/05, reviewed 9/17/14, revised 10/12, 2017.
ATTENDANCE POLICY

Regular attendance is encouraged in each course for which a student is enrolled.

Suggested procedure:

1. Faculty keep records of student’s class attendance.

2. When a student’s absence record equals that of the number of hours in a course, the faculty member should request that a formal notice be sent from the Dean of Academics & Extended Learning advising the student about this matter.

3. If there is no change in the student’s behavior, and if the individual misses 15 percent or more of the class time in any given course, the faculty member teaching that course has the option of dropping the student from the class.

Note: See 3.21A for Nursing Student Attendance Policy

July 1992, revised 9/14/05, 9/17/14
(Position titles updated 07/02, 9/17/14)
CLASSROOM ATTENDANCE POLICY: NURSING STUDENTS

Glen Oaks Community College class attendance policy shall be followed for all nursing theory courses with this exception: the academic penalty will be imposed. If the student misses 15% of the class hours in a given course, the faculty will assign one whole number grade drop in the final course grade. This policy is published in the College Catalog.

Tardiness time will be recorded. All accumulated tardy time will be added to the classroom absence time. The student will notify the faculty when absent or tardy.

CLINICAL ATTENDANCE POLICY: NURSING STUDENTS

Regular and punctual attendance is a requirement for all students. Students will notify the agency at least one hour before scheduled clinical time if the student will be absent or tardy. In an emergency, the student will notify the faculty member as soon as possible.

In clinical classes with 135 nursing practical contact hours, a student missing more than 18 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 27 of the clinical hours will result in course failure.

In clinical classes with 90 nursing practical contact hours, a student missing more than 12 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 18 of the clinical hours will result in a course failure.

In clinical classes with 45 practice contact hours, a student missing more than 6 of their clinical hours will automatically have their final grade dropped one whole number on the grading scale. Absences totaling more than 9 of the clinical hours will result in a course failure.

Tardiness time will be recorded. A written warning will be issued after the occurrence of a second tardiness. All accumulated tardy time will be added to the clinical/lab absence time.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, reviewed 9/17/14
GRIEVANCE PROCEDURE: NURSING STUDENTS

Students must try to resolve clinical instruction concerns through discussion with the involved party/parties. If a satisfactory solution has not been reached the student may request a meeting with the Director of Nursing and the party/parties involved.

Should resolution fail, students may complete a student concern report (3.65A) and submit it to the Dean of Academics & Extended Learning.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, 9/17/14
(Position titles updated 07/02, 9/17/14)
Nursing and Allied Health Policy

Substance Abuse Policy

Many federal and state laws are now in effect to protect the safety of patients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug plus alcohol screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive test results will result in denial of admission/readmission.

The student will incur the cost of drug plus alcohol screening. The nursing and allied health department contracts with an outside agency to conduct these services.

January 2004 Governor Granholm signed a law that says “it is now a misdemeanor punishable by up to 180 days in jail and/or a maximum fine of up to $1,000.00 to be a drunk health care provider who conducts any part of his or her practice with a blood alcohol level of 0.05 or higher”. Therefore, GOCC reserves the right to drug plus alcohol screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug plus alcohol screening.

*Note: Some health care agencies used for clinical experiences/externships are initiating random drug plus alcohol screening for staff and students assigned to their agency.

Refusal to allow mandatory or requested drug plus alcohol screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

Adopted 4/12/06, reviewed 9/17/14
To be in compliance with healthcare agency contracts and to protect the students from tuberculosis, all nursing and any allied health student who spends 20% or more of clinical or externship time in direct contact with patients must have fit mask testing annually. The student will incur the cost of the testing.

This testing is to determine the size mask needed to protect the student from a patient with active tuberculosis or other airborne respiratory diseases requiring a mask.

Testing is to be done yearly or with weight gain or loss of 10 pounds and growth of facial hair more than 3 days. It is the responsibility of the student to inform the Director of Nursing that such condition(s) have occurred as soon as possible after the incident.

Adopted 4/12/06, revised 4/18/2013, 9/17/14
NURSING & ALLIED HEALTH POLICY

CRIMINAL BACKGROUND CHECK POLICY

Changes are taking place within the healthcare facilities at the national and state levels in order to maintain the safety of clients within their agencies who are receiving care.

In September 2004 the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), now known as The Joint Commission, which accredits healthcare facilities across the nation, enforced background screening and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

February 2006, Governor Jennifer Granholm signed legislation to strengthen criminal background checks in long term care facilities stating, “This legislation is to protect our state’s most vulnerable citizens”. Long term care will include skilled nursing facilities, long-term care hospitals, hospitals with swing beds, intermediate care facilities for persons with mental retardation, home health agencies, residential care and assisted living facilities and hospices. This law is in effect as of April 1, 2006.

To be in compliance with JCAHO requirements, the above law and the Michigan Compiled Laws Section 333.20173a, students in nursing and allied health programs must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Make sure that you are following directions from your programs prospective department before starting any background investigation.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at http://www.legislature.mi.gov. OR any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery
2. Criminal sexual conduct
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.

For a full list of misdemeanors, see MCL 333.20173a at http://www.legislature.mi.gov.

Once admitted to an Allied Health/Nursing program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student’s responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Nursing no later than 3 days after the occurrence.

Adopted 4/12/06, revised 2/10, 2/13, 2/16
At the end of each enrollment period, a grade is entered on the student’s permanent record for each class for which the student is registered. The following numerical grading system is used:

- 4.0  Outstanding; work is clearly at a mastery level
- 3.5  Much better than average
- 3.0  Better than average; work exceeds standards
- 2.5  Slightly better than average
- 2.0  Average; work meets standards acceptably
- 1.5  Less than average
- 1.0  Poor; work barely meets minimum standards
- 0.0  Failing; work does not meet course standards
- I   Incomplete (see policy 3.23 for description of when to use)
- W   Withdrawal
- V   Visitor (Audit)
- IP  In progress; no credit (see policy 3.23 for description of when to use)
- CR  Credit granted
- NC  No credit

July 1992, revised 2/20/03, revised 9/14/05, reviewed 9/17/14
GRADES: NURSING PROGRAM REQUIREMENTS

Students in the nursing program must earn a grade of 2.5 or higher in each required nursing courses in the nursing curriculum and maintain an overall GPA of 2.5. Students who receive final grades of less than 2.5 in a required course will not be allowed to progress. Students who receive final grades of less than 2.5 will be dismissed from the program. If reaccepted to a future class, the student will be requested to repeat any courses in the nursing curriculum for which a grade of less than 2.5 was received.

In addition, students must achieve a satisfactory lab/clinical performance evaluation. Students will meet with their clinical instructor at mid-point and again at the end of their clinical rotation for an evaluation conference to participate in self-evaluation of their clinical performance. The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths, and to correct any weak areas by the end of the clinical rotation. The Evaluation of Clinical Performance document is to be completed and signed by both student and faculty member at both mid-point and final evaluations. Students who receive an unsatisfactory lab/clinical performance evaluation will receive a maximum final grade of 1.5 in the clinical course regardless of their grade point in the theory portion of the course.

Grades for clinical nursing courses will be determined by utilizing a percentage for each component (theory, clinical, lab, based on the number of credits attributed to each of those components). For example, a 4 credit class which assigns 1 credit for clinical practice and 3 credits for theory will determine the final grade using 1/4 for clinical and 3/4 for theory. For nursing classes having laboratories, the laboratory performance component will be evaluated according to laboratory evaluation guides.

Written Warning Notice

The nursing instructor will list in writing the reasons for issuing a warning notice based on established, but not limited to, criteria. The criteria and process to be followed will be published in the nursing program's student handbook. If the student does not show satisfactory improvement after receiving a warning notice, the student will fail the course. The student may not continue in the program after failing the course. The student has the right to appeal.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14
NURSING COURSE PROGRESSION
GRADING POLICY WITHIN THE NURSING DIVISION

The 0.0 to 4.0 grading scale is used by the Division of Nursing for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

- 3.0 = 95-100%
- 3.5 = 90-94%
- 3.0 = 85-89%
- 2.5 = 80-84%
- 2.0 = 75-79%
- 1.5 = 70-74%
- 1.0 = 65-69%
- 0.0 = 64% and below

Note: If a student fails TWO courses in the nursing curriculum, (could be the same course), they are dismissed from the program and shall not be re-admitted.

Adopted by Board of Trustees August 13, 1997, revised 2/20/03, revised 9/14/05, revised 7/19/11, reviewed 9/17/14, approved 2/9/17.
Incomplete Work

A student may receive an Incomplete (I) in a course if at least 75% of the course is completed. A grade of “I” may be completed by satisfactorily finishing the course objectives within one semester subsequent to the receipt of the Incomplete. If it is not removed within this period of time, the Incomplete will remain as a permanent entry of the transcript, and the student must register and repeat the course to receive a grade and credit for degree purposes. The student may initiate this process by completing the “Student Request for Incomplete Grade” form and submitting it to the course instructor. The instructor must complete the grey area and submit to the Dean of Academics & Extended Learning. After the request has been approved or denied, by the instructor, and the Dean of Academics & Extended Learning has signed acknowledgement, the form will be distributed to student, instructor, student file and Academic Coordinator. The form is available in Student Services.

In-Progress Work

A student enrolled in courses below 100 Level may receive an In-Progress grade of “IP” if the course requirements as detailed in the course syllabus have not been completed. The student has the next semester (i.e., either fall or winter) to work with an instructor to complete the course requirements. A student will receive no academic credit for an “IP” grade, and it will not affect the student’s grade point average.

July 1992, revised 11/1/99, 9/19/00, 8/11/04, 9/14/05, 9/17/14
GRADE APPEAL PROCEDURE

1. Within a month of receipt of the grade, the student will appeal the grade to the course instructor and present facts that document the necessity for a grade change. These facts might include copies of quiz or test grades and grades on papers or final exams. The discussion should cover the calculation of the grade using the process described in the course syllabus. The burden of persuasion shall be on the student. The student and the instructor will review the facts and the instructor will render an opinion based upon his or her professional judgment.

2. If the grade appeal is not satisfactorily resolved, the student may send a letter of appeal to the Dean of Academics & Extended Learning. The Dean of the College will forward a copy of this letter to the instructor. The student must appeal the grade in writing within two months of receipt of the grade. Some reasons for a grade appeal might be:

   a. The grade was calculated in a manner inconsistent with the course syllabus or the changes to the syllabus.

   b. The grading standards for the course were arbitrary, capricious, or unequally applied.

The Appeal Committee comprised of the Dean of Academics & Extended Learning, and the instructor will review the facts. The instructor will be asked to demonstrate that the grade was determined in a manner consistent with the course syllabus. Only when there is due cause such as item 2b, the Dean of Academics & Extended Learning will have the authority to change the grade without the instructor’s support. The decision of the Appeal Committee is final.

Effective: Fall 2001

July 1992, revised October 2001, reviewed 9/14/05, revised 9/17/14
REPEATED COURSES

A course taken at Glen Oaks Community College for which a grade has been recorded may be repeated. The highest grade earned in a repeated course is the grade that will count towards graduation and will be utilized in computing the cumulative grade point average required for graduation. On the official transcript, the term, course title and course number of the previous attempt(s) will remain as a permanent record. Title IV funding and other government programs may have regulations regarding repeat of courses.

July 1992, revised 9/14/05, reviewed 9/17/14
AUDIT OF COURSES

A student who desires to attend classes regularly but does not desire to take final examinations or receive grades or credit may register as an auditor. A student so electing this option must register as an auditor at the time of registration and pay all tuition and fees. A record will be kept of the courses audited. A grade of "V" will appear on the student's grade reports and permanent records.

Credit for such courses cannot be established at a later date. Students once registered in a course for credit cannot change to audit nor can a student registered for audit change to credit after the end of the first 10% of the academic period.

Credit for courses previously audited may be earned by registering for credit and completing the course with a satisfactory grade.

July 1992, reviewed 9/14/05, reviewed 9/17/14
GRADE POINT RE-EVALUATION  
Excluding Nursing Program

This policy is meant for those students whose grade point average from one disastrous semester is significantly lower than the work the student has completed in other semesters and, because of this, the cumulative grade point average is not truly representative of the student's capabilities. The student may have experienced personal, emotional and/or financial problems which resulted in a less-than-successful attempt at an education.

At Glen Oaks grade point re-evaluation eliminates the necessity for a student to extend his or her education to make up for a low grade point average. Upon approval of the student’s petition for grade point re-evaluation, grades for a designated semester, including passing grades, will be eliminated from the grade point average. The previous grades will appear on the transcript, but will not be counted toward graduation and will not be figured into the student’s scholastic average.

The decision to petition for grade point re-evaluation implies that a student has given the matter serious thought and has discussed the implications of grade point re-evaluation with a counselor. The student must have attempted at least 30 semester hours of academic work at Glen Oaks Community College. The minimum number of hours considered for grade point re-evaluation is six. To file for grade point re-evaluation, students must see the Dean of Academics & Extended Learning.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 9/17/14  
(Position titles updated 07/02, 9/17/14)
INDEPENDENT INVESTIGATION REQUESTS

1. Student requests credit through Independent study by submitting a written proposal to the instructor and/or discussion with the instructor.

