



GLEN OAKS
COMMUNITY COLLEGE
2019-2020 CATALOG



Catalog of College Information, Curricula and Courses

2019 - 2020

Glen Oaks is a public community college serving southcentral Michigan, a member of the Michigan Community College Association and the American Association of Community Colleges

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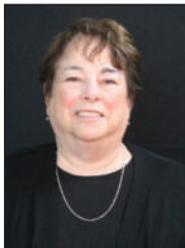
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Glen Oaks is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602
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NONDISCRIMINATION STATEMENT It is the policy of Glen Oaks Community College that no discriminatory practices based on race, color, religion, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, national origin, disability, height, weight, genetic information, citizenship status, marital status, veteran status, or any other characteristic protected by law be allowed in instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Glen Oaks Title IX Coordinator at 62249 Shimmel Rd., Centreville, MI 49032; (269) 294-4230 or thowden@glenoaks.edu, office A53.

Welcome to Glen Oaks Community College



Welcome to Glen Oaks Community College. We are pleased that you have selected GOCC to help you reach your educational goals. You will find an amazingly dedicated faculty and staff who will provide the educational opportunities and support services that will support and enhance your total Glen Oaks experience.

You may select from degree and certificate offerings leading to either direct career employment or transfer to two- and four-year institutions. As a regionally accredited college, we offer transfer courses accepted by both public and private colleges and universities.

There are many activities offered including Athletics, Phi Theta Kappa Honor Society, Epsilon Pi Tau Technical Honor Society, professional and social clubs, Student Government and more.

Glen Oaks is located on a beautiful 310 acre site in the rolling hills of Sherman Township centrally located in St. Joseph County, MI. The college offers many support facilities and services to complement our instructional offerings. These include the Learning Commons which encompasses the E. J. Shaheen Library and the Tutoring and Testing Center; the Fitness/Wellness Center; and a totally remodeled "Concourse" that provides the central meeting, dining, and recreational space. The facilities are modern, and well equipped with the latest technology and resources including the various technical laboratories for automotive, welding, machining, CADD, IT, graphic design, electrical trades, agricultural equipment, and more. The science laboratories are modern and are coupled to renovated nursing and health laboratories are second to none in quality of design and learning environment. In addition the college opened a 106-bed student residence hall in fall, 2017.

The Glen Oaks student body reflects the diversity of the region and the many individual educational goals. At GOCC you will have the opportunity to develop friendships with classmates from all walks of life and grow both professionally and personally.

Whether you come to Glen Oaks to pursue a career technical degree or certificate, a transfer program, or just one course to tune up your skills, you will find that your success is our only mission. Please let us serve your needs and help add value to your life.

My door is always open to help you. Please email me with your comments and questions at ddevier@glenoaks.edu or just stop by my office. Thank you for allowing Glen Oaks to be part of life's journey.

David H. Devier. Ph.D.
President/Professor

Voters created college in 1965

Glen Oaks is nestled in the rolling hills of Sherman Township

In 1827, the first election held in White Pigeon, polled 14 votes; four years later, over 200 votes. In 1829, as growth continued, St. Joseph County was organized and local government established on the township system.



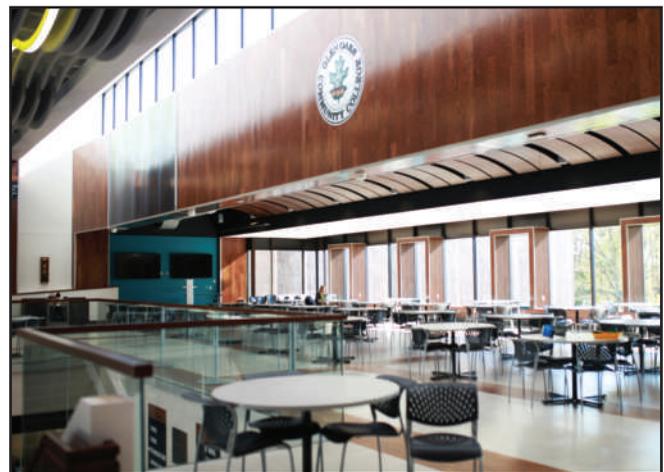
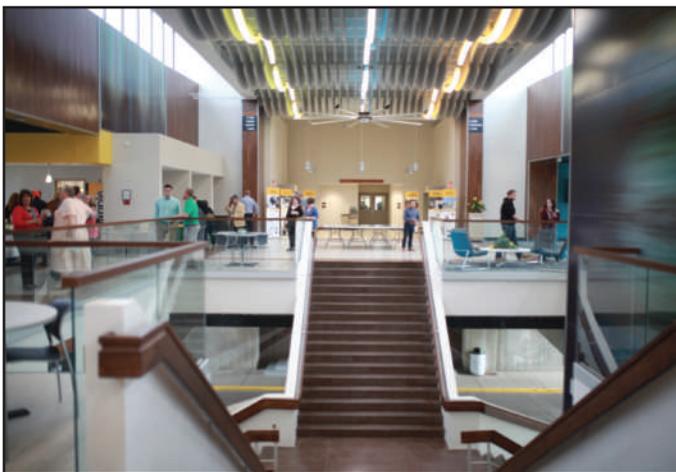
In the pioneering tradition of their forefathers, the progressive citizens of St. Joseph County, in April of 1965, sought and received approval from the State of Michigan to organize a community college for their county. On June 14, 1965, St. Joseph County voters authorized the establishment of Glen Oaks Community College by electing a Board of Trustees and approving a charter millage for its operation and support. Glen Oaks Community College opened its doors in the fall of 1967.

Glen Oaks is located just outside Centreville, equidistant between Three Rivers and Sturgis, St. Joseph County's two largest towns. Nestled in the hills of Sherman Township, the college overlooks Lake Templene.

The college is located about 30 miles south of Kalamazoo, Michigan, and 45 miles from South Bend and Angola, Indiana. Western Michigan University, Kalamazoo College, Trine University and The University of Notre Dame are within easy driving distances for advanced educational opportunities for St. Joseph County's 62,000 residents.

The area is primarily agricultural, with heavy to light industry focused in Sturgis and Three Rivers. Located midway between Chicago and Detroit on the "Chicago Trail," it has the potential for vast economic and population growth. The area also abounds in lakes and rolling hills, affording many opportunities for a variety of recreational activities year round. Citizens are fortunate to be served by modern medical facilities and by well-supported public educational facilities. An energetic civic outreach program supports the educational, cultural, and economic community and assures growth and progress.

The character of the college, its communities, and its people are shaped by its pristine rural location, the nearby influence of one of the midwest's largest Amish populations, a widespread acceptance of a traditional work ethic, a history of solid community support for the college, and continual opportunities for educational and community service which have presented themselves.



Glen Oaks Equal Opportunity and Non-Discrimination Statement is located on page 138.



Academic Calendars

Fall 2019

All College Meeting August 23
 Classes Commence August 26
 First Saturday Class Begins.....August 31
 Labor Day September 2 (College closed)
 Faculty In-Service..... October 8
 Thanksgiving Break November 27-30
 (No Saturday classes)
 Classes End December 13
 Grades Due.....December 17 ▪ 4 p.m.
 College Closed.....December 23 - January 3

Winter 2020

Classes CommenceJanuary 13
 First Saturday Class Begins.....January 18
 Martin Luther King Jr. Day January 20 (College closed)
 Faculty In-Service/All College Meeting..... February 11
 Winter Break DayMarch 11
 Winter Break DayMarch 26
 Spring Break..... April 6 – 11 (No Saturday classes)
 Good FridayApril 10 (College closed)
 Classes End May 8
 Graduation - College closes at 2 p.m..... May 8
 Grades Due.....May 12 ▪ 4 p.m.