2. After the instructor approves the proposal, student and/or instructor completes the Independent Investigation form (see 3.29A). This form is to be submitted to the Dean of Academics & Extended Learning and approval granted before the student may register for the course. This form will contain the following information in sufficient detail to clearly describe each procedure:
   a. Course number
   b. Description of project
   c. Objectives
   d. Description of procedures for meeting objectives
   e. Description of method of evaluation (by instructor)
   f. Schedule of conferences

3. After approval, copies will be forwarded to the student, instructor, and Registrar by Dean of Academics & Extended Learning.

4. The following regulations apply:
   a. A student may carry one course per semester for 2 semester hours of credit.
   b. Any student is limited to one Independent Investigation course per semester and may take no more than 6 credit hours during his/her enrollment at Glen Oaks.
   c. A minimum of 2.5 GPA in the field of investigation will be a prerequisite for enrolling. Students applying for Independent Investigations credit must have accumulated 15 semester hours of college credit. If only one course has been taken in the field of investigation, the grade of 3.0 will be a prerequisite for Independent Investigations privileges. In instances where more than one course has been taken in the subject, the 2.5 GPA will apply. Any exceptions to item "c" shall be submitted to the Dean of the College for consideration.
   d. The normal number grading system will apply.
   e. Independent Investigation will not be approved for a course offered on the regular schedule.

July 1992. (Position titles updated 07/02.) revised 9/14/05, 9/17/14
INDEPENDENT INVESTIGATION REQUEST FORM

A minimum of 2.5 GPA in the field of investigation will be a prerequisite for enrolling. Students applying for Independent Investigations credit must have accumulated 15 semester hours of college credit.

NAME_________________________ SOC. SEC. #_________________________ DATE__________

Number of times previously enrolled in INDEPENDENT INVESTIGATION course(s):

Number of 998 and 999 credit hours accumulated:

Please check course desired and fill in semester and year.

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<tr>
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<tr>
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</table>

(To be completed by student after consultation with supervising instructor.)

DESCRIPTION OF INVESTIGATION:

COURSE OBJECTIVES:

DESCRIPTION OF PROCEDURES FOR MEETING OBJECTIVES:

EVALUATING METHODS:

DESCRIPTION OF PLANS FOR INSTRUCTOR-STUDENT CONFERENCES:

_________________________________________  ________________________________
STUDENT'S SIGNATURE  INSTRUCTOR'S APPROVAL

_________________________________________  ________________________________
DEAN OF ACADEMICS & EXTENDED LEARNING  REGISTRAR
President's List: The President’s List is compiled each semester for full and part-time students completing six or more credit hours and earning a minimum of 3.75 to 4.0 semester g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. are not used to determine full or part-time status.

Dean's List: The Dean’s List is compiled each semester for full and part-time students carrying six or more credit hours and earning a minimum of 3.5 to 3.74 semester g.p.a. Credits for courses with grades of W, I, IP, CR, NC or other grades not computed in the g.p.a. are not used to determine full or part-time status.

Adopted by Board of Trustees 2/13/91, revised 5/12/93, revised 9/14/05, reviewed 9/17/14
CERTIFICATE/DEGREE REQUIREMENTS

Current requirements for graduation with an associate degree are as follows:

Degree Requirements

1. A cumulative grade point average of at least 2.0. (C); specific programs require a higher GPA
2. A minimum of 60 credits for an associate degree in the required areas.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Certificate Requirements

1. A cumulative grade point average of at least a 2.0.
2. Satisfy the credit requirements of the certificate.
3. A minimum of 15 credits must be earned at Glen Oaks Community College.

Any substitution of certificate/degree requirements must be approved by the Dean of Academics & Extended Learning.

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, revised 9/17/14, revised credits 2017.
(Position titles updated 07/02, 9/17/14)
CATALOG AFFECTING CREDITS AND GRADUATION

The date of the catalog by which credits are checked for graduation may not be more than four years earlier than the date of the issuance of the degree. A student may not be checked by a catalog dated earlier than the time of entrance. Students may not use a combination of catalogs to graduate, but must follow the degree requirements in one catalog. If a student's work is interrupted by military service, an extension of time of not more than six years will be allowed equal to the period of interruption.

Second Degrees

Second degrees will be awarded based on the catalog in effect at the time of enrollment in the new program and cannot be extended beyond four years. For a second associate degree, a student must complete a minimum of 15 additional credit hours beyond the first degree at Glen Oaks and achieve a 2.0 grade point average for the additional credits. It is required that these additional credits be planned and approved in writing through a counselor. The written approval of the additional 15 credits must be forwarded to the Registrar’s Office in order to be considered for the awarding of the degree.

Second Certificates

Second or additional certificates will be evaluated based on the catalog in effect at the completion of the second certificate.

Adopted by Board of Trustees 1/13/93, revised 8/10/94, revised 9/14/05, reviewed 9/17/14
PHYSICAL EDUCATION WAIVER

Students who present a statement from a medical doctor may request the Dean of Academics & Extended Learning to waive the physical education requirement for graduation. Students exempted from the physical education requirement must complete 62 semester hours for all associate degrees.

Adopted by Board of Trustees 3/14/90, revised 9/14/05, 9/17/14
(Position titles updated 07/02, 9/17/14)
GRADUATION RECOGNITION

At graduation each year, recognition is given to each student who has maintained a high academic cumulative grade point average. Recognition is given as Cum Laude (3.00-3.49 GPA), Magna Cum Laude (3.50-3.74 GPA), and Summa Cum Laude (3.75-4.00 GPA).

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 9/17/14
TRANSCRIPT FEES

Students must complete a transcript request form available from the Registrar. The first three official transcripts will be free. Each additional official transcript will be $3.00 (effective 5/8/13). Official transcripts are sent directly to the receiving institution or organization and are not normally issued to the student. An official transcript issued to the student will have an indication on the transcript that it was issued to the student. A transcript will not be issued when the student is delinquent in payment or has failed to return borrowed materials that are the property of the college. Some examples include library fines, balances due the Cashier or bookstore, parking tickets and athletic uniforms. Student copies of transcripts are available without charge.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, revised 5/8/13, reviewed 9/17/14
THE MACRAO MICHIGAN TRANSFER AGREEMENT (MTA)

The Michigan Transfer Agreement insures that a student who completes an Associate of Arts, an Associate of Business, or an Associate of Science degree at Glen Oaks Community College will have satisfied the basic two-year requirements of the four-year college.

Basic two-year requirements which must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees are as follows:

- One course in English Composition
- A second Course in English Composition or one course in Communications
- Two courses in Social Sciences (from two disciplines)
- Two courses in Natural Sciences including one with laboratory experience (from two disciplines)
- Two courses in Humanities/Fine Arts (from two disciplines excluding studio and performance classes)
- One math course in College Algebra, Statistics or Quantitative Reasoning, or an advanced level course in any of these areas will also be accepted

Adopted by Board of Trustees 1/13/93, reviewed 9/14/05, 9/17/14
GUARANTEE - BUSINESS AND TECHNOLOGY TRAINING

Special Conditions of Guarantee

The Degree

The graduate must have earned an Associate of Applied Science in Business or Technology Degree within three years of the notification of lack of preparation (in a college-recognized specialty area) as evidenced by the area of concentration designation on the student transcript.

Note: Initial date of employment of graduate must be within one year of graduation date.

The Employment

The employer must certify in writing that the employee is lacking in the entry level job skills which are relevant to the student's coursework. These job skills must have been identified in writing at the time of initial employment, and must specify the area(s) of skills deficiency within 90 days of the graduate's initial employment.

Affective behaviors such as attitude, judgment, interpersonal relations, etc. will be considered "technical job skills" for purposes of the guarantee provided that formal instruction in appropriate affective behaviors is included within the specialty area.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14
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. Students living on campus 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.

Presented to the Board of Trustees & adopted 8/10/2017.
ALCOHOL AND DRUG ABUSE POLICY

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

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

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

Marijuana prescribed for medicinal purposes is also prohibited on the College campus, in student housing, or at any College-approved student activity. GOCC receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting these funds, the College is required to certify that it complies with the Drug-Free Schools and Communities Act (DFSCA) (20 U.S.C. 1145g part 86 of the Drug and Alcohol Abuse Prevention Regulations). The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. A 811) which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and to avoid losing federal funding, Glen Oaks Community College must prohibit all marijuana use, including medical marijuana.

No alcohol or other intoxicating liquors shall be kept, used or consumed on campus, in student housing, or at any College-approved student activity (i.e., College-approved student travel and/or overnight stays), except at approved functions.

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

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that while taking the drug or medication, he/she is not a safety risk to themselves or others while on College property, at College-related events, while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.
Legal Sanctions

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

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

1. Excessive absenteeism or tardiness;
2. Excessive illness;
3. Deteriorating or inconsistent work performance;
4. Increased carelessness;
5. Decrease in attention span, especially after breaks or lunch;
6. Frequent brushing of the teeth or use of mouthwash, breath spray, breath mints or other breath fresheners, especially before conferences with instructors or administrators;
7. Substantial increase in use of the rest room or water cooler;
8. Avoidance of instructors, administrators or other students, especially if this is a recent change in behavior;
9. Deteriorating or inconsistent attention to personal grooming and neatness;
10. Financial problems, especially if the student has not previously had such problems;
11. Frequent licking of the lips;
12. Nervousness, especially when discussing work performance or personal life;
13. Gastric disturbances or change in appetite;
14. Insomnia;
15. Moody behavior or "mood swings";
16. Unexplainable bruised and/or puffy skin, especially in the face;
17. Dilated pupils;
18. Slurred or incoherent speech;
19. Lack of dexterity;
20. Uncontrollable crying or laughing.

Glen Oaks Community College students and employees can assist in the detection of the use and/or abuse of alcohol and drugs by looking for these "warning signs". Students or employees who use and/or abuse alcoholic beverages and/or drugs while on campus, in student housing, or while attending a College-approved student activity shall be subject to sanctions that may include any of the following: verbal warning, written letter of censure, suspension or immediate dismissal (should the behavior be both improper and a potential threat to the College or the College community). A student convicted of a drug-related offense under federal or state law may also become ineligible for federal student aid under federal law.
Pre-Employment Drug Testing
In order to strive toward a drug-free workplace, Glen Oaks Community College will require a pre-employment urinalysis for new employees. This applies to all full-time and part-time permanent positions at Glen Oaks Community College. The urinalysis will be performed by a reputable clinical laboratory, the expense of which will be assumed by Glen Oaks Community College. If the urinalysis registers a positive result (the presence of narcotics or illegal drugs), the candidate will not be hired.

Employee Alcohol and Drug Use
Any employee who consumes alcoholic beverages while actively engaged in carrying out the duties and responsibilities of their employment (excluding College-sponsored "entertainment" functions which employees may attend in connection with their employment), and any employee who uses illegal drugs while in the course of employment, shall be subject to sanctions as outlined in the appropriate Collective Bargaining Agreements and/or the Glen Oaks Community College Policy Manual. Violations by faculty or staff may result in disciplinary action up to, and including termination of employment. Employees who have CDL will be required to undergo mandatory random drug/alcohol testing as notified by the HR Department. If a Glen Oaks Community College employee is convicted of violating a criminal drug statute (non-alcohol related) on the College campus, or at a College function, that employee must notify Glen Oaks within five (5) days after such conviction. Within thirty (30) days after such conviction, Glen Oaks shall take one of the following actions: (1) take appropriate personnel action against the employee up to and including termination; and/or (2) require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program. Glen Oaks Community College shall also notify the appropriate agency of the Department of Education within ten (10) days after the conviction.

Alcohol and Drug Education, Prevention and Referral
Glen Oaks Community College is committed to addressing the problem of substance abuse through education, prevention and referral. The President of the College will designate a Glen Oaks Community College employee as the Substance Abuse Counselor. The Substance Abuse Counselor will annually coordinate/organize and make available free literature to students and employees. This information will include: (1) standards of conduct, (2) a description of the legal sanctions, (3) a description of the health risks, (4) a description of drug or alcohol programs available to students and employees, and (5) a clear statement of the Glen Oaks Community College sanctions it may impose on students and employees. The Substance Abuse Counselor will provide initial counseling and limited supportive services. The primary goal of the Substance Abuse Counselor is to provide the student or the employee with a referral for treatment or rehabilitation. Once a referral is made, the Substance Abuse Counselor shall provide the appropriate follow up.

College employees or students who exhibit "warning signs" of drug/alcohol misuse or abuse in the workplace and who refer themselves for assistance will be supported, educated, and referred to appropriate agencies for treatment. Those employees or students who are diagnosed as drug or alcohol misusers or abusers shall receive the same consideration and opportunity for treatment that is extended to persons with any other type of illness. Confidentiality shall be maintained and no adverse effects to an employee or a student shall result based upon a request for treatment or a diagnosis of misuse or abuse.
If an employee has been referred to the Substance Abuse Counselor by a supervisor or if a student has been referred to the Substance Abuse Counselor by an instructor or a College administrator and if treatment is recommended and treatment is refused or terminated, the fact of such refusal or termination of treatment shall be made known to the individual who referred the employee or student to the Substance Abuse Counselor. If an employee or a student (1) refuses to accept diagnosis and treatment, or (2) fails to respond to treatment, and if the result of such refusal or failure is such that job performance, behavior on campus or learning ability is affected, that person shall be considered in violation of College policies and shall be subject to discipline.

Additional information about the physical and psychological consequences of substance abuse is available in the Glen Oaks Library and through the Glen Oaks Community College Substance Abuse Counselor in Student Services. Glen Oaks Community College also works closely with the Substance Abuse agencies in the area.

Glen Oaks Community College will review its Drug and Alcohol Prevention Program every two (2) years in an attempt to determine its effectiveness and to implement changes as needed.

Adopted by Board of Trustees June 12, 1991, revised 9/14/05, 9/17/14, 8/10/17
A. Report Procedures

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

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

B. Access to Campus Facilities

The Glen Oaks building is open Monday through Thursday from 6:30 a.m. to 10:30 p.m.; Fridays (3rd week of August through April) from 6:30 a.m. to 4:00 p.m.; and Saturdays 7:30 a.m. to 4/5:00 p.m. The building is closed on Fridays' between May and second week in August. When the building is closed and there is an event on campus, Maintenance will provide access to the appropriate area.

Reservations for access to the Nora Hagen House can be made with the Center for Business Services.

C. Authority of Campus Security

Designated Campus Security Personnel have the authority to confront the individual related to the occurrence, require identification, and, when necessary, contact the St. Joseph County Sheriff or Michigan State Police. Campus Security is available Monday through Friday from 6 p.m. to 12 midnight, Fridays from 4 p.m. to 12 midnight and Saturdays from 7:30 a.m. to 4/5:00 p.m.

When incidents occur on campus, an Incident Report must be completed and forwarded to the Chief Operations Officer's Office.

D. Occurrence Statistics

Upon request, data is available in the Chief Operations Officer's Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

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<tr>
<th>Offenses Reported</th>
<th>Arrests</th>
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<td>1. Murder</td>
<td>1. Liquor Law Violations</td>
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<tr>
<td>2. Rape</td>
<td>2. Drug Abuse Violations</td>
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<tr>
<td>3. Robbery</td>
<td>3. Weapons Possessions</td>
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<td>4. Aggravated Assault</td>
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<td>5. Burglary</td>
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<td>6. Motor Vehicle Theft</td>
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Adopted by Board of Trustees March 11, 1992, revised 9/14/05, reviewed 9/17/14
The code of conduct as set forth below applies specifically to student and visitor behavior while at any College facility or while attending any College function. Rights are basic to the freedom to learn and must be based upon both mutual respect and responsibility.

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

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

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

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

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

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

**DUE PROCESS**

**PREAMBLE**

Glen Oaks Community College exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and their standard of living. GOCC supports a positive educational environment that will benefit student success. In order to ensure this vision, the College has established guidelines for the redress of grievances by individuals accused in such proceedings. In addition, the College has established a Student Code of Conduct and Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the College community, as well as to support the efficient operation of College programs.

In cases of noncompliance with the Student Code of Conduct Student and the General Rules and Guidelines, the College will impose discipline that is consistent with the impact of the offense on the College community (See Article IV (B) below). The college reserves the right to pursue criminal and/or civil action where warranted. The Student General Rules and Guidelines and Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. They shall also be applicable to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

If an individual has violated the Student Code of Conduct or the General Rules and Guidelines on college property while not enrolled as a student at the college, but then later seeks to enroll, he or she must first contact the Dean of Students (or his or her designee). The same Due Process procedures listed in Article IV below will be followed to determine an admission decision.

**ARTICLE I: DEFINITIONS**

A. The term “College” means Glen Oaks Community College.
B. The term “Student Code” refers to the College’s Student Code of Conduct.
C. The term “General Rules” refers to the Student General Rules and Guidelines.
D. The term “student” includes all persons currently enrolled at the College, either full-time or part-time. This code applies to all current students of GOCC regardless of their geographical location.
E. The term “faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty union.

F. The term “College official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

G. The term “member of the College community” includes any person who is a student, faculty member, College official or staff member employed by the College, or any authorized non-employed personnel (such as interns). A person’s status in a particular situation shall be determined by the Dean of Students (or his or her designee).

H. The term “College premises” includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College (including adjacent streets and sidewalks).

I. The term “harassment” means deliberate and/or persistent communication that disturbs the recipient. The communication does not have to be threatening.

J. The term “Judicial Board” means a group of persons authorized by the Dean of Students (or his or her designee) to consider whether a student has violated the Student Code or to review the sanction(s) imposed by the Dean of Students (or his or her designee) if requested by the accused.

K. The term “policy” means the written regulations of the College as found in, but not limited to, the Course Catalog, Course Schedule, the College web site and/or other written regulations and procedures available within a department or division.

L. The term “cheating” includes, but is not limited to attempted or actual:
   1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
   2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
   4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion for the purposes of academic credit;
   5. allowing or participating in cheating by other students or
   6. other acts of dishonesty within the College but outside of the classroom.

M. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

N. The term “academic negligence” means unknowingly or unintentionally claiming credit for the work or effort of another person.

O. The term “complainant” means any person who submits a report alleging that a student violated this Student Code or the General Rules. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the complainant, even if another member of the College community submitted the charge itself. Requests to receive information regarding the accused student must be in writing and submitted to the Student Services Divisional office.

P. The term “accused student” means any student accused of violating this Student Code or General Rules, or any other rule or policy of the College.

ARTICLE II: STUDENT CODE AUTHORITY

A. The Dean of Students (or his or her designee) shall determine whether or not the Judicial Board shall be authorized to hear each matter.

B. The Dean of Students (or his or her designee) shall develop policies for the administration of the Code of Conduct process and procedural rules for the conduct of Judicial Board hearings that are consistent with provisions of the Student Code and the General Rules.
C. Decisions made by the Judicial Board and/or the Dean of Students (or his or her designee) shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

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

B. Conduct—Rules and Regulations
Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

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

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

3. Physical abuse or assaults, verbal abuse, threats or threatening behavior, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the health or safety of any person (including, but not limited to, messages sent via text messages, emails, or any electronic format including phone, etc).
This provision also includes, but is not limited to: unlawful discrimination or related harassment on the basis of race, color, sex, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, or veteran’s status.

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

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

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

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

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

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

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

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

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

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

13. Possession of firearms (even if legally possessed), tasers, stun guns, explosives, weapons, or dangerous chemicals on College premises, or use of any such item in a manner that harms, threatens or causes fear to others. The definition of a weapon includes but is not limited to a pistol or other firearm or dagger, dirk, razor, stiletto, or knife having a blade over 3 inches in length, or any other dangerous or deadly weapon or instrument.

College Property covered by this policy includes, without limitation, all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the College’s ownership or control. College vehicles are covered by this policy at all times regardless of whether they are on College property.

14. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.

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

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

   a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
   b. Unauthorized transfer of a file.
   c. Use of another individual’s identification and/or password.
   d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
   e. Use of computing facilities and resources to send obscene or abusive messages.
   f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
   g. Use of computing facilities and resources in violation of copyright laws.
   h. Any violation of the GOCC Acceptable Use Policy.

18. Abuse of the Student Code process, including but not limited to:

   a. Falsification, distortion, or misrepresentation of information before the Judicial Board.
   b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
   c. Attempting to discourage an individual’s proper participation in, or use of, the Student Code process.
   d. Attempting to influence the impartiality of a member of a Judicial Board member prior to, and/or during the course of, the Judicial Board Hearing.
   e. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board prior to, during, and/or after a Judicial Board Hearing.
   f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   g. Influencing or attempting to influence another person to commit an abuse of the Student Code process.

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

C. Violation of Law and College Discipline

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

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

A. Charges and Judicial Board Hearings

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

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

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

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

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

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

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

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

   a. The accused student may admit the alleged violation and request, in writing, that the Assistant Dean of Students (or his or her designee) take whatever action seems necessary; or

   b. The accused student may admit the alleged violation and request a hearing before the Judicial Board regarding the sanction; or

   c. The accused student may deny the alleged violation, in which case the Dean of Students (or his or her designee) shall refer him or her to the Judicial Board.

9. In the event that the accused student does not make an election of one of the three options available within ten (10) working days from the date of the letter, the Dean of Students (or his or her designee) will take whatever actions seem necessary, including the imposition of appropriate sanctions.
10. If the accused student elects to admit the alleged violation and request a hearing before the Judicial Board to determine the sanction or if the student denies the allegation, a Judicial Board hearing will be scheduled as soon as practicable.

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

12. Prior to a Judicial Board hearing, the accused student shall be entitled to the following:

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

13. Members of the Judicial Board shall be appointed by the Dean of Students (or his or her designee) and shall be comprised of the following:

   a. The Dean of Students (or his or her designee) will serve as the Chairperson. However, when the Judicial Board is hearing an appeal based on a disciplinary decision of the Dean of Students (or his or her designee), the Dean of Students (or his or her designee) will relinquish the Chair and a temporary Chairperson will be appointed. The Chair conducts the hearing but does not participate in the deliberation.
   b. Two College administrator; and
   c. Two faculty members

14. Judicial Board hearings shall be conducted by the Judicial Board according to the following guidelines except as provided by article IV(A)(7) below:

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

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

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

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

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

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

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

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

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

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

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

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

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

20. Due Process procedures apply to complaints of unlawful discrimination or related harassment on the basis of race, color, age, religion, national origin, creed, ancestry, familial status, disability, marital status, height, weight, sexual orientation, veteran’s status, or sexual discrimination including sexual misconduct and sexual harassment raised by employees, students, or third parties against any currently enrolled GOCC students in accordance with Title IX.

In addition, GOCC will take steps to prevent the recurrence of any discrimination by the accused student through appropriate sanctions listed under Article IV(B)(1)(a-k) as well as remedy the discriminatory effects on the complainants or victims through appropriate administrative action.

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

B. Sanctions

1. In cases of noncompliance with the Student General Rules or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student’s prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:

   a. **Verbal Warning**—Student is given a verbal warning and a notation is made in the student’s disciplinary file.
   
   b. **Written Warning**—A notice in writing to the student that the student is violating or has violated institutional regulations and a copy of the warning letter is placed in the student’s disciplinary file.
   
   c. **Probation**—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
   
   d. **Loss of Privileges**—Denial of specified privileges for a designated period of time.
   
   e. **Restitution**—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   
   f. **Discretionary Sanctions**—Work assignments, essays, service to the College, Community Service or other related discretionary assignments.
   
   g. **College no contact orders**—between the accused student and the complainant (when appropriate).
   
   h. **College Suspension**—Separation of the student from the College for a definite period of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified.
   
   i. **College Dismissal**—separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified.
   
   j. **College Expulsion**—separation of the student from the College permanently.
   
   k. **Revocation of Admission and/or Degree**—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
2. Withholding Degree or Certificate — The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

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

4. The following sanctions may be imposed upon groups or organizations:
   a. Those sanctions listed above in article IV(B)(1) (a-k).
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. (Loss of all privileges may be issued, including College recognition, for a specified period of time.)

5. Once the Judicial Board has determined that a student and/or group or organization has violated the Student Code or General Rules, the sanction(s) shall be recommended by the Judicial Board to the Chair. The Chairperson shall make a final determination of the sanction to be imposed, taking into consideration the Judicial Board’s recommendations.

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

C. Interim Suspension

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

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

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

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

4. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and including the completion of the Judicial Board hearing, if required.

D. Appeals

1. A decision reached by the Dean of Students (or his or her designee) may be appealed by either the accused student(s) or the complainant to the Judicial Board within ten (10) working days, excluding Saturday and Sunday, of the decision. Such appeals shall be in writing and shall be delivered to the Student Services Divisional Office in GB 135.

2. A decision reached by the Judicial Board may be appealed either by the accused student(s) or the complainant to the Dean of Academics and Extended Learning, or his or her designee) within ten (10) working days of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students (or his or her designee) in GB 135.

3. An appeal shall be limited to a review of the verbatim record of the Judicial Board hearing and supporting documents for one (or more) of the following reasons only:
   a. A material deviation from written procedures that jeopardized the fairness of the process
b. New information, that was unavailable at the time of the hearing, would have resulted in a different outcome

c. A demonstrable bias by a member(s) of the hearing board

d. A sanction that is (substantially) disproportionate to the severity of the violation

4. If an appeal is approved by the Dean of Academics and Extended Learning (or his or her designee), the matter shall be returned to a new Judicial Board and Chairperson for a rehearing, which will take into consideration the suggestions made by the Dean of Academics and Extended Learning (or his or her designee) in addition to the facts that were originally presented. The decision of the new Judicial Board, after it has rendered its decision, shall be final and binding upon all involved.

5. If an appeal is not approved by the Dean of Academics and Extended Learning (or his or her designee), the matter shall be considered final and binding upon all involved.

ARTICLE V: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Student Code or General Rules shall be referred to the Dean of Students (or his or her designee) for final determination.