Summer 2020 (12-Week Session)

Classes Commence May 18
 Memorial Day..... May 25
 Independence Day/Break Day July 2 (College closed)
 Classes End August 6
 Grades Due..... August 11 ▪ 4 p.m.

Reserve the right to modify dates as needed
 Approved by the Board of Trustees -02/08/2018

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

Check with www.glenoaks.edu for the latest information on classes, schedules, campus events, sports and much more.

Are you signed up to receive text alerts?
 If you would like to receive text or email alerts on weather, emergencies, class cancelations, campus event reminders or TRIO SSS events, visit www.glenoaks.edu and click on the sign-up link on the bottom right of the home page for "GOCC Alerts." You can set preferences for the information that you wish to receive.

Learning Outcomes

New Learning Outcomes

The Glen Oaks Community College Assessment Academy Team has updated the College's Institutional Learning Outcomes (ILO).

In an effort to simplify and ensure measurability, the new ILOs will drive assessment practices across the campus and will lead the charge for exciting changes yet to come!



Our students will think critically:

- Analyze information beyond their opinions and beliefs, and be able to recognize bias.
- Translate theory into practice and apply prior knowledge to new situations.
- Locate needed information, know when it is necessary to do so, and judge source credibility.
- Solve problems logically.

Our students will exhibit information competency:

- Determine the extent of information needed in order to accomplish a specific purpose.
- Know where and how to find and appropriately use sources and information.
- Evaluate the credibility and relevance of sources.
- Know how to legally and ethically use sources and information.
- Retain an objective stance.

Our students will communicate effectively:

- Express themselves orally, in writing and visually.
- Express beliefs, thoughts and actions in a manner that is understood by participants.
- Be active listeners.
- Convey reasoning and understanding in a clear, convincing and precise manner in a given discipline.

Our students will recognize diverse perspectives:

- Our students will be able to recognize their own worldview.
- Our students will be able to recognize others' worldviews.

Strategic Plan Summary 2015-2025 2019 Update

VISION

Transforming Lives and Advancing Communities

MISSION

The mission of Glen Oaks Community College is to provide quality educational programs that meet the life-long learning needs of its students and the communities it serves.

VALUES – “Glen Oaks CARES”

C – Communication and Civility: Glen Oaks values the open and responsible exchange of ideas. We uphold the importance of interacting in ways that demonstrate caring, civility, and respect while encouraging improved models for using technology to connect and improve the linkages among individuals and communities.

A – Access and Academic Success: Glen Oaks values having an open door to all students and believes that appropriate support is vital to the success of all students. Holding students and ourselves to high expectations, we celebrate learning within an educationally transformative environment: one that embraces diverse perspectives and creates meaningful connections between students, faculty, and student affairs professionals.

R – Responsiveness and Service: Glen Oaks values targeted actions to address community needs and internal needs. Recognizing that existing needs change dynamically, we value the role of the college in helping our communities prepare for the future as they develop, succeed and prosper.

E – Ethical Conduct and Transparency: Glen Oaks values acting on the basis of mutual respect. We hold ourselves accountable to the communities we serve and seek to model integrity in all we do. Information related to the college and its performance is understood as public and is made accessible and transparent.

S – Sustainability and Stewardship: Glen Oaks values the ability to acquire, develop, use, and manage resources to sustain the college’s mission. We exercise appropriate control over the college’s human, financial, and academic and support services, and physical plant as essential to effective public stewardship.

GOAL 1: Our students will succeed.

Objective 1: By August 2022, of those testing at a pre-college level in math, increase the proportion of students who successfully complete college level math by 4%. The 14/15 VFA baseline was 19.9%.

Objective 2: By August 2022, of those testing at a pre-college level in writing, increase the proportion of students who successfully complete college level writing by 7%. The 14/15 VFA baseline was 26.3%.

Objective 3: By August 2022, of those testing at a pre-college level in reading, increase the proportion of students who reach college level reading by 7%. The 14/15 VFA baseline was 26.3%.

Objective 4: By August 2022, increase the proportion of part-time students who are retained Fall to winter by 5%. The 14/15 VFA baseline was 43.4%.

Objective 5: By August 2022, increase the proportion of part-time students attaining an associate degree or certificate by 3%. The 14/15 VFA baseline was 11.0%.

Objective 6: By August 2022, meet or exceed the national benchmark (50th percentile) for Engaged Learning on the Survey for Entering Student Engagement. The 2016 baseline rate is 44/7.

Objective 7: By August 2022, decrease the performance gap to ≤ 0.70 for the following items on the Student Satisfaction Inventory (SSI):

- a. I receive ongoing feedback about progress toward my academic goals.
- b. Faculty provide timely feedback about my academic progress.

Objective 12: By August 2022, the percentage of Early Middle College (EMC) African American/Black students will increase by 2%. The 2018-19 baseline was 1.6%.

Objective 13: By August 2020, a comprehensive data base will be developed that depicts the transfer and success rates of dual enrollment high school seniors and EMC cohort students for 2017-2019, using data from 2013-18 to establish a baseline for analyses.

GOAL 2: We will increase financial security and growth.

Objective 1: By August 2022, increase the number of annual full-time equivalent students (as measured by the fiscal year equated students, or FYES) by 6% to 790 students. The 2013-2014 FYES was 745 students.

Objective 2: By August 2022, increase grant applications and re-applications submitted by 25%. The baseline during Sept 2018 to Aug 2019 was five grant applications.

Objective 3: By August 2022, increase the percentage of eligible students participating in the EMC program by 2%. Establish a baseline during 2019-20.

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

Objective 5: By August 2022, the college will fully implement all currently held Ellucian software packages and explore a minimum of two new modules or software packages to streamline or improve processes. Benchmark: State of Ellucian implementation as of Aug. 2018, with targets and mile markers to June 30, 2020.

Objective 6: By August 2022, establish a new vocational certificate and/or degree program that aligns with one of the "Michigan's Hot 50 Jobs through 2026" established through the Michigan Bureau of Labor Market Information and Strategic Initiatives.

GOAL 3: We will continue to build our community through collaboration.

Objective 1: By August 2022, increase annual attendance to Viking Speaker Series events by 5% annually. The baseline for 2018-19 was 519 individuals.

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

Objective 3: By August 2020, develop a viable usage plan for the Nora Hagan House.

Student Services

Admissions

Policy 3.01

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 on campus prior to the start of

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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 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 or Registration/Records Office.

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

Students With Disabilities

Students with physical or learning disabilities may receive services which aid in their success at Glen Oaks, including special needs, advising, tutoring, time management and study skills assistance, and referral to other appropriate departments or agencies. For details, call Student Services at (269) 294-4242.

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. Former students may be required to complete orientation prior to registration.