B. The Student Code shall be reviewed every year under the direction of the Dean of Students (or his or her designee).

Adopted by Board of Trustees March 10, 1993, revised 6/9/99, 10/9/02, 9/14/05, reviewed 9/17/14, revised 10/12/2017.
**DUE PROCESS**

I. Introduction

A. The fundamentals of Due Process shall be provided for students charged with violations of College codes, rules, regulations, policies or procedures. Responsibility for the disciplinary procedure shall rest with the Dean of the area where the violation occurred.

B. Students shall have the right to be accorded Due Process in all disciplinary actions resulting in a change of their social or academic status at Glen Oaks Community College. It is with this spirit that the following procedure has been established.

II. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC</td>
<td>A decision to limit the number of credit hours which a student takes in any one semester until he/she improves their point average to a stated level.</td>
</tr>
<tr>
<td>PROBATION</td>
<td>A decision to suspend a student’s privileges.</td>
</tr>
<tr>
<td>APPEAL FORM</td>
<td>A form to be used by the student to appeal a decision by the trier of the fact.</td>
</tr>
<tr>
<td>DISCIPLINARY PROBATION</td>
<td>A summary of the action taken during a particular case, including the disposition thereof.</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>A decision which permanently suspends a student from College.</td>
</tr>
<tr>
<td>EVIDENCE</td>
<td>Any species of proof, or probative matter, presented at the hearing of an issue by one of the parties, through the medium of witnesses, records, documents, concrete objects, etc., for the purposed of inducing belief in the minds of the trier of fact.</td>
</tr>
<tr>
<td>GUILTY</td>
<td>A verdict of the trier of fact which indicates that there has been a violation of the college code, rule, regulation, policy or procedure.</td>
</tr>
<tr>
<td>HEARING DISPOSITION SHEET</td>
<td>A record of the disposition which was made after a hearing of the case.</td>
</tr>
<tr>
<td>INCIDENT REPORT</td>
<td>A report of the incident in which a student allegedly violated College code, rule, regulation, policy or procedure.</td>
</tr>
<tr>
<td>NOTICE OF VIOLATION OF</td>
<td>Written notification to a student which states specifically the alleged violation of a College code, rule, regulation, policy or procedure.</td>
</tr>
</tbody>
</table>
A decision to permit a student who has been deemed guilty by the trier of fact to remain in the College as long as the stated conditions are achieved by the student.

An official written censure.

The restoration of anything to its rightful owner; the act of making good or giving equivalent for any loss, damage or injury; indemnification.

A decision which dismisses a student from the College community for a specified period of time, or until a stated condition is attained.

Persons who are appointed to hear and decide the student’s case, i.e., the Dean, who issues the notice, the Due Process Hearing Committee, the Appeal Board or the College President.

A form which is utilized by a student who desires to waive his right to a hearing before a trier of fact.

An official written reprimand which stipulates that further violations of College code, rules, regulations, policies or procedures within a specified period of time may result in more severe disciplinary actions.

III. Accusation

A. Notice: Any student accused of violating any of the College codes, rules, regulations, policies or procedures shall be notified in writing by the Dean of the College, the Dean of Student Services or the Dean of Finance (official based on nature of offense) in the following manner:

1. The notice shall be in writing and hand delivered to the student or sent by certified mail to the student’s last known address, which the student has left with the Registrar’s office.

2. The notice shall specifically set forth the alleged violation(s) of the College code, rule, regulation, policy or procedure.

3. The notice shall set forth a forewarning of the possible consequences (recommended action) if the student is found to have committed the violation(s).
4. The notice shall offer the opportunity for a scheduled meeting between the student and the Dean, who issued the notice. This meeting should take place within five days after the student’s request for the meeting.

5. Neither the student nor the Dean, who issues the notice, shall have the right to be represented by an attorney at this initial conference.

B. **Failure to Appear:** If a student fails to appear at the assigned time and date for his/her meeting with the Dean and fails to advise the Dean prior to that scheduled meeting that he/she cannot be present at the assigned time and date, disciplinary action, which may include suspension or termination of the student’s registration at Glen Oaks Community College, may be imposed by the Dean.

C. **Student Conference:** At the conference with the Dean, the student shall be informed of (1) the alleged violation of a College code, rule, regulation, policy or procedure, (2) his/her rights under the Due Process Procedure, (3) his/her right to a hearing, (4) his/her right to be represented at that hearing by an attorney, and (5) his/her right to an appeal to a decision made at that hearing, and (6) his/her waiver of the right to a hearing. The Dean shall inquire of a student as to how he/she pleads to the alleged violations. The student may admit the alleged violation of the codes, rules, regulations, policies, procedures; deny the alleged violation; or stand mute. If a student denies the alleged violation or stands mute, the matter shall go to a hearing. If the student admits the allegation, the Dean may impose such discipline as shall be appropriate under the circumstances.

IV. **Hearing**

A. **Forum:** If the student desires a hearing, that hearing shall be before either 1) the Dean handling the situation or before 2) the Due Process Hearing Committee for Violations of Code of Conduct. The student must request the hearing in writing before either 1 or 2 aforementioned. This request must written and submitted to the Dean, who issued the original notice, in writing no longer than five (5) days after the student-Dean conference.

1. **Plea:** At the hearing the student may either (1) admit the alleged violation of the codes, rules, regulations, policies, or procedures or (2) deny the alleged violation(s).

2. **Burden of Proof:** If the student denies the alleged violation(s), the administration shall have the burden to present such evidence as they may have of the alleged violation(s). Thereafter, the student may present any evidence that he/she desires to disprove the alleged violation(s).

3. **Not Guilty:** If the student is found not guilty, no action shall be taken by the administration. The case will be filed in the Student Services Office and no record thereof will be filed in the student’s records.
4. Guilty: If the student is found guilty, the student shall be notified in writing of the penalty (hearing opinion). Thereafter, the student must comply with the penalty which is imposed.

5. Per Policy 3.24, there is no grade appeal beyond the Dean of Academics & Extended Learning.

July 1992, (Position titles updates 7/2002), revised 9/14/05, 9/17/14, updated to match catalog 7/2018
NOTICE OF VIOLATION OF COLLEGE REGULATIONS

STUDENT VIOLATOR: ________________________________________________________________

It has been reported to our office that you have been charged
by: ___________________________ for: _________________________________________________
on: ___________________________ at: _________________________________________________

Admissions and/or conviction on the above charge(s) could result in this action(s):

______________________________________________________________________________
______________________________________________________________________________

You are hereby notified that you have the right to a hearing on the above charge. Your other rights include the right to an appeal, the right to an explanation, the right to question the evidence, and the right to counsel. Please indicate below which one of the following options you have elected in regard to the aforementioned violation:

( ) Deny the alleged violation.

( ) Waive in writing my rights to a student hearing and such other due process protections, and accept the recommendation of the Dean in charge of this incident. (See FORM 3.43C)

( ) Request a meeting with the Dean within five (5) days of the College’s receipt of this response.

________________________________________
Student Signature

________________________________________
Address

________________________________________
Phone Number

________________________________________
Date

Please return to: President’s Office
Glen Oaks Community College
62249 Shimmel Road
Centreville, MI 49032
POLICY ON CAMPUS UNREST, DISSENT, AND PROTEST

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

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

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

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

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

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

ACT #26 OF THE PUBLIC ACTS OF 1970

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

The People of the State of Michigan enact:

Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than $500.00, or by incarceration in the county jail for not more than 30 days, or both:
(a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and

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

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

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

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

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

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

This act is ordered to take immediate effect.

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

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

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

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

Any person or persons when in the opinion of the instructor are not contributing to or are distracting from the educational atmosphere of the class or logical pursuit thereof shall be removed and/or denied access thereto with resultant notification to the Dean of the College and the Dean of Student Services.
Barricading or causing to prevent free access to or egress from any area of the campus including but not exclusive of classrooms, office areas, corridors, stairways, library areas, student center, maintenance and service areas, and roadways:

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

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

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

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

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

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

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

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

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

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

*See Resolution and Policy Amendment 3.32.

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

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

Adopted by Board of Trustees 11/18/70, revised 9/14/05, 9/17/14
FREEDOM OF EXPRESSION POLICY

I. Purpose of policy. The purpose of the policy is to promote the free exchange of ideas and the safe and efficient operation of the College by:

• Fostering free speech, assembly, and other expressive activities at publicly accessible outdoor areas of any College campus, regardless of the viewpoint being expressed;

• Maintaining an appropriate educational and work environment for all persons present on College property; and

• Protecting and maintaining the security of College property, students, employees and visitors.

In developing and administering this policy, the College recognizes the freedoms guaranteed by the United States and Michigan constitutions, including freedom of speech and assembly. The College also recognizes the need to preserve and protect its property, students, guests and employees, and to ensure the effective operation of educational, business and related activities of the College.

Expressive activities on the College’s campus may be subject to reasonable regulation with regard to the time, place and manner of the activities. College employees will not consider the content or viewpoint of expressive activities when enforcing this policy, including by restricting students’ expression based on concerns about other person(s)’ negative reaction to the expression. No policy can address every possible activity or situation that may occur on College property, and the College reserves the right to address such situations as circumstances warrant.

Expressive activities carried out under this policy will not be considered to be speech made by, on behalf of, or endorsed by the College.

II. Scope. This policy applies on all of the College Campus.

III. Expressive Activity Defined. “Expressive Activity” is defined as the carrying or displaying of signs or placards, leafleting, campaigning, marches, rallies, parades, demonstrations, protests, assemblies, speeches, circulation of petitions, and/or any public demonstration on College grounds.

IV. Expressive Activity for Enrolled Students and Registered Student Groups

A. General Access: Registered students and student groups may use, without prior notification or permission, any publicly accessible outdoor area of the College campus except parking lots, and driveways. Federal, state and local laws will be enforced, as applicable. The use of walkways or other common areas may not block the free passage of others nor impede the regular operation of the College.
Use of the publicly accessible outdoor area may include speaking, non-verbal expression, distributing literature, displaying signage and circulating petitions. There is no limit to the number of times a month a person or group may access these areas, provided that access is limited to hours when the College is open to the public.

During work and class hours, or if the area is currently in use for an official College event, amplification will be restricted if it interferes with College operations or noise ordinances are violated.

B. **Large groups**: Except in the circumstances described below, any person or group whose use of an outdoor area for demonstration, protest or distribution or literature is expected or reasonably likely to have more than fifty (50) people in attendance shall notify the Dean of Finance & Administration and the Dean of Students, or their designee at least two (2) business days before the day of the activity. The notification shall be submitted at least two (2) business days before the day of activity. Notification shall include information as to the specific location requested to be used for the event and the estimated expected number of persons, and the name and contact information of at least one person who can be contacted regarding logistics of the event, which should include at least one person who will be personally present.

C. **Reserved Space**: In addition to the general right of access to outdoor areas of campus described above, any registered student or student organization may seek to reserve the use of specific indoor areas by contacting the President’s Office. Requests by a registered student or student organization to reserve such area or space shall be made at least 5 business days before the event. A request will be granted unless it would conflict or interfere with a previously scheduled event or activity or violate College policy.

A student or student organization that has reserved a specific area or space under this policy will have priority over any other persons seeking to use the area or space during the scheduled time period. Any decision denying a request will be promptly communicated (within 48 hours of receiving the request) in writing to the requester and will set forth the basis for the denial.

The content of the anticipated speech or other expressive activity will not form the basis for a denial.

V. **Expressive Activity by College Visitors.**
A. **Requests to Engage in Expressive Activity.** Members of the public who are not registered students or student organizations must receive a permit before engaging in Expressive Activity on any College campus. Requests to schedule Expressive Activity on the College grounds shall be made to the Dean of Finance & Administrative Services, and Dean of Students or their designee (hereinafter, Dean’s). Requests may be submitted in person at the Dean of Student’s Office.

B. **Process.** Requests must be made in writing to the Dean of Finance & Administration and Dean of Students during regular business hours at least 48 hours prior to any Expressive Activity on a form supplied by the College. Each request shall be in writing and shall contain the following information:

1. Name/address/telephone number(s) of contact person(s).
2. Name/address/telephone number(s) of back-up contact person(s).
3. Date and hours requested for the expressive activity and duration of the expressive activity.
4. Area requested for use.
5. Number of anticipated participants.
6. Structures to be used in the expressive activity.

C. **Appeal.** If a person or organization is aggrieved by a decision of the Dean of Finance & Administration or Dean of Students, an appeal may be taken to the President within three College business days of that decision. The appeal shall be in writing, stating the basis therefore, and the relief sought. The President shall promptly announce their decision.

VI. **Rules.** Use of College grounds is subject to the following:

A. In order to maintain the security, safety and aesthetic appearance of the College and College grounds, and to provide for regular maintenance, improvements or alterations,

Expressive Activity on the College grounds may occur only between the hours of 8:00 a.m. and 8:00 p.m. and shall at no time block any entrance or exit of the buildings, or impede free access to the buildings or parking lots by its students, faculty, employees, occupants or the public.