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 Students

Students dual enrolled in secondary and post-secondary institutions must complete the following steps:

1. Complete the appropriate program application (i.e. Early/Middle College, Dual Enrollment, CTE, High School Guest)
2. Take the Course Placement Evaluation.
3. Meet with the appropriate 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 Guest 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 Veteran 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 an official transcript verifying high school completion or scores of the General Education Development (GED) to the college.
3. Submit an official transcript from all other institutions of higher education to the college.
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.
 - BIO 101 Human Biology (may be taken concurrently with BIO 210)
 - BIO 210 Human Anatomy & Physiology I
 - BIO 211 Human Anatomy & Physiology II
 - PSY 101 Psychology
 - PSY 210 Human Growth & Development
 - ALH 218 Medical Terminology
5. Submit to the DON a Nursing Application by due date 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.
7. 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 = 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 nursing application for Level II after successful completion of the 2nd semester of the Level I program. This should be submitted by the due date.

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 nursing application for Level II 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.

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 required to repeat any nursing courses for which he/she received a grade of less than 3.0.

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 do not complete the program and are out for more than one year will be under the new catalog/nursing handbook 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 requires 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

Policy 3.01A

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 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 and transfer students.

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

Policy 3.02

The Placement Evaluation assesses students' skill levels in English and mathematics to help determine which courses they should take first to be successful. Each student takes tests in reading comprehension, writing and mathematics.

After completing the Placement Evaluation and receiving the scores, the student meets with an advisor to discuss the results and plan classes accordingly. Students may be required to makeup certain basic skill deficiencies. The College reserves the right to require special courses, when it is in the best interest of the student's academic success.

The Placement Evaluation is administered on a computer and is very easy to use, even for prospective students with little or no computer experience. An administrator is present to answer questions or assist first-time computer users. Each evaluation is designed using computer adaptive techniques. This means the computer automatically determines which questions are presented based on responses to prior questions. Adaptive techniques "zero in" on just the right questions to ask without being too easy or too difficult. Because the test is adaptive, students are required to answer fewer questions and are properly placed in a challenging yet manageable class. All tests are multiple choice. The test is not timed so students can do their very best. Prospective students should contact Student Services or the Testing Center to make an appointment. Review packets are available in both places.



PLACEMENT EVALUATION

Policy 3.02

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. 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. (However, if credits to be used toward a degree are over 10 years old the student with a bachelor's degree or higher degree may be expected to take the Course Placement Evaluation.)
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 non-degree seeking student is enrolling only in courses with no prerequisites.
OR
5. The student is taking courses from Continuing Education.
OR
6. The student has received the **minimum** ACT or SAT1 scores listed below.

American College Testing (ACT)

English	19 or greater
Reading	19 or greater
Mathematics	23 or greater

College Entrance Examination Board (SAT)

Verbal	450 or greater
Mathematics	560 or greater
(taken in 2016 or later)	
Reading	25 or greater
Writing	26 or greater
Math	29 or greater

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 8/13/14.

Academic Advising

Policy 3.03

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.

Assigned Advisors

- All students enrolling in Glen Oaks Community College for the first time for, or after, the 15/FL semester will be assigned an advisor at orientation with whom they will meet with thereafter.
- The requirement to see your assigned advisor is suspended during high traffic times, including the first week of registration, the two weeks before classes start, the first week of class, and any time the student's assigned advisor is not available to see them. During these times, students may see whomever they wish.
- Students enrolling in Glen Oaks Community College before the 15/FL semester may see any advisor they wish.

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 on the Glen Oaks homepage and 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, 8/13/14.



EPT Inductees.

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, Steuben and St. Joseph Counties in Indiana.



In-State (State of Michigan)

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

Out-of-State

This category includes students who live outside of the State of Michigan and outside the College service area.

International Students

A foreign student in this country on a student visa is considered to be an International Student, 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.

Students residing in on-campus housing, excluding international students, will be charged the In-District tuition rate.

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.

TUITION AND FEES POLICY

TUITION CALCULATION CHART

TUITION						FEES	
Contact Hours	In-District	Service Area	State of Michigan	Out-of-State	International	Contact Hours	General & Student Activity
1	\$123.00	\$153.00	\$187.00	\$222.00	\$268.00	1	\$30.00
2	\$246.00	\$306.00	\$374.00	\$444.00	\$536.00	2	\$60.00
3	\$369.00	\$459.00	\$561.00	\$666.00	\$804.00	3	\$90.00
4	\$492.00	\$612.00	\$748.00	\$888.00	\$1,072.00	4	\$120.00
5	\$615.00	\$765.00	\$935.00	\$1,110.00	\$1,340.00	5	\$150.00
6	\$738.00	\$918.00	\$1,122.00	\$1,332.00	\$1,608.00	6	\$180.00
7	\$861.00	\$1,071.00	\$1,309.00	\$1,554.00	\$1,876.00	7	\$210.00
8	\$984.00	\$1,224.00	\$1,496.00	\$1,776.00	\$2,144.00	8	\$240.00
9	\$1,107.00	\$1,377.00	\$1,683.00	\$1,998.00	\$2,412.00	9	\$270.00
10	\$1,230.00	\$1,530.00	\$1,870.00	\$2,220.00	\$2,680.00	10	\$300.00
11	\$1,353.00	\$1,683.00	\$2,057.00	\$2,442.00	\$2,948.00	11	\$330.00
12	\$1,476.00	\$1,836.00	\$2,244.00	\$2,664.00	\$3,216.00	12	\$360.00
13	\$1,599.00	\$1,989.00	\$2,431.00	\$2,886.00	\$3,484.00	13	\$390.00
14	\$1,722.00	\$2,142.00	\$2,618.00	\$3,108.00	\$3,752.00	14	\$420.00
15	\$1,845.00	\$2,295.00	\$2,805.00	\$3,330.00	\$4,020.00	15	\$450.00
16	\$1,968.00	\$2,448.00	\$2,992.00	\$3,552.00	\$4,288.00	16	\$480.00

TUITION AND FEES POLICY

Students will be assessed on a per semester contact hour basis, effective Fall Semester 2019:

	<u>Per semester contact hour*</u>
Resident, In-district	\$123
Service Area	\$153
In-State	\$187
Out-of-State	\$222
International	\$268

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

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

GENERAL FEE

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

STUDENT ACTIVITIES FEE

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

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.
There is a \$5.00 replacement ID charge.

Test fee for Credit by Examination: \$50.00

Course and Laboratory Fees

Laboratory and course fees will be charged according to a schedule adopted and periodically revised by the Board of Trustees. For further information regarding laboratory and course fees assessed for individual classes, please contact the Dean of Academics & Extended Learning. **ALL FEE CHARGES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Registration / Payment

Students are expected to register online through MYGOCC during appropriate registration dates. Students are not admitted to class until they are properly registered. Any exceptions to this policy must be approved by the Registrar. Payment in full or enrollment in a Nelnet Payment Plan must be completed within 48 hours of registration.

Payment is accepted online through the Nelnet Payment Plan or the Cashier's Office, located in Student Services. The College accepts cash, checks, American Express, Discover, MasterCard and VISA credit cards. An additional 2.75% service fee will be assessed for payments by debit or credit card. See Student Financial Responsibility Agreement on page 23.

Students not receiving Financial Aid: You will need to pay in full within 48 hours of registration, or enroll in the Nelnet Payment Plan.

Financial Aid Students: Financial Aid Students must have Financial Aid awarded and must sign up for Nelnet Pending Aid Plan within 48 hours of registration.

For information on all payment plans, visit: glenoaks.edu, click on the Current Students tab and go to: Cashier.

Third Party Authorizations: (MI Works, companies, etc.) Signed agreements are due in The Cashier's Office at time of registration. Payment for tuition/fees not covered by a third party is also due within 48 hours of registration.

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 work load 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 (online through MYGOCC) receive a full refund 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 Registrar requesting a full refund of all tuition. This request will be reviewed by the Refund Review Committee, consisting of the Registrar, 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, revised 4/20/16, 4/13/17, 4/12/18, 4/11/19.

Student Obligations, Fines And Fees

Policy 3.13

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 and unofficial 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



Course Fees

Effective Fall Semester 2018
Policy 3.14

Course	Fee	Course	Fee
AGT 101 Hydraulic Theory & Operation.....	\$50.00	Fine Art.....	\$40.00
AGT 103 Fundamental of Engines.....	\$50.00	ART 274 Typography.....	\$30.00
AGT 104 Vehicle/Equipment Electrical/ Electronic Fundamentals.....	\$50.00	ART 276 Advertising Design.....	\$30.00
AGT 107 Preventive Maintenance.....	\$50.00	ART 280 Web Design w/Adobe DreamWeaver.....	\$45.00
AGT 109 Heating, Venting & Air Conditioning Systems.....	\$50.00	AUTO 100 Introduction to Automotive Technology.....	\$70.00
AGT 110 Service Information Systems.....	\$50.00	AUTO 141 Engine Diagnosis & Ignition Systems.....	\$70.00
AGT 112 Seedling & Tillage Equipment.....	\$50.00	AUTO 142 Fuel and Exhaust Systems.....	\$70.00
AGT 113 Hydraulic Systems.....	\$50.00	AUTO 146 Automotive Brake System.....	\$70.00
AGT 116 Combine Maintenance & Repair.....	\$50.00	AUTO 221 Automotive Steering & Suspension.....	\$70.00
AGT 119 Vehicle/Equipment Electrical/ Electronic Systems Operation & Diagnostics.....	\$50.00	AUTO 225 Automotive Electrical Systems.....	\$70.00
AGT 122 Precision Farming Systems & Techniques.....	\$50.00	AUTO 226 Automotive Heating & Air Conditioning.....	\$70.00
AGT 125 Tractor Drivelines.....	\$50.00	AUTO 228 Emission Control Systems.....	\$70.00
AGT 207 Advanced Hydraulics.....	\$50.00	AUTO 245 Automotive Valve Train & Head Rebuilding.....	\$70.00
AGT 213 Diesel Engine Performance - Analysis & Tune-Up.....	\$50.00	AUTO 246 Automotive Cylinder Block Rebuilding.....	\$70.00
AGT 216 Equipment Shop Project.....	TBD	AUTO 250 Introduction to Automotive Transmission.....	\$70.00
ACCT 103 Quick Books for Accounting.....	\$25.00	AUTO 251 Manual Transmissions & Transaxles.....	\$70.00
ALH 103 Nutrition.....	\$30.00	AUTO 252 Automatic Transmissions & Transaxles.....	\$70.00
ALH 104 Nurse Aide.....	\$60.00	AUTO 255 Automotive Electrical Systems II.....	\$70.00
ALH 205 Pharmacology for Health Occupations.....	\$30.00	BIO 101 Introduction to Anatomy & Physiology.....	\$15.00
ALH 218 Medical Terminology.....	\$30.00	BIO 120 Biology.....	\$40.00
ALH 222 Disease Conditions.....	\$30.00	BIO 121 General Biology I.....	\$40.00
ALH 230 Medical Office Laboratory Procedures.....	\$65.00	BIO 122 General Biology II.....	\$40.00
ALH 235 Medical Assistant Clinical I.....	\$65.00	BIO 210 Anatomy & Physiology I.....	\$40.00
ALH 236 Medical Assistant Clinical II.....	\$65.00	BIO 211 Anatomy & Physiology II.....	\$40.00
ALH 238 Medical Assistant Practicum.....	\$275.00	BIO 230 Microbiology.....	\$40.00
ALH 280 Coding Specialist Practicum.....	\$140.00	BIO 990 Biological Field Studies.....	\$135.00
ALH 281 Medical Admin Specialist Practicum.....	\$140.00	BUS 100 Keyboarding - Introduction/Refresher.....	\$40.00
ALH 285 Phlebotomy Tech. Practicum.....	\$140.00	BUS 102 Keyboarding - Refresher.....	\$40.00
ART 100 Art Appreciation.....	\$25.00	BUS 121 Intermediate Keyboarding.....	\$40.00
ART 105 Drawing Studio.....	\$20.00	BUS 221 Advanced Keyboarding - Legal.....	\$40.00
ART 107 Two-Dimensional Design.....	\$20.00	BUS 222 Advanced Keyboarding - Medical.....	\$40.00
ART 108 Three-Dimensional Design.....	\$30.00	BUS 236 Medical Transcription (Advanced).....	\$40.00
ART 115 Introduction to Graphic Design.....	\$30.00	BUS 281 Accounting Practicum.....	\$60.00
ART 116 Color Theory Graphic Design.....	\$30.00	BUS 282 Marketing Practicum.....	\$47.00
ART 151 Ceramics I.....	\$40.00	BUS 283 Management Practicum.....	\$375.00
ART 160 Basic Photography Digital & Darkroom.....	\$30.00	CADD 215 Basic AutoCad.....	\$50.00
ART 170 Image Manipulation.....	\$30.00	CADD 216 Advanced AutoCad.....	\$50.00
ART 172 Digital Illustration.....	\$30.00	CADD 217 Computer Aided Modeling - Inventor.....	\$50.00
ART 210 Life Drawing.....	\$75.00	CADD 218 Computer Aided Modeling - SolidWorks.....	\$50.00
ART 231 Sculpture.....	\$40.00	CADD 219 Advanced Computer Aided Drafting 3D Modeling.....	\$50.00
ART 240 Painting.....	\$30.00	CADD 220 Architectural Drawing.....	\$50.00
ART 241 Printmaking: Intaglio & Relief.....	\$30.00	CADD 222 Descriptive Geometry.....	\$50.00
ART 246 Printmaking: Silkscreen.....	\$30.00	CHEM 130 Chemistry.....	\$75.00
ART 260 Advanced Photography: Commercial &			