B. No activity shall substantially impede or interfere with College business, the educational process, or public access to College grounds.
C. To provide for regular maintenance, improvements or alterations of the College grounds and in order to maintain the security, safety and aesthetic appearance of the College and College grounds, equipment, signs, banners or structures of any kind that are placed on the College grounds shall be free standing and shall not be affixed to any building, tree, monument, fixture or other College structure. The equipment, signs, banners or structures shall be entirely removed at the conclusion of the expressive activity, or no later than 8:00 p.m. on any day of any Expressive Activity. Structures (whether for shelter or for any other purpose) must be pre-approved by the Vice President, Student Services.

D. Due to the presence of underground utility, electrical and drainage lines, signs, banners or other objects shall not be driven into the ground; nor shall they be supported in or by any tree, monument or other structure affixed to the College grounds. Signs, banners or objects supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within six feet of a freestanding sign or banner at all times to prevent damage to the property and injury to individuals.

E. Defacing or damaging the College grounds, including but not limited to trees, shrubbery, flowers, lawns, sidewalks, parking lots, fences, lighting fixtures, light wells, fire hydrants, benches, statues, monuments, plaques, and such subterranean features as are necessary for the maintenance and operation of the College (such as lawn sprinkler systems, sewer and water mains, electrical conduit, etc.), or any other feature is not allowed. Likewise, defacing or damaging the exterior walls and surfaces of the buildings, including the entrances, porches and staircases, is not allowed.

F. Stepping or climbing upon statues, monuments, fences, lighting fixtures, light wells, trees, or parts of the College building not intended for such purposes is not allowed.

G. No sign located within 50 feet of a roadway, entrance or exit shall be larger than 3’ x 3’, and no sign shall block the sight lines of drivers entering or exiting the College grounds or traveling on a public roadway around the College.

H. Vehicles are not allowed on the College grounds, except in areas designated for vehicular use.

I. Camping or sleeping overnight on the College grounds is not allowed.

J. Alcoholic beverages or any other controlled substance shall not be possessed, dispensed, or consumed on the College grounds.
K. Individuals distributing literature shall remove all discarded items from the general area(s) of distribution at the conclusion of their activity.

L. Firearms, or other weapons are not allowed on campus.

M. All persons must comply with all College policies, Campus Rules and Regulations, and local, state and federal ordinances and statutes.

N. Expressive Activity inside College buildings is prohibited.

O. Distribution/solicitation by placing any material on vehicles in the parking lots or garages is prohibited. Leaving trash, litter, materials or pollutants in any area is prohibited.

VII. Enforcement. The College reserves the right to stop any activity that substantially interferes with or disrupts the normal activities of the College; interferes with the educational process; or violates any of the conditions covering expressive activity under this policy. Any person who violates this policy may be subject to an order to leave College property. Employees in violation of this policy may be subject to discipline, up to and including termination. Students in violation of this policy may be subject to discipline under the applicable Code of Conduct.

Adopted by Board of Trustees 1/11/2018.
USE OF FIREARMS ON CAMPUS

Glen Oaks Community College, in its policy governing campus unrest, specifically prohibits firearms on campus.

The transport and use of any firearm on campus must be performed in accordance with the laws of the State of Michigan.

Adopted by Board of Trustees 11/17/71. Revised 9/19/73. Revised 10/09/200, revised 9/14/05, 9/17/14
BULLETIN BOARD POLICY

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

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

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

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

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

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

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

July 1992, revised July 2002, revised 9/14/05, reviewed 9/17/14
ACCESS TO STUDENT ACADEMIC RECORDS, FILES, AND DATA

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

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

1. To protect a student's rights to the privacy of information which Glen Oaks has in its possession concerning the student, and

2. To provide a reasonable guideline for release or disclosure of such information as is required by federal and state law and as is necessary for the effective functioning of the college.

The following are matters of public record and may be included in publications or disclosed upon request without the consent of the student (this "directory" information can be located in the academic files): name of student, the student's local phone, e-mail, the student's local and/or permanent address, date and place of birth, whether or not a student is currently enrolled, dates of attendance, the most recent previous educational agency or institution attended by the student, class (freshman, sophomore), academic majors, information pertaining to honors, achievements, degree(s) and/or certificates earned from Glen Oaks Community College and dates, participation in officially recognized college activities and sports, weight and height of athletic team members. Inquiries by phone or in person for the items of public record listed will be honored. Blanket request or request requiring data in specific formats (mailing labels, for example) may be denied and/or a charge for the service may be levied. The student has the right to designate that any or all of the categories listed above be withheld from directory information.

All personally identifiable information not covered by the aforementioned is confidential and shall only be disclosed by Glen Oaks Community College as provided herein. Upon proper identification any Glen Oaks Community College student 18 years of age or older, past or present, or any parent/guardian of a student under 18 years of age or the parents of a dependent student (as defined by Internal Revenue Code of 1954, Section 152) may examine the official records, files and data of the college directly relating to the student. (The parent/guardian of a non-dependent student 18 years or older does not have the right to examine the student's record without the student's consent as provided in the Family Educational Rights and Privacy Act of 1974 and its ensuing modifications.)

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

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

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

Records may be disclosed to college officials of a college in which the student seeks to enroll. The student/parent\(^1\) must be presented with a copy of the records if requested.

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

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

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

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

Exemptions to the access of student record files and data are the following. Students may be denied access to notes and observations kept by counselors, staff and faculty members for their personal use and not for the use of an outside agency or other persons or offices in the college, to psychologists’ and psychiatrists’ records, etc. which are kept confidential and employment records, so long as employment is not part of the student status. (If the records serve as client-professional practitioner relationship, the student shall have access only through the practitioner. Release or disclosure of these records shall be governed by state statute and codes of professional ethics.) Students may be denied access to disciplinary records which relate to the student as an individual or citizen. (A file on any incident may contain several names including

\(^1\)For the purposes of this section, student/parent refers to the independent student or the parent of a student under age 18 or over 18 who is still a dependent.
both students and non-students. In Michigan such records are not accessible to the individual until a complaint
has been signed and a warrant issued.) In addition to the above, students shall not have access to letters of
recommendation or statements of evaluation obtained or prepared before January 1, 1975, pursuant to implied
or expressed promises of the confidentiality or personally signed letters of recommendation to which students
have waived their right to access. A student may be allowed, but not required, to waive his or her right of
access to letters of recommendation received after that date. Further, students do not have access to the Parent's
Confidential Statement contained in their financial aid folder as this is deemed a record of the parent, not the
student.

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

**NOTICE OF RIGHT TO ACCESS AND PRIVACY OF RECORDS**

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

These rights include:

1. The right to examine the student's records.
2. The right to have the administration hear evidence that any part of the record is inaccurate,
   misleading or violates a student's privacy or other rights, to have the record changed if the
   administration agrees with the applicant's evidence and to insert an explanation in the record if
   the administration agrees.
3. The right to have records which personally refer to a student kept confidential except either by
   consent of the parent or students, or when being used by school personnel for school business.
   Certain official agencies may also request records.
4. The following information will be made available for publication in directories, sport programs,
   and so forth:
   - Name of student
   - Student's local address
   - Student's local phone, e-mail address
   - Student's permanent address
   - Date of birth, place of birth
Whether or not a student is currently enrolled
Class (freshman or sophomore)
Academic major
Information pertaining to honors achievements
Degree(s) and/or certificates earned from Glen Oaks and dates
Participation in officially recognized college activities and sports
Weight and height of athletic team members

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

(5) The right to obtain a copy of the Board of Trustees policy on privacy of student records from the Dean of the College.

(6) The right to protest to

The Family Educational Rights and Privacy Act Office
Department of Health, Education and Welfare
300 Independence Avenue, SW
Washington, DC 20201

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

Revised 1/12/77, 1/79, 9/14/05, reviewed 9/17/14
(Position titles updated July 2002.)
PROCEDURE FOR RETENTION AND DISPOSAL OF RECORDS

(STUDENT SERVICES)

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

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

July 1992, revised 9/14/05, reviewed 9/17/14
STUDENT POLICIES - GENERAL

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

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

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

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

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

f. Smoking is permitted only in the parking lot(s) within private vehicles located on the campus. (Please refer to Policy 2.51)

July 1992, revised July 2002, revised 9/14/05, 9/17/14
Athletic Grant-in-Aid Requirements

Student-athletes must maintain and complete a full-time course load (12 min.) with a minimum 2.0 grade point cumulative and semester average to keep institutional grant-in-aid. Those that do not complete 12 credits (min) at a 2.0 gpa will lose their grant-in-aid immediately.

Athletes must also be present at all athletic functions (practice, games, tournaments, meetings) unless excused by coach or Athletic Director in order to maintain their scholarship. If the scholarship is cancelled during a semester in which the student athlete is under contract, the student will be billed the cost of the scholarship for that semester.

Prospective student athletes that are not satisfactory status for Satisfactory Academic Progress will not be able to eligible to receive an athletic scholarship.

Student athletes must adhere to all College, NJCAA, MCCAA, and all local, state, or federal laws. The scholarship is subject to cancellation if student athlete is found to be in noncompliance.

Procedure:
Grades are processed at the end of each semester to check for NJCAA eligibility requirements. Those students that have not passed 12 credits with a 2.0 grade point average will lose their athletic grant-in-aid immediately. Student-athletes may be eligible to compete per NJCAA and MCCAA requirements but would not receive institutional grant-in-aid until they reestablish a 2.0 semester and cumulative GPA while completing a full time course load.

Student-athletes will be notified that their aid has been reduced due to academic shortcomings at the end of each semester by the Athletic Director or designee. Any athletic grant-in-aid the student athlete was expected to receive during the next semester will be returned to the appropriate department.

Additional verbiage would be stated in the letter of intent that would consist of this:
“This scholarship is contingent on the student athlete taking 12 credits or more in the “insert term”, and passing each class with a 2.0 or higher, and becoming NJCAA eligible to participate in the “insert term” season of “sport”. Scholarship is contingent on maintaining satisfactory academic progress (Above a 2.0 in at least 12 credits at Glen Oaks Community College each semester and maintaining academic eligibility in accordance with NJCAA guidelines). The student athlete must be present at all scheduled and/or called contests, practices, sessions, and meetings of the sport and athletic department in which he/she participates unless excused by the coach. This scholarship is subject to cancellation if the student athlete is found to be in non-compliance with any of the above mentioned requirements, violation of any College policy, and/or any local, state or federal law. If the scholarship is cancelled during a semester in which the student athlete is under contract, the student athlete will be billed for the cost of the scholarship for that semester.”

Adopted by Board of Trustees 11/11/15
Children on Campus

To protect the safety of young visitors and to avoid disruptive behavior, young children accompanying employees, students or visitors of Glen Oaks Community College must be under the constant supervision of a responsible adult while on Glen Oaks property. This means, specifically, that there must be an unobstructed line-of-sight between the child (or children) and the adult responsible for their care. Children who are taking part in organized, scheduled activities, minors who have been admitted to Glen Oaks Community College, and dual enrolled high school students, may be on campus without adult supervision. In all other cases, minor children, however, must remain under the constant supervision of their parent or adult guardian while on GOCC property. Minor children should not be brought into classrooms, laboratories or other areas of instruction without prior approval. Should the student-parent experience an emergency where there is no other option but to bring the child to campus, classroom faculty or the administrative heads of other units will determine if the child may be allowed to quietly sit in the classroom or with the student-parent in some other location. A child will be removed from the setting if his or her presence is determined to be disruptive to the learning process.

The College does not allow children to be left unattended on our property due to security and child welfare concerns. Parents who have problems with childcare should visit the Student Services Office to receive referrals to childcare services in the area.

8/2013, reviewed 9/2014
I. **Purpose**

Information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the college's technology resources. This policy is designed to guide students, faculty, and staff in the acceptable use of computer systems, networks, and other information technology resources at Glen Oaks Community College.

II. **Guiding Principles**

A. **Non-public Forum.** Information technology at Glen Oaks Community College is a non-public forum. The College reserves the right to restrict access to and the use of information technology resources in a manner consistent with federal and state law.

B. **Creativity Encouraged.** The College community is encouraged to make innovative and creative use of information technologies in support of educational, scholarly, and administrative purposes.

C. **Copyrighted Materials.** Glen Oaks Community College recognizes the importance of copyright and other protections afforded to the creators of intellectual property. Users are responsible for making use of software and other information technology resources in accordance with copyright and licensing restrictions and applicable College policies. Using information technology resources in a manner violating these protections, or furthering the unauthorized use or sale of protected intellectual property, is prohibited.

D. **Offensive Material.** Glen Oaks Community College cannot protect individuals against the receipt of potentially offensive material. Those who use electronic communications occasionally may receive material that they might find offensive. Those who make personal information available about themselves through the Internet or other electronic media may expose themselves to potential invasions of privacy.

E. **Use IT Wisely.** Information technology resources are provided to support the College’s scholarly, educational, and administrative activities in fulfilling the mission of the College. Information technology resources are limited, and should be used wisely and with consideration for the rights and needs of others.

F. **Privilege, Not a Right.** The use of Glen Oaks Community College computer systems, networks and other information technology resources is a privilege, and not a right. Inappropriate use of such resources may result in suspension or termination of privileges and/or other discipline. The College further reserves the right to monitor Internet use and determine if specific uses are consistent with this Acceptable Use policy, and to deny access to prevent unauthorized or unacceptable activity.