Course	Fee
CHEM 133 General Chemistry I.....	\$75.00
CHEM 134 General Chemistry II	\$75.00
CIS 101 Introduction to Computers & Software	\$25.00
CIS 117 Visual Basic Programming for Microcomputers.....	\$35.00
CIS 171 Windows Operating Systems Utilities	\$35.00
CIS 214 Presentation Graphics & Publishing	\$25.00
CIS 219 Advanced Visual Basic Programming	\$25.00
CIS 220 Computer Technician Essentials	\$25.00
CIS 224 Computer Repair Essentials	\$25.00
CIS 227 Concepts of Spreadsheets (Excel) Level I.....	\$45.00
CIS 230 Concepts of Spreadsheets (Excel) Level II.....	\$45.00
CIS 233 Concepts of Data Processing (Word) Level I.....	\$45.00
CIS 234 Database Applications (Access).....	\$45.00
CIS 236 Concepts of Word Processing (Word) Level II	\$45.00
CIS 240 Introduction to Networking	\$25.00
CIS 242 Managing & Maintaining a Network Server	\$25.00
CIS 245 Network Security.....	\$25.00
CIS 246 Advanced Database Applications (Access).....	\$35.00
CIS 247 Implementing an Advanced Server Infrastructure.....	\$65.00
CIS 252 Web Page Design Level I.....	\$45.00
CIS 253 Web Page Design Level II.....	\$45.00
CIS 254 Web Design & Programming Level III	\$45.00
CIS 270 PC Operating Systems.....	\$25.00
CIS 280 Web Design w/Adobe DreamWeaver.....	\$45.00
EMT 101 Medical First Responder	\$302.00
GEOG 142 Physical Geography	\$10.00
MACH 110 Machine Tool Safety.....	\$90.00
MACH 130 Drill Press and Band Saw.....	\$125.00
MACH 135 Turning on the Lathe.....	\$70.00
MACH 140 Electronic Discharge Machining.....	\$70.00
MACH 145 Vertical/Horizontal Milling	\$195.00
MACH 150 Surface Grinding.....	\$105.00
MACH 155 Cylindrical Grinding	\$70.00
MACH 160 Tool and Cutter Grinding	\$80.00
MACH 165 CNC Programming and Machining.....	\$90.00
MACH 170 Machine Tool Projects.....	\$90.00
MACH 175 Mastercam.....	\$110.00
MACH 180 Plasma Cutter.....	\$90.00
MATH 100 Introductory Algebra.....	\$25.00
MATH 104 Intermediate Algebra.....	\$25.00
MATH 105 Math Concepts for Elementary Teachers.....	\$25.00
MATH 117 Finite Mathematics	\$25.00
MATH 151 College Algebra.....	\$25.00
MATH 990 Independent Study in Math.....	\$135.00
NUR 104 Fundamentals of Nursing.....	\$150.00
NUR 109 Pharmacology I.....	\$90.00
NUR 111 Medical-Surgical Nursing.....	\$180.00
NUR 112 Medical-Surgical Nursing.....	\$180.00
NUR 119 Pharmacology II	\$100.00

Course	Fee
NUR 129 Pharmacology III.....	\$120.00
NUR 130 Maternity Nursing	\$75.00
NUR 131 Pediatric Nursing.....	\$130.00
NUR 201 Health Care Ethics.....	\$50.00
NUR 213 Complex Parent/Child Nursing.....	\$150.00
NUR 214 Community Mental Health Nursing	\$110.00
NUR 215 Complex Medical-Surgical Nursing	\$110.00
NUR 216 Leadership in Nursing.....	\$110.00
NUR 220 Nursing Role Transition	\$225.00
PHED 100 Fitness/Wellness Lab.....	\$25.00
PHED 104 Fitness/Wellness Lab.....	\$25.00
PHED 105 Fitness/Wellness Lab.....	\$25.00
PHED 106 Wellness & Lifestyle.....	\$25.00
PHED 107 Fitness/Wellness Lab	\$25.00
PHED 110 Middle Age Wellness	\$25.00
PHYS 144 Astronomy.....	\$20.00
PHYS 254 Physics II Lab.....	\$25.00
WELD 110 Oxyacetylene Welding.....	\$50.00
WELD 115 Cutting Processes.....	\$50.00
WELD 120 Brazing and Soldering	\$50.00
WELD 125 Shielded Metal Arc Welding	\$75.00
WELD 130 Advanced Arc Welding.....	\$125.00
WELD 140 Gas Metal Arc Welding	\$90.00
WELD 145 Gas Tungsten Arc Welding.....	\$100.00
WELD 150 Pipe Welding	\$90.00
WELD 155 Special Application	\$60.00

Adopted by Board of Trustees September 12, 2001;
revised 02/13/02, 09/11/02, 11/05/02, 12/11/02, 3/5/03,
9/14/05, 4/8/09, 8/2013, 5/2014 prefixes updated
6/2014, fees revised 4/8/2015, fees updated, CTE & DE -
8/10/16, 4/13/17, 4/12/18, 8/27/18, 4/11/19.



Student Financial Responsibility Agreement

Payment in full for tuition & fees, enrollment in a payment plan, or third party authorization form must be completed within 48 hours of registration. By registering the student agrees to be financially accountable for all fees, fines, bookstore charges and any schedule changes that result in a balance due.

Payment Of Fees/Promise To Pay

I understand that when I register for any class at Glen Oaks Community College (GOCC) or receive any service from GOCC I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at GOCC.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register after the refund deadline, I will be responsible for paying all or a portion of tuition and fees in accordance with the tuition refund schedule. I have read the terms and conditions of the tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Financial Aid

I understand that aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. I understand that the financial aid cannot be awarded for classes that do not count toward my degree and/or certificate requirements.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my student account and resulted in a credit balance that was refunded to me.

I agree to allow any financial aid I receive to be used to pay any and all charges assessed to my student account at GOCC such as tuition, fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

Delinquent Account/Collection

Business Office Hold: I understand and agree that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC will place a Business Office hold on my student account, preventing me from registering for future classes, obtaining an official transcript, or receiving a diploma.

Collection: I understand and accept that if I fail to pay my student account balance or any monies due to GOCC by the scheduled due date, GOCC may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee with all costs and expenses, including attorney fees, necessary for the collection of my delinquent student account. Finally, I understand that my delinquent student account may be reported to one or more of the national credit bureaus.

Consent: I authorize GOCC and its agents and contractors to contact me at my current and any future phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s) or any other debt I owe to GOCC. I authorize GOCC and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my phone numbers(s), cellular or landline, by submitting my request in writing to the applicable contractor or agent contacting me on behalf of GOCC. I understand and agree that I am responsible for keeping GOCC records up to date with my current physical addresses, email addresses, and phone numbers.

Entire Agreement

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and GOCC, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by GOCC if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Registration, Schedule Changes, and Student Classification

Policy 3.17 and 3.18

Glen Oaks operates on a semester basis, with two 15-week semesters (fall and winter) and a summer session. Courses may be offered at various times within the semester. Students can find schedule information and register for classes on line by logging in to the MYGOCC portal at mygocc.glenoaks.edu.

Registration for Academic Courses

To register means to complete the registration process 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.

Students are not officially admitted to a class unless they are properly registered.

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. Please contact the Business Services Office for further information.

July 1992, revised 9/14/05, reviewed 8/13/14.

Schedule Change Policy

A change in registration for class(es) is not official until the student has logged in to mygocc.glenoaks.edu and completed the drop function or stopped by the Registration/Records office and completed a drop form and is processed by the Registrar's Office. The date the student drops the course on line through MYGOCC or the date this form is approved by the Registration/Records 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 an advisor and/or instructor before a schedule change is made. It is the

responsibility of the student to ensure that the course was properly dropped from his/her schedule.

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 an academic advisor. Those seeking permission to overload during a given semester should have a cumulative grade point average of 3.0 or better.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, 8/13/14.

Student Classification

Full-Time Student

A student who registers for 12 semester hours of credit or more in a given semester.

Part-Time Student

A student who registers for fewer than 12 semester hours of credit in a given semester. Note: This may vary for veterans.

Freshman

Any student who has completed fewer than 28 semester hours of credit.

Sophomore

Any student who has completed 28 or more semester hours of credit.

Withdrawal Policy

Policy 3.19

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 Withdrawal Survey

Any student withdrawing from all of their classes will be required to complete the Student Withdrawal Survey in the Student Services Office. The survey requires that the student meet with and obtain signatures from a Glen Oaks advisor and staff member from the Financial Aid Office prior to withdrawal.

Student Death During Semester

Policy 3.20

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.

Open Entry/Open Exit (OE/OE)

Registration & Completion

OE/OE classes provide an alternative to traditional classroom learning. They are a convenient and flexible way to gain college credits. Students complete modules depending on their needs and educational goals. Students work in the labs at their own pace and there are no regularly scheduled classes.

Students who wish to use financial aid to pay for their Open Entry course are asked to refer to the section called "Special Note Regarding Financial Aid Students."

Students must engage in at least one instructional activity within the first two weeks of enrolling in the course to maintain academic progress. After that, students should work to complete the coursework as quickly as they are able. Students are asked to maintain communications with their instructors at least every two weeks.

Students who wish to enroll in an OE/OE program must take the following steps:

1. Student completes an Application for Admissions
2. Students wishing to use financial aid will need to complete the FAFSA at www.fafsa.gov and complete the financial aid process, which includes returning all necessary paperwork.
3. Student completes Accuplacer testing.
4. Student must complete the New Student Orientation. He or she may sign up for a group orientation if one is available, or he/she may contact admissions to set up an appointment for an online orientation that must be completed in the student services office.
5. Student meets with an advisor - the advisor will discuss things with the student and refer them to the instructor for advising if he or she come to the college with previously taken courses or experience.
6. The instructor will fill out a form stating the student is ready to register. Student will bring this form to Registration.

7. Student registers for modules/classes. The student will not be allowed to register unless he/she turn in a signed form from the instructor. Registration must be completed in person. Online registration will not be allowed for the open entry/open exit program.
8. Student obtains student ID from student services.
9. Student will have 48 hours from the time of registration to enroll in a payment plan or to pay for his or her tuition and fees in full as college policy dictates. A student who registers late in the semester will be advised to enroll in the next semester in order to take advantage of the payment plan. Otherwise, the student will be required to pay in full. (This is for students who do not have a third party paying his or her tuition and fees)
10. Student is directed to contact his or her instructor(s) to get his/her module and class information and his/her online course material, if needed.
11. If a student chooses to drop the class, he or she must do so in person in the Registration Office. Online de-registration will not be allowed for the OE/OE program (refer to the section labeled "Dropping an OE/OE Course").
12. A student will be responsible for the tuition and fees charges for any class he or she fail to demonstrate academic progress in and they do not drop the class prior to the designated drop period.

Grading

OE/OE courses are graded on a credit/no credit basis. If an OE/OE course is not completed by the end of the semester in which the student is enrolled, students will receive an In-Process (IP) at the end of the semester. Sufficient academic progress toward completion will determine if a student is eligible for an IP or will receive a failing grade. Students, therefore, must satisfy requirements as outlined in the module syllabus for continued progress before an IP will be awarded. If an IP is awarded, students will be given until the end of the following semester to complete the coursework. If a student does not complete the coursework by the end of the following semester, they will receive a "NC" for no credit earned.

Students will not be allowed to register for any further courses until all IP courses have been completed.

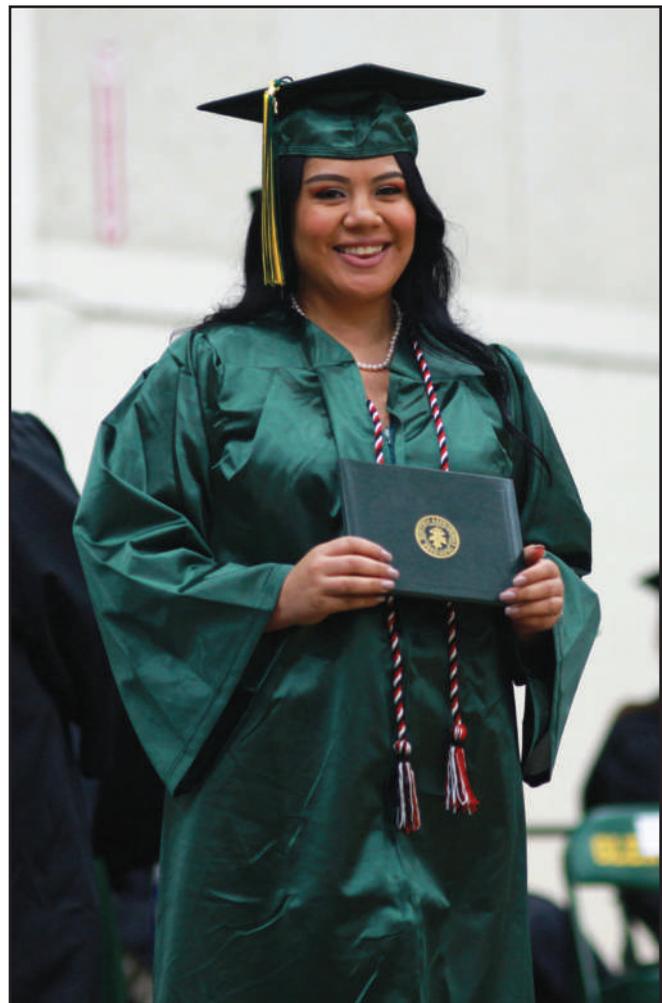
Dropping an OE/OE Course

Students who register for an OE/OE course by the last day to add courses for the semester, may drop the course according to the published semester drop date. OE/OE courses registered for after the full semester's last day to add may be dropped within five business days of the posted registration. Students may only drop the course in person in the Registration Office.

SPECIAL NOTE REGARDING FINANCIAL AID STUDENTS

Students who wish to use financial aid to pay for an OE/OE course must register during the regular semester registration period at the beginning of the semester in order for these classes to be included in their financial aid package. Students must begin work on their course before the financial aid for the class will be released. Students must continue regularly participating in the class to maintain academic standards of progress for the course. If students do not continue working on the course (more than two weeks with no class activity) through at least the 60% point of the semester in which they enrolled, the financial aid award will be recalculated and possibly reduced, which could result in the student owing the College for previously awarded financial aid. Students with a financial aid hold on their account may not be permitted to enroll in future terms.

Students wishing to use financial aid (including grants, scholarships and loans) to pay for an OE/OE course are encouraged to meet with a Financial Aid Advisor prior to registering for OE/OE courses.



Financial Aid

Glen Oaks Community College has established its financial aid program with two goals in mind:

1. To assist students in financing their post-secondary education,
2. To attract students with a variety of abilities and skills to the college.

We encourage all students to carefully read this information about financial aid at GOCC, and also to read the [Consumer Information Guide](#) located on the GOCC Financial Aid Office website:

<http://www.glenoaks.edu/current-students/financial-aid/>

What is Financial Aid?

Financial aid is assistance to help students cover expenses related to attending college. These funds are administered by Glen Oaks, and typically originate from the federal government, the State of Michigan, the institution, or a private funding source. Financial aid is made available to students through three basic types of programs:

1. Grants and Scholarships - which do not have to be repaid.
2. Work Study Employment - which provides paid work experience on and off campus.
3. Loans - which MUST be repaid.