III. **User Responsibilities**

A. **Protect your Password.** Users are expected to use computer and network resources in a responsible manner. Users should take appropriate precautions to ensure the security of their passwords and
prevent others from obtaining access to their computer resources. Convenience of file or printer sharing is not a sufficient reason for sharing computer accounts and passwords.

B. *College Image*. Users should remember that information distributed through the College’s information technology resources may be considered a form of publication. Although Glen Oaks Community College does not take responsibility for material issued by individuals, users must recognize that third parties may perceive anything generated at Glen Oaks Community College as in some manner having been produced under Glen Oaks Community College auspices. Accordingly, users are reminded to exercise appropriate language, behavior, and style in their use of information technology resources.

C. *Prohibited Practices*. The following behaviors are prohibited while using College information technology resources, including computers and networks owned or operated by Glen Oaks Community College, or to which Glen Oaks Community College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using, duplicating or transmitting copyrighted material without first obtaining the owner’s permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
3. Tampering with software protections or restrictions placed on computer applications or files;
4. Using College information technology resources for personal for-profit purposes;
5. Impersonating another user or otherwise falsifying a user name in email;
6. Degrading or disrupting the network, hindering access to the network, or otherwise excessively using resources in a manner which effectively denies service to other users;
7. Sending chain letters, junk mail, “spam,” or other similar types of broadcast messages or messages that use pyramid schemes to distribute communications to an exponentially growing collection of recipients;
8. Sending mail that is deliberately designed to interfere with proper mail delivery or access;
9. Using information technology resources in a manner that is disruptive of the workplace or educational purpose of the College, or which otherwise hinders the effectiveness of the institution;
10. Using information technology resources to access, store, or transmit pornographic or obscene material in violation of Michigan criminal laws, including, but not limited to Michigan obscenity laws MCLA 752.361-752.374 and other Michigan statutes and cases concerning obscenity;
11. Sending messages that are malicious or that a reasonable person would find to be harassing or threatening;
12. Accessing another person’s computer account without permission. Users may not supply false or misleading data, or improperly obtain another’s password to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or oversight of another is considered to be a specifically prohibited use;

13. Intentionally introducing computer viruses, worms, or other rogue programs into information technology resources that belong to, are licensed to, or are leased by Glen Oaks Community College or others;

14. Physically damaging information technology resources;

15. Using, or encouraging others to use, information technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and

16. Falsely reporting or accusing another of conduct that violates this policy, without a good faith basis for such an accusation.

D. **Incidental Use.** Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for learning what authorizations are necessary and for obtaining them from the appropriate supervisor before proceeding. Incidental use is defined as occasional, limited, and without significant cost in time or college resources. Supervisors are expected to use professional judgment to determine whether an employee’s personal use is incidental. Incidental use of College-owned computer systems for personal purposes is permitted if:

1. Use occurs outside of the employee’s work schedule;
2. Use does not interfere with work being performed by another employee;
3. Use is not for pay or profit;
4. Use does not consume excessive supplies—as determined by a supervisor, employees may be asked to replace supplies consumed beyond an incidental level;
5. Use does not violate software licensing agreements;
6. Use does not expose confidential or personnel information to others who should not have access to such information.

IV. **Policy Administration**

A. **College Access to Your Files.** The College encourages all members of its community to use electronic resources in a manner that is respectful of others.

Generally, the College will not make the contents of electronic mail available to those other than the originator and intended recipient. While respecting users’ privacy to the fullest extent possible, however, the College reserves the right to examine any computer files. The College reserves this right for *bona fide* purposes, including, but not limited to:

1. Enforcing policies against harassment and threats to the safety of individuals;
2. Protecting against or limiting damage to College information technology resources;
3. Complying with a court order, subpoena or other legally enforceable discovery request;
4. Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law;
5. Safeguarding the integrity of computers, networks, hardware, software and data;
6. Preserving information and data;
7. Upgrading or maintaining information technology resources;
8. Cooperating with law enforcement authorities in reporting and investigating suspected criminal activity.

B. Servers. All servers must be approved by the College. Root access must be given to the Chief Operations Officer or designee for all servers on the Glen Oaks Community College network.

C. Terminating Your Use of Computers. The College may suspend or terminate the use of its computers and network systems when presented with evidence of a user’s violation of College policies, or federal or state laws, or when it is necessary to do so to protect the College against potential legal liability. The College reserves the right to limit access to its information technology resources, and to remove or limit access to material stored on College information technology resources.

D. Disciplinary Action. All users are expected to conduct themselves consistent with these responsibilities. Abuse of computing privileges may subject the user to disciplinary action as established by applicable College policies and/or collective bargaining agreements.

E. Bound by Public Law. The College and users must recognize that all members of the College community are bound by federal and state laws pertaining to civil rights, harassment, copyright, security and other statutes governing use of electronic media. This policy does not preclude enforcement under such laws.

V. Indemnification and Warranties
A. Glen Oaks Community College makes no warranties of any kind whether expressed or implied, for the computer services it provides.

B. Glen Oaks Community College assumes no responsibility for any direct or indirect damages arising from the user’s connection to the Internet. The College is not responsible for the accuracy of information found on the Internet, but rather merely facilitates the accessing and dissemination of information through its systems. Unless the College expressly authors content, it has no editorial control over the content distributed or disseminated on the network and users are solely responsible for any material that they access and disseminate.

C. Users hereby agree to indemnify and hold Glen Oaks Community College and its officers, Trustees, employees and agents harmless for any loss, damage, expense or liability resulting from any claim,
action or demand, arising out of or related to the users’ use of Glen Oaks Community College owned technology resources and network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortuous interference with contract or prospective business advantage, unfair completion, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

VI. Reporting Violations

Allegations of student conduct that is believed to violate this Acceptable Use policy should be reported in writing to the Dean of Students. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Chief Operations Officer or designee. To ensure the fairness of any proceedings that may follow a reported violation, the individual filing the report should not discuss or provide copies of the allegations to others.

Adopted 5/14/08, revised 9/17/14
STUDENT CONCERN PROCEDURE

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

If the conflict is not resolved, students should be referred to the Director of Academic Services.

Dean of Students
If the issue is an infraction of the Student Code of Conduct, refer the student to the Dean of Students, Assistant Dean of Enrollment Services/Registrar to complete an Incident Report. If not, do the following.

1. The Director of Academic Services will provide students with a packet of information that describes the Student Concern process and outlines steps in mediation.
2. The Director of Academic Services will ask students if they had discussed this issue with the other party.
   a. If yes, and the issue is not resolved, students should complete the Student Concern Report.
   b. If no, students should be encouraged to talk with the other party. If they are reluctant to do so, the Administrative Assistant will help students complete the Student Concern Report. (Note: Completion of the Student Concern Report formalizes the process.)
3. The Director of Academic Services will log in the concern and refer the Student Concern Report to the Dean of Teaching & Learning. A copy of the Student Concern Report will be forwarded to the employee’s supervisor.

Formal Process
The Dean of Academics & Extended Learning will review the Student Concern Report. Based upon the nature of the concern, the Dean of Teaching & Learning will determine how the concern should be handled.

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

When a Student Concern is referred to mediation, the Mediation Center for St. Joseph and Cass Counties will be contacted. The Mediation Center will charge $20 per case and will find a mediator with 7-10 days. At the
present time they have 14 trained volunteer mediators who are available only during the evening. One individual presently being trained will be available during the day. In addition, two to four college personnel will receive mediation training to supplement those available from the Mediation Center.

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

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

**Mediation Review Committee**
This committee will be comprised of three faculty or staff who are not involved with the concern. The Committee would be appointed by the Dean of Academics & Extended Learning and rotate annually. The role of the Committee would be to review the facts and render judgement about the concern.

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

**Appeal Committee**
A special Appeal Committee will be formed to review the appeal and render a judgement. Possible members of this Appeal Committee include the President of the Faculty Senate, the Dean of Academics & Extended Learning, and the President of Glen Oaks.
Report Number: ______________

Name of Filer:____________________________________________ID#:__________________

Name of Person to whom the concern is addressed: ____________________________________

  ___Yes   ___No    I have met with the above person.

Nature of the concern. Please describe in detail with dates, etc. Attach a sheet if necessary.

__________________________________________________________________________________________
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__________________________________________________________________________________________

Signature of Filer________________________Date Filed: ____________

Dean of the College Academics & Extended Learning Referral: ________________________________
Date:__________________

Please contact both parties within a week of the filed date to seek a resolution.

See Reverse Side for Resolution
Resolution of Concern

Steps taken to resolve the concern (include dates):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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The final decision regarding the concern: Date:____________________

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__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Was a referral made to any outside agency?
____ No
____ Yes: Indicate Agency:________________________________________________________
Procedure

Administrative Assistant to the Dean of Academics & Extended Learning should assist the student in completing the Student Concern Report and should provide the student with a copy of the procedures.

Maintain an annual spreadsheet with the following information:
1. Date the Concern was originally submitted.
2. Nature of the concern.
3. Steps taken to resolve the concern.
4. Final decision
5. Any external actions taken.

Each Student Concern Report should be numbered.

The original Student Concern Reports should be retained in the Office and copies should be forwarded based upon the recommendation of the Dean of Teaching & Learning. The Student Concern Reports should be filed in alpha order. The resolutions should be stapled to the original report.

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

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

The Administrative Assistant to the Dean of Academics & Extended Learning should compile the Student Concern Reports into various categories. These categories will be determined by the Dean of Academics & Extended Learning after there has been sufficient experience with the process. Some examples might be grade issues, course outlines, and consistency of treatment. The results of this summarization will be used to improve procedures and policies of the College.

Adopted by Board of Trustees January 12, 2000, revised February 9, 2000, title updates made 2012, 9/17/14
**Student Concern Report**

Report Number: _________________

Name of Student: _________________________________________

ID#: __________________

Name of Person to whom the concern is addressed: ____________________________________

___Yes   ___No      I have met with the above person.

Nature of the concern. Please describe in detail with dates, etc. Attach a sheet if necessary.

________________________________________________________________________________________
________________________________________________________________________________________
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Signature of Student:_________________________________________ Date: ____________

Dean of Academics & Extended Learning Referral:______________________________
 Date:____________________

Please contact both parties within a week of the filed date to seek a resolution.

See Reverse Side for Resolution
Resolution of Concern

Steps taken to resolve the concern (include dates):

________________________________________________________________________________________
________________________________________________________________________________________
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The final decision regarding the concern: Date:__________________
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________________________________________________________________

Was a referral made to any outside agency?
____No
____Yes: Indicate Agency:__________________________________________
SOCIAL SECURITY NUMBER POLICY

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

SOCIAL SECURITY NUMBER USAGE FOR IMPROVING INSTRUCTION

In order to improve the instruction offered at Glen Oaks Community College and to meet the requirements of the Carl D. Perkins Vocational and Technical Education Act. Section 113 and the Workforce Investment Act of 1998, Section 122, we will be using your Social Security Number in order to compile summary reports. Section 113 of the Carl D. Perkins and Technical Education Act, 20 USC 2323, and Section 122 of the Workforce Investment Act of 1998, 29 USC 2842, requires Glen Oaks Community College and the State of Michigan to assess the effectiveness of vocational and technical education programs aimed at training, placement, and retention of students in employment. Although these laws require that performance reports be compiled based on wage record information, neither law requires students to give their Social Security Numbers (SSN) to the College.

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

 Adopted 9/14/05, reviewed 9/17/14
Glen Oaks Community College is committed to a College culture that respects and values all students and employees and fosters understanding of gender identity within the College community. All students and employees will adhere to procedures established in connection with this policy to ensure a safe working and learning environment, free of discrimination and harassment.

**Jurisdiction of the Policy**
All questions or concerns regarding the College’s Transgender Policy will be handled by the Assistant Dean of Students (for students, community members, and visitors) and the Director of Human Resources (for College employees):

Tonya Howden  
Asst. Dean of Students  
thowden@glenoaks.edu  
269-294-4230

Jamie Yesh  
Director of Human Resources  
jyesh@glenoaks.edu  
269-294-4229

**Definitions**

A. Sex: The classification of people as male or female as assigned at birth.

B. Gender Identity: One's internal, deeply held sense of one's gender that may nor may not conform to that typically associated with the sex they were assigned at birth. For some people, their gender identity does not fit neatly into one of the two choices.

C. Gender Expression: External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics.

D. Sexual Orientation: An individual's enduring physical, romantic and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be heterosexual, lesbian, gay, or bisexual. For example, a person who transitions from male to female and is attracted solely to men would identify as a heterosexual woman.

E. Transgender: An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender.

F. Transitioning: Transitioning refers to processes undertaken by some transgender people to align their gender expression with their gender identity. Aspects of transitioning may include social processes (e.g., telling others, changes in appearance, using a preferred name and/or different pronouns), medical processes (e.g., hormone therapies, gender confirmation surgery), and/or legal processes (e.g., obtaining a court-ordered name change and/or change in legal sex designation).

**Procedures**

A. Campus Records: At the request of the student, the College will engage in reasonable and good faith efforts to use a preferred name and/or gender on internal College records such as class rosters and class schedules. The College is not permitted to use a preferred name and/or gender on the following records: enrollment verifications, transcripts, diplomas, financial aid documents, Visa documents, W-2 forms, and third party reports. There may be some situations where it may be necessary to clarify that a preferred name is different from a legal name. Examples of this include official interactions with police/law enforcement, security, and verification of medical records.

B. Restrooms: All students, faculty, staff, and visitors have the right to use the restroom that coincides with their gender identity.

C. Privacy: College personnel shall not disclose information that may reveal a student’s transgender status.
Under the Family Education Right to Privacy Act (FERPA), only those College employees with a legitimate educational need may have access to a student’s records or the information contained within those records.

D. Names/Pronouns: When requested by the student or employee, College staff should engage in reasonable and good faith efforts to address students and employees by their preferred names and pronouns that correspond to their gender identity, regardless of whether there has been a legal name change. Consistent with these guidelines, College personnel should make every effort to maintain the confidentiality of the student’s transgender status. Students who need to change their names or pronouns under this policy should submit a Change of Status form to the Records and Registration Office. College employees who need to change their names/pronouns under this policy should submit their requests to Human Resources.

E. GO-Zone and E-mail Addresses: Students and employees may request an ID card be issued in the name that reflects an individual’s gender identity that is consistently asserted at College. Once a student has submitted the Change of Status Form to the Records and Registration Office and the name change is approved, the student may obtain a new student ID card. Should students need to change a College-issued e-mail address to include the name that reflects the individual’s gender identity consistently asserted at College, they should contact the Records and Registration Office, who will complete an IT work order to change the information appropriately. Records and Registration staff will notify the student of the new login information after IT has completed the request. College employees who wish to request a change of their College-issued email under this policy should submit their requests to Human Resources.

F. Athletics and Physical Education: Transgender students shall have the same opportunities to participate in physical education as all other students. Students may participate in physical education and athletics in accordance with the student’s gender identity that is consistently asserted at College. Participation in competitive athletic activities will be resolved on a case-by-case basis by the Title IX Coordinator and the Director of Athletics.

G. Locker Room Accessibility: GOCC aims to support transgender students and employees while ensuring the safety of all. The use of restrooms and locker rooms by transgender students, employees and members of the community requires colleges to consider numerous factors, including, but not limited to: the transgender individual’s preference; protecting privacy; maximizing social integration; minimizing stigmatization; ensuring equal opportunity to participate; the student’s age; and protecting the safety of all persons. A transgender student or employee who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements, which may include the use of a private area, a separate changing schedule, or a single stall restroom. A transgender person may not be required to use a locker room or restroom that conflicts with the individual’s gender identity consistently asserted at the College.

H. Gender Segregation in Other Areas: In any other circumstance where students are separated by gender in College activities (i.e. overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at College. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

**Bullying, Harassment, and Discrimination**

Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression is prohibited. It is the responsibility of the College and all staff to ensure that all students, including transgender and gender nonconforming students, have safe school environments. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking appropriate action, and providing students and staff with appropriate resources and supports. Enforcement of anti-bullying policies should focus on education and
prevention rather than exclusionary discipline. Complaints alleging discrimination or harassment based on a student’s actual or perceived gender identity or expression are to be taken seriously and handled in the same manner as other discrimination, bullying, or harassment complaints.

Approved by Board of Trustees: 2/9/2017.
Service Animal Policy

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This policy governs the use of service animals on campus by persons with disabilities.

II. Policy Statement

Persons with disabilities may be accompanied by working service animals on the campus of Glen Oaks Community College consistent with the provisions of this policy.

III. Definitions

Disability under the Americans with Disabilities Act (ADA): A physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.

Service animal: The College recognizes “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA). Pursuant to that law, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

IV. Reasonable Modifications - Miniature Horse

Glen Oaks Community College shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Other requirements which apply to service animals shall also apply to miniature horses.
Assessment factors

In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, Glen Oaks Community College shall consider:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

V. Service Animal Use on Campus

Visitors: Visitors with service animals may access all public facilities, with the exception of areas where service animals are specifically prohibited due to safety or health restrictions, where the service animal may be in danger, or where the service animal’s use may compromise the integrity of research.

Employees: Employees with a disability who wish to utilize a service animal as a reasonable accommodation in a College office or other areas of campus buildings not open to the general public must register with the Human Resources Office at least 30 days before the animal is needed.

Students: Students with a disability who wish to utilize a service animal in a classroom are encouraged but not required to register with the Support Services for Students with Disabilities Office (SSSD), located in Student Services. Students are encouraged to register with the SSSD Office for access to resources, information, and advocacy around a range of disability-related dynamics, including service animals. Registration is encouraged for students who wish to use a dog as a service animal and is required for students who wish to use a miniature horse in College facilities.

VI. Student Housing

For use of a service animal by a resident or potential resident in College housing, see the Student Housing Handbook at [https://www.glenoaks.edu/housing/](https://www.glenoaks.edu/housing/).
VII. Service Dogs in Training

A. Service dogs in training are permitted on campus in all public facilities on the same basis as working service animals provided that the dog is being led or accompanied by a trainer for the purpose of training the dog, and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization.

B. Only adult dogs (twelve months of age or older) are considered service dogs in training under College policy. “Puppies in training” are not permitted in College buildings, except with written permission from the Assistant Dean of Students.

C. Service dogs in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public, except with written permission from the Assistant Dean of Students.

D. A student or employee with a disability who wishes to utilize a service dog in training in College housing, classrooms, offices, or other areas of campus buildings not open to the general public must register with the SSSD Office and seek approval through the reasonable accommodation process.

VIII. General Requirements

Service animals on campus must comply with all state and local licensure and vaccination requirements. The animal must be on a leash at all times, if appropriate for that animal.

The care and supervision of a service animal is the responsibility of the individual who uses the animal’s service. The individual must maintain control of the animal at all times. The individual using the animal’s service is responsible for ensuring the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

IX. Clarifying Animal Status

Service animals are permitted in all public facilities on campus in accordance with this Policy. College employees should not question an individual about an accompanying service animal if the individual's disability is readily apparent and the function of the accompanying animal is clear.
In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a College employee may only ask two questions:

1. Whether the animal is required because of a disability
2. What work or task the animal is trained to perform

College employees shall not ask any questions about the individual's disability.

Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

X. Conflicting Disabilities

Individuals with medical issues impacted by animals (e.g., respiratory conditions, allergies or psychological conditions) should contact the SSSD Office in Student Services for assistance.

XI. Removal of Service Animals

A service animal may be removed from College facilities or grounds if it is disruptive (e.g., barking, wandering, displaying aggressive behavior) and the behavior is outside the duties of the service animal. Ill, unhygienic, and/or unsanitary service animals are not permitted in public campus areas. The individual responsible for such an animal may be required to remove the animal.

XII. Restricted Areas

The College may prohibit the use of service animals in certain locations due to health or safety restrictions, where service animals may be in danger, or where their use may compromise the integrity of research. Restricted locations may include, but are not limited to: laboratories and/or classrooms with demonstration/research animals.

Exceptions to restricted areas may be granted on a case-by-case basis by contacting the SSSD Office in Student Services. In making its decision, the SSSD Office will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area.
XIII. Interacting with Service Animals

Service animals work and perform tasks and are not pets. Accordingly, members of the College community should adhere to the following best practices when interacting with service animals:

- Allow a service animal to accompany its owner at all times and in all places on campus that are open to the general population.
- Do not touch or feed a service animal unless invited to do so;
- Do not deliberately distract or startle a service animal, and,
- Do not separate or attempt to separate a service animal from the individual using the animal's service.
- Do not inquire for details about a person’s disabilities. The nature of a person’s disability is a private matter.

XIV. Emergency Situations

A handler/animal team may become stressed during emergency situations involving smoke, fire, sirens, or injury, and exhibit protective behavior. Be aware that service animals may try to communicate the need for help. In emergency situations make every effort to avoid separating the handler from the animal.

XV. Policy Exceptions

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact the SSSD Office in Student Services.

Approved by the Board of Trustees 6/15/2017
Emotional Support Animal Policy

I. Purpose

Glen Oaks Community College is committed to providing reasonable accommodations to persons with mental or psychiatric disabilities and fulfilling obligations under State and Federal law and the Fair Housing Act. This policy governs the use of emotional support animals on campus and in student housing.

II. Policy Statement

Persons with verifiable mental or psychiatric disabilities may seek an emotional support animal consistent with the provisions of this policy.

III. Definitions

Emotional support animal: a companion animal that provides therapeutic benefit to an individual with a disability. Unlike service animals, emotional support animals are not individually trained to do work or perform tasks for the benefit of an individual with a disability.

IV. Emotional Support Animals on Campus

Unlike a service animal, an emotional support animal is not granted access to places of public accommodation. Under the federal Fair Housing Act (FHA), however, an emotional support animal is viewed as a "reasonable accommodation" in a housing unit that has a "no pets" rule for its residents.

Students who wish to request the use of an emotional support animal to help alleviate the symptoms of a disability must make the request in writing to the Support Services for Students with Disabilities Office, located in Student Services. Requests must be made at least 30 days in advance and will be reviewed on a case-by-case basis. Students must explain how the reasonable accommodation helps or mitigates symptoms of the disability. While the student is not required to disclose the disability, he or she is required to provide acceptable documentation from a doctor or other health professional. This documentation must state that the animal indeed provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. Documentation must be provided for each support animal requested.
V. General Requirements

Emotional support animals on campus must comply with all state and local licensure and vaccination requirements. Animals must be harnessed, leashed, or tethered.

The care and supervision of an emotional support animal is the responsibility of the individual who uses the animal’s service. The individual must maintain control of the animal at all times. Emotional support animals are the full responsibility of the owner. The student is responsible for the cleanup of all animal waste and for any damage caused by the animal. College officials and staff may designate animal toileting areas.

If a student is neglecting his or her service or emotional support animal, and it rises to a level where the animal is endangered, it may become a criminal matter. Service and emotional support animals are not exempt from state animal neglect laws. If any animal is being neglected, local law enforcement or animal control may intervene.

The College may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

VI. Dispute Resolution Procedure

Disputes or disagreements about a disability determination, appropriateness of an accommodation, or an animal restriction should first be raised with the Director of the SSSD office. If the matter cannot be resolved, a dispute resolution should be submitted to the Assistant Dean of Students.

VII. Policy Implementation

The OSSD Office is responsible for implementing this policy. Success requires the cooperation of all students, staff, and faculty.

Approved by the Board of Trustees 6/15/2017
Missing Student Policy

It is the policy of Glen Oaks Community College to investigate any report of a missing student who is attending classes at GOCC and who resides in on-campus housing.

A student will be deemed missing when reported absent from the College and/or the student housing building without any known-cause and/or for a reasonable period of time. A reasonable period of time may vary based upon student’s routine and habits, punctuality, reliability, reports of suicidal thoughts, drug and alcohol use, or if the student might be in the company of individuals who could endanger the student’s welfare or place the student in a life threatening situation.

All reports of missing students must be directed to the Campus Security Officer at 269-294-4312; in these instances, the Campus Security Officer will take the lead in investigating each report and make a determination whether the student is missing in accordance with this policy. At that time, the Campus Security Officer will contact local law enforcement within 24 hours after the College receives a report that a student is missing.

All students have the option to identify an emergency contact person or persons who will be notified within 24 hours in the event a determination is made by local law enforcement that the student is missing. This contact information may be added through the Student Housing Office. It is the student’s responsibility to regularly update any changes to existing contact information through the Student Housing Office. This information will be registered confidentially. Only authorized campus officials and law enforcement officers may have access to this information.

If a missing student is under 18 years of age, and not an emancipated individual, the College will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by law enforcement that the student is missing.

The Devier Student Suites are configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student suites. Student welfare and safety is paramount to the College; however, the College recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Procedures

Any report of a missing student who reside in on-campus housing, from whatever source, must immediately be directed to the Campus Security Officer. When a student is reported missing, the Campus Security Officer will:

- Initiate an investigation to determine the validity of the missing person report, including gathering information such as a description, clothing, vehicle, physical and mental state, who the student may be with, and obtaining an up-to-date photograph.
- Inform the Dean of Student Services.
- Make a determination as to the status of the missing student.
- Notify local police or other appropriate law enforcement agencies within 24 hours after the College receives a report that the student is missing.
Upon determining the student is missing and upon notification by law enforcement, the Dean of Student Services will:

- Notify the person(s) identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing. If the missing student is under the age of 18, and is not an emancipated individual, the Dean will notify the student’s custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

In cases of a missing student, the law enforcement agency conducting the investigation will typically provide information to the media. Law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance for a missing person. Glen Oaks Community College is available to provide consultation on communication with the investigating law enforcement agencies. Any media requests should be directed to Glen Oaks Community College and the Executive Director of Communications and Marketing.

In the case a commuter student is believed to be missing, reports should be directed to the appropriate law enforcement agency. Glen Oaks Community College will work in conjunction with law enforcement as needed.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Glen Oaks Community College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s) to the extent required by law.