How to Apply for Financial Aid

To apply for grants, scholarships, work-study or student loans for use at Glen Oaks Community College, complete the following steps:

1. Students, and parents of dependent students, **obtain an FSA ID** to sign the FAFSA electronically at <https://fsaid.ed.gov>.
2. **Complete and submit the Free Application for Federal Student Aid (FAFSA).** The student (and his/her parents, if student is dependent) or spouse (if applicable) complete the FAFSA online at www.fafsa.gov. The FAFSA on the web worksheet may be obtained from high school guidance counselors or from the Financial Aid Office at Glen Oaks Community College. To have your FAFSA sent to Glen Oaks Community College, add the **GOCC school code 002263**.

Note: Students must complete the FAFSA to reapply for financial aid each academic year. The FAFSA should be completed as soon as possible after October 1. The student (and parents) should complete the FAFSA using prior year completed tax filing information. For the 2019-2020 academic year, the FAFSA requires 2017 federal tax return data.

3. **Submit additional verification documents if requested.** If selected for verification by the Department of Education, the Glen Oaks Financial Aid Office may request verifying documents to complete your financial aid file.

Once all documentation has been received, the Financial Aid Office will notify students by mail of their federal grant package through an award letter.

Preferred Deadlines for Submitting the FAFSA

Students should submit their FAFSA as soon as possible, recognizing that some aid is awarded on a first come, first serve basis. The FAFSA process should be completed at least two months prior to the start of the semester for which aid is needed. Students are encouraged to complete the application process by these deadlines:

Fall Semester March 1

Winter Semester November 1

Summer Semester March 1

Students can submit their FAFSA after these dates, but there may be a delay in processing the student's award in time for registration. Students who do have incomplete financial aid files at time of registration will be expected to pay all costs **and will then be reimbursed if found to be eligible for aid.** To help pay for charges not covered by financial aid, the Nelnet Payment Plan is available - for more information, contact the Glen Oaks Cashier or go to www.glenoaks.edu, click on the Current Students tab and go to Paying My Bill.

Special Reminders:

- Submit your FAFSA as early as possible after October 1 for each year you intend to enroll.
- Pay close attention to what documentation is being requested and respond immediately.
- Develop a file for your financial aid information and always keep a copy of all forms submitted.
- Contact the Financial Aid Office with questions at 269-294-4260 and financialaid@glenoaks.edu.
- The federal government has expectations of students who receive financial aid such as maintaining satisfactory academic progress.
- Students should be prepared to pay all non-tuition, fee and book expenses through the first six weeks of each semester. Financial aid in excess of tuition, fees and book charges is disbursed to the student beginning the sixth week of each semester.

General Eligibility Requirements

Students must meet the following eligibility requirements to be considered for financial aid.

1. Admitted to Glen Oaks Community College and enrolled as a regular student. (Guest students, dual enrolled, CTE and EMC students are not eligible for financial aid.)
2. Pursuing a federally approved degree or certificate.
3. Have a high school diploma or GED certificate.
4. Not in default on a student loan and/or do not owe a repayment on a federal grant previously received.
5. A U.S. citizen or eligible non-citizen. Non-citizens who are in the United States on an F1, F2 student visa, J1 or J2 exchange visitor visa or G series visa (international organizations) are not eligible for financial aid.
6. Have a valid social security number.
7. Registered with the Selective Service. This applies to all males who are at least 18 years of age. (You may register on line at <http://www.sss.gov>).
8. Making satisfactory academic progress as defined by federal regulations and pursuant to Glen Oaks' policy. See the SAP policy on page 29.

Student's Rights And Responsibilities

Once eligibility for aid has been determined, students will be sent an Award Letter that lists the types and amounts of financial aid that have been awarded to attend Glen Oaks Community College.

Pell Grant and SEOG awards are applied to your student account if determined to be eligible from FAFSA. Donor scholarships, student loan funds, and other types of aid have a separate application process and are applied to your account once the funds have been received.

Financial aid that is dependent on level of enrollment will be adjusted after the first three weeks of each semester. Pell grants are awarded based on full-time enrollment and are adjusted to reflect the student's actual enrollment for that semester. Revised award letters showing the adjusted amounts are available upon request.

All financial aid is awarded expecting that you will attend the classes for which you are registered. Non-attendance in a class will result in a reduction of the financial aid award. If financial aid has already been disbursed, the student will be billed for any resulting balance due.

Financial aid is awarded to help pay for educational expenses, such as tuition, fees, books, supplies, housing and transportation. Financial aid is first applied toward tuition and fees. If the financial aid award exceeds the amount needed to cover the tuition and fees, then books and supplies may be charged against any remaining aid. If there is any remaining financial aid after all institutional and book expenses are paid, the student will receive the balance in the form of a refund check. These refund checks will be mailed from the Business Office. Refund checks are produced on a weekly basis after the sixth week of classes each semester.

All financial aid is awarded subject to funding by federal, state, institutional or private sources. **Some awards may be reduced or canceled in order to comply with federal, state or institutional eligibility guidelines.** This occurs most often when students attend less than full-time, or when a student changes his or her enrollment status by adding, dropping, or withdrawing from classes.

Students who have special circumstances that may affect eligibility for financial aid, such as student or parental loss of employment or income, should contact the Glen Oaks Financial Aid Office.

Satisfactory Academic Progress (SAP)

All federal financial aid recipients are required to maintain satisfactory academic progress as established by federal regulations. This policy is separate and distinct from the College's Academic Probation and Suspension Policy, and applies to all students receiving federal aid administered by the GOCC Financial Aid Office.

Students must meet three criteria to maintain satisfactory academic progress. These criteria are monitored each semester after grades have been posted:

1. **Grade-Point Average:** The student must maintain a minimum 2.0 grade point average on a semester and cumulative basis. Transfer credits from other institutions will not be considered in this review.
2. **Completion Percentage:** Students must complete at least 67 percent of all credits attempted on a semester and cumulative basis. Attempted credits include registered credits and transferred credits from other institutions. Completed credits include transfer credits, grades of CR, and 1.0 or higher. Incomplete credits include NC, W, 0.0 and I.
3. **Maximum Time Frame:** The number of attempted credits in which a student is expected to finish a program cannot exceed 150 percent of the published length of the program. Attempted credit hour limits apply whether or not the student has actually received financial aid for the entire time at GOCC. Transfer credits from previous schools count toward maximum timeframe. Students exceeding these attempted credit hour maximums will be on financial aid denial and will not be eligible for additional semesters of financial aid.

SAP Warning And Denial

Students who fail to meet the GPA and/or completion criteria are placed on Warning for their following semester of enrollment. When on Warning, students may be eligible for grants, scholarships and loan funds. After the warning semester, the student's progress is again monitored. If the student's cumulative progress meets or exceeds the GPA and completion criteria, the student may be removed from Warning. Students who fail to meet cumulative progress requirements for a second semester will be on financial aid Denial.

A student on financial aid Denial is ineligible to receive federal financial aid. To regain eligibility, a student on SAP Denial must do ALL the following: 1) Meet the minimum cumulative GPA requirement of 2.0; and 2) Meet the minimum cumulative completion rate requirement of 67 percent; and 3) Make a request, in writing, for a re-evaluation of his or her SAP status.