Presented to Board of Trustees and adopted– September 14, 2017.
Sexual Misconduct Policy

Introduction

Members of the college community, including students, faculty, staff, contracted employees, guests, vendors and visitors, have the right to be free from sexual violence, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Glen Oaks Community College adheres to a zero tolerance policy for sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Section 1: Scope and Jurisdiction of Misconduct Policy

The College Sexual Misconduct Policy shall apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. All reports of sexual misconduct will be handled by the Dean of Students:

Tonya Howden
thowden@glenoaks.edu
269-294-4230
Student Services

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Assistant Dean of Students shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion. The College’s ability to investigate and remedy such off-campus misconduct may be limited, however, the College will take such steps as it is appropriate and possible to address such situations and provide resources to those impacted.

Expectations of Physical Sexual Conduct

The expectations of our community regarding sexual conduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal
consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence—without actions demonstrating permission—cannot be assumed to show consent.

Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex.

Coercion happens when someone is pressured unreasonably for sex. Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person may be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation.

**Expectations of Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the college. For the personal protection of members of this community, relationships in which power differentials are inherent (for example, supervisors and those over whom they have direct responsibility; teachers and students) are generally discouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are considered unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to modify the working responsibilities. While no relationships are prohibited by this policy, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

**Section 2: Sexual Misconduct Charges**

1. **Sexual Harassment**

Sexual Harassment is unwelcome, verbal or physical sexual conduct that is sufficiently severe, pervasive and objectively offensive that it unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the college’s educational program and/or activities, or academic or working environment, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
Examples include but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying; Sexual innuendoes or humor; Obscene gestures; Sexual graffiti, pictures, or posters; Sexually explicit profanity; Stalking or cyberbullying that is based on gender or sex; E-mail, texting (“sexting”) and Internet use that violates this policy.

2. Non-consensual Sexual Contact

Non-Consensual Sexual Contact includes any intentional sexual touching, however slight, with any body part or object, by a man or a woman upon a man or a woman that is without consent and/or by force.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object or body part, by a man or woman upon a man or a woman that is without consent and/or by force.

4. Sexual Exploitation

Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. This includes the attempt to commit any of these acts.

Examples of sexual exploitation include, but are not limited to:
- invasion of sexual privacy;
- offering a sexual partner to other partners for financial gain;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent;
- engaging in voyeurism, watching someone engaged in private activities without their knowledge or consent;
- knowingly transmitting an STI or HIV to another student;
- exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- sexually-based stalking and/or bullying (including Cyber) may also be forms of sexual exploitation

Section 3: Sexual Misconduct Definitions

Sexual Harassment of a Student by another Student

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so
severe, pervasive and objectively offensive that it interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

**Sexual Harassment of a Faculty/Staff Member by a Student**

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member by a student that is so severe, pervasive and objectively offensive that it substantially interferes with employment or living conditions or deprives the individual of employment access or benefits.

**Sexual Harassment of a Student by a Faculty/Staff Member**

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a student by a faculty/staff member that is so severe, pervasive and objectively offensive that it substantially interferes with student employment or living conditions or deprives the individual of employment access, benefits, or grades. Sexual Harassment by a faculty/staff member will be referred to the human resources department.

**Consent**

Consent is clear, knowing and voluntary. Consent is active, not passive. 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.

**Force/Coercion**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to acquire consent from another. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- **NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
• Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  o Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  o This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/

Drug/Alcohol Use

Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

Retaliation

Retaliation is the act of harassing or bothering the complainant during or after an informal or formal investigation, or harassment of any individual for participating or providing information as part of an investigation. Retaliation may be by the charge individual or by another individual doing so on their behalf. Retaliatory acts may include intimidation, threats, or coercion against any individual. 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 4: Reporting Sexual Misconduct

To Report Confidentially

If one desires that details of the incident be kept confidential, they should speak with a private counselor, members of the clergy and chaplains, or off-campus rape crisis resources who can maintain confidentiality. The college recommends contacting Domestic and Sexual Abuse Services at 1-800-828-2023 (crisis line).

Reporting to those who can likely maintain the privacy of what you share

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. 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 tell you, and help you make decisions about who can help you best.

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**

You are encouraged to submit a College Concerns Form at [https://www.glenoaks.edu/about/publicsafety/pages/index.aspx](https://www.glenoaks.edu/about/publicsafety/pages/index.aspx). You may also speak to officials of the institution to make formal reports of incidents (deans or other administrators with supervisory responsibilities, campus security, and human resources). The college considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

**Section 5: College Reporting Actions**

**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 (on or off-campus, in the surrounding area, but no addresses are given) 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 are confirmed to pose a substantial threat of bodily harm or danger to members 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 at the end of the above paragraph.
Section 6: Formal Complaint Process for Sexual Misconduct:

The Dean of Students is designated to process all formal complaints. The Dean of Students may designate an investigator to review the case. A formal complaint can be made in person or orally to an appropriate official, but the college strongly encourages submission of complaints regarding sexual misconduct through the College Concerns Form found at (https://www.glenoaks.edu/about/publicsafety/pages/index.aspx). The college also reserves the right to act as complainant. All College employees, including student employees, are obligated to report incidents of sexual misconduct of which they become aware, unless they have a recognized confidentiality privilege. Further, students and guests who have observed or been made aware of sexual misconduct are encouraged to report such incidents.

The report should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The report should contain the name and all contact information for the complainant. Any supporting documentation and evidence should be referenced within the body of the formal complaint. Additionally, the initiator of a formal complaint should submit any supporting materials in writing as quickly as is practicable.

The complainant’s supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person’s supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why. There is not a requirement that any informal actions take place.

Part I: Assignment of Investigator

Upon receipt of a complaint, the Dean of Students will:

1. 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.
2. Review if any immediate steps need to be taken for the safety of campus or individuals involved.
3. Monitor that the investigation is completed within 60 days unless there are reasonable documented external factors which require an extension.

Part II: Pre-investigation

Prior to the beginning of the formal investigation, the investigator may review all information in order to:

1. Initiate any necessary remedial actions;
2. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a college proxy or representative);
3. Identify the correct policies allegedly violated;
4. Determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
   1. If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
5. Meet with the complainant to finalize the complaint

**Part III: Formal Investigation**

Once the pre-investigation is completed and it is determined there is reasonable cause to charge the accused individual, the formal investigation process will begin.

1. A letter will be sent via certified mail to the accused individual that includes the charges and a scheduled initial meeting time;
2. The accused individual will be presented with the opportunity to accept responsibility. If responsibility is accepted, the investigator may meet with any individuals they deem necessary before moving to Sanctioning.
3. The investigator will meet with all individuals involved including all witnesses.
   a. The investigation process may require several meetings before completion. Please see Part IV: Investigation Meeting Details for more information.
4. The investigator will review all additional information available.

**Part IV: Investigation Meeting Details**

1. Each meeting will be held privately and closed to the public. At no time during the investigation will the accused individual and the complainant be in the same room;
2. These meetings are entirely administrative in nature and are not considered legal proceedings.
3. Each interview will be recorded by the College. This will be the sole recording for the meeting.
4. Both parties will be allowed an advisor to be present during the meetings.
   a. Since this is a college proceeding, the advisor may not be a lawyer.
   b. 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 address the investigators.
5. The college reserves the right to compel individuals to participate in the investigation.

**Part V: Determining Responsibility**

At the conclusion of the formal investigation, the investigator will determine if the accused individual is responsible for the alleged violation and assign appropriate sanctions.

1. The investigator will make a decision based on the preponderance of evidence (51%). This means that they will be determining if it is more likely than not the violation took place.
2. Once the decision is made, an Investigation Outcome Letter will be sent
concurrently to both parties. There are two possible outcomes:

a. Not Responsible- It was determined that there was not enough available information to show that it was more likely than not that the violation took place.
b. Responsible- It was determined that there was enough available information to show that it was more likely than not that the violation took place.

3. If the individual is found not responsible, both parties will have the option to appeal (see Part VII: Appeal)

4. If the individual is found responsible, the Investigation Outcome Letter will contain information about sanction (See Part VI: Sanctioning)

Part VI: Sanctioning

Once an individual is found responsible, the investigator will determine sanctioning based on the following criteria:

1. The goal of sanction is to mitigate the situation, prevent its reoccurrence, and remedy its effects on the victim and college community.

2. While the investigators reserve the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior, the following are the usual sanctions as related to Sexual Misconduct.

   a. Any individual found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

   b. Any individual found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

   c. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

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 misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual 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 VII: Appeal

Once the outcome letter is complete each party will have a chance to appeal.

1. Each party has the right to appeal:
   a. The finding of responsibility
   b. Sanctions imposed
2. All appeals must be received within five (5) business days.
3. Appeals will be sent directly to the Dean of Students.
4. Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
5. The Dean of Students may meet with individuals involved but is not required to unless they deem it necessary.
6. New Information will only be considered if the information was not available at the time of the initial investigation.
7. The Dean of Students will make the following determinations:
   a. Was the finding of responsibility correct
   b. Was the sanction imposed proper and meet the goals in Part VI.1.
8. The Dean of Students may lessen, alter, or dismiss any finding or sanction from the investigators.
9. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
10. The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal.
11. The decision of the Dean of Students is the final official decision of the college. There are no more options to appeal after this point.

Section 7: Additional Important Information

Attempted violations

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

College as Complainant

As necessary, the college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reports

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

Immunity for Victims and Witnesses

The college community encourages the reporting of Student Code of Conduct violations, including sexual misconduct. Sometimes, victims or witnesses are 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. It is in the best interest of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, the college pursues a policy of offering victims of sexual misconduct and witnesses to sexual misconduct limited immunity from being charged for policy violations related to the sexual misconduct incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses, in such cases.
Bystander Engagement

The welfare of students and members of our community is of paramount importance. At times, students on and off-campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking under age might hesitate to help take a sexual misconduct victim to get help). The college pursues a policy of partial immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Parental Notification

In regards to the Sexual Misconduct Policy, Glen Oaks Community College will not contact parents unless it is determined to be absolutely necessary. The college reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is a non-dependent, the college will contact parents/guardians to inform them of situations in which there is a significant and health and/or safety risk. The college also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Notification of Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college will release this information to the complainant in any of these offenses regardless of the outcome.

Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Investigator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be
reviewed in advance of the hearing by the Dean of Students. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the Student Conduct Administrator may supply previous complaint information to the investigators, the conduct board, or may consider it him/herself if s/he is hearing the complaint, only if:

1. The accused was previously found to be responsible;
2. The previous incident was substantially similar to the present allegation;
3. Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

Section 8: Statement of the Rights of the Accuser

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim’s desire;
- The right to be notified of available counseling, mental health or student services for Victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the investigation and to have that statement considered by the investigator in determining its sanction;
- The right to a campus no-contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other
improper behavior that presents a danger to the welfare of the complaining student or others;

- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by the investigator.
- The right to appeal the finding and sanction of the investigation, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law;
- The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to have the investigation closed to the public;
- The right to petition that any member of the investigation team be removed on the basis of demonstrated bias;
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence.
- The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
- The right to have college policies and procedures followed without material deviation;
- The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

Section 9: Statement of the Rights of the Accused

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus and community resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a thorough investigation before responsibility is determined;
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
• The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
• The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
• The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law at least 48 hours prior to the hearing;
• The right to be informed of the names of all witnesses who will be called to give testimony, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
• The right the investigation closed to the public;
• The right to petition that any member of the conduct body be removed on the basis of bias;
• The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
• The right to have college policies and procedures followed without material deviation;
• The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be any member of our campus community, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
• The right to a fundamentally fair investigation, as defined in these procedures;
• The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
• The right to written notice of the outcome and sanction of the hearing;
• The right to a conduct panel comprised of representatives of both genders;
• The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Section 10: Frequently Asked Questions

Here are some of the most commonly asked questions regarding the college’s sexual misconduct policy and procedures.

• Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the college’s obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not
involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the college.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the college, Dean of Students, Human Resources, Security). If there is a report of an act of alleged sexual misconduct to a conduct officer of the college and there is evidence that a felony has occurred, local police may be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution may legally be required to notifying law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- **Will my parents be told?**

Whether you are the complainant or the accused student, the college’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials may directly inform parents when requested to do so by a student or if the college determines it is absolutely necessary, in a life-threatening situation, or if an accused student has signed the permission form which allows such communication.

- **Will the accused student know my identity?**

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the college does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

- **Do I have to name the perpetrator?**

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the college’s legal obligations depending on what information you share with different college officials). Victims should be aware that not identifying the perpetrator may limit the institution’s ability to respond comprehensively.

- **What do I do if I am accused of sexual misconduct?**

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Student Conduct Administrator who can explain the college’s procedures for addressing sexual
misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

- What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim’s person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A licensed professional counselor or limited licensed psychologist may accompany you to the hospital when possible. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not oblige him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the college’s response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of
the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

- Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution’s sexual misconduct policy, you should review the materials in this document and perhaps discuss your situation with a responsible college employee.

Section 11: Sexual Violence - Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
7. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
   a. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
   b. Understand and respect personal boundaries.
   c. DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
   d. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
e. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.

f. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.

g. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

h. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the college never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ and faculty/staff members’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, transfer to a different class or team, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Approved by Board of Trustees: 11/9/2016, title changes 2017.