A student may appeal financial aid SAP Denial, in writing,

to the SAP Appeal Committee. Appeals may be granted if the student's failure to make progress is shown by documentation to have been a result of illness or other extenuating circumstances. SAP Appeal forms are available in the GOCC Financial Aid Office.

How is Your Financial Aid Award Determined?

Most federal and state financial aid is based on "need." "Need" is calculated using the following formula:

Cost of Attendance - Expected Family Contribution = Financial Need

Cost of Attendance (COA) refers to tuition, fees, living and personal expenses, books, supplies and transportation. The information submitted on the Free Application for Federal Student Aid (FAFSA) is used to compute the student's expected family contribution (EFC). The formula for the calculation of the EFC was developed by Congress and is used by **ALL** colleges and universities.

Return of Title IV Policy

Students who receive federal (Title IV) aid, (i.e. Pell, SEOG and student loans) will be subject to the Federal Return of Title IV Funds Policy.

This policy applies to students who completely withdraw or stop attending all of their classes. The federal government mandates that students who withdraw or do not complete all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the college and/or the student to the federal government. Thus the student could owe financial aid funds to the college, the government, or both.

The federal policy requires a return of Title IV aid if the student received funds from any of the federal programs and withdrew, or stopped attending, on or before completing 60% of the semester. After the 60% point, no return of funds is required. To determine the amount of aid the student has earned up to the time of withdrawal, the Financial Aid Office divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (minus any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (either to the student's account or to the student directly by check) for the semester.

Students who receive financial assistance from a non-federal source (i.e. private scholarship, Glen Oaks scholarship, etc.) may be required to return a portion of the funds to the source, depending on the terms of the scholarship.

A detailed explanation of this policy is available on the Glen Oaks Financial Aid website in the Consumer Information Guide.

Repeat Course Policy

The Financial Aid Office is required to monitor and adjust a student's enrollment level for Title IV aid if, or when, they repeat course work for credit that they have already earned. Students can retake courses and receive federal aid if they had previously failed a course, but can only receive financial aid twice for a course that has been previously passed. A passing grade is defined as 1.0 or higher. Please note that the repeat course policy for financial aid is separate from institutional academic policies regarding repeat courses.

The policy allows a student to receive financial aid under the following situations:

- To repeat any failed or withdrawn course until a passing grade is received.
- To repeat one time any course in which they originally received a passing grade.

Please Note: Regardless of the outcome (i.e. fail or withdrawal) courses are not eligible to be covered by financial aid after a 2nd attempt has been made for a course that has at any time previously earned a passing grade.

Types of Student Financial Aid

An extensive description of all grants, scholarships, work study employment, and loans is available from the Glen Oaks Financial Aid Office and also available on the Glen Oaks Financial Aid website: <http://www.glenoaks.edu/current-students/financial-aid/>, and in the Consumer Information Guide.

Additional Financial Aid Opportunities

All students are strongly encouraged to explore additional sources of funding their education. Students may research scholarships and grants at their local libraries, in the Financial Aid Office, or on the internet.

Students are also encouraged to contact the Financial Aid Office with any questions at: financialaid@glenoaks.edu and (269) 294-4260.

Program Evaluation Policy

Courses not listed as required for completion of an associate degree and/or certificate are not eligible for federal or state financial aid funds. Students should review their Program Evaluation before registering each semester by requesting it from the Advising or Registration Office located in the Student Services Department.



Other Services for Students

GOCC and MI Works! work together to prepare a skilled workforce

Today's jobs require higher skills and more knowledge. Businesses compete globally, and they demand smart talented workers to maintain growth and expansion. Glen Oaks educational training programs are playing a key role in providing the education and in ensuring workers have these skills. Michigan Works! offers many resources to help job seekers explore occupations and salaries, research education and training opportunities, and find employment.

In St. Joseph County, the Michigan Works! Service Center is located at 16587 Enterprise Drive, Three Rivers, Mich. Hours are Monday through Friday from 8 am to 5 pm. Additional information and resources can be found at www.michiganworkssouthwest.org

Parking

Students, staff and visitors are all expected to park in the lot west of the building. Parking spaces close to the building are limited and require special permits (issued to students who are permanently or temporarily disabled, senior citizens and the Board of Trustees). For a handicapped permit, a doctor's statement is required. Limited time permits and temporary handicapped permits are available. Applications (requiring driver's license and vehicle registration) and the permits themselves are obtained from the GOCC human resources coordinator. Students should not park in and block the circle drives at each end of the building. These are for bus traffic and emergency vehicles which may need close access to the building.

Learning Commons

The Learning Commons includes:

- The E.J. Shaheen Library
- The Glen Oaks Community College Archives
- The Tutoring and Testing Center (includes Pearson VUE testing)

Hours are:

- Monday – Thursday, 8 a.m. to 8 p.m.
- Friday, 8 a.m. – 4 p.m.
- Saturday, 9 a.m. – noon

Note: Hours may be reduced during summer semester and when classes are not in session.

E.J. Shaheen Library

The E. J. Shaheen Library at the Glen Oaks Community College provides its patrons with print materials, online resources, web page access, guidance and instruction, and

other services to support the college curriculum and to promote independent research and lifelong learning.

LOCATION

The Library is located (within the Learning Commons) on the second floor of the E wing in the northeast corner of the college.

SERVICES

Patrons can print, fax, scan, photocopy, and have access to various A/V equipment. Color printing is available for a fee. There is a charging station for phones, tablets, including wireless charging.

The library provides PC workstations, along with laptops, Surface Pros and one iMac available for use by students in specific academic programs. Microsoft Office programs and other curricular software can be found on library computers.

The library website <https://www.glenoaks.edu/academics/learning-commons/> provides 24/7 access on and off campus to the library catalog, electronic books, newspaper and periodical articles via general and specialized (ex. nursing, automotive, etc.) databases, either by searching databases individually or by searching everything at once.

Current students, faculty and staff can access most of the online research databases from home using their credentials. Instructions may be found on the website. Community members need to be on site for access to those databases not provided by the state-provided Michigan eLibrary <http://www.mel.org/> which can be accessed via one's Michigan driver's license or ID card.

Areas for quiet and group study can be found around the library.

At the request of faculty and students, library staff provide orientations about the library and research instruction (information literacy) in formal sessions and spontaneously to individuals and groups. They provide instruction in the use of print materials and in successful search techniques of online databases. They can assist with papers and citations and provide guidance in how to select, locate, evaluate and document research materials.

Current students, faculty and staff may acquire materials the library does not own via InterLibrary Loan through the statewide catalog, MeLCat, or internationally through WorldCat. Library staff can assist patrons in finding and ordering what they need.

Coming in the fall 2019, the college will be adding an AV Studio capable of producing audio and video, for students, faculty and staff to use as well as a VR Lab with an Oculus Rift. Reserve your time as soon as possible.

COLLECTION

The library contains over 35,000 print books, periodicals and newspapers, as well as electronic books, millions of full text periodical and newspaper articles from general and specialized databases, DVDs, anatomical models, etc. The majority of periodical and newspaper articles are available only electronically via various databases. While some of these resources are for library use only, the majority are shared with the community and with other institutions.

The Archive is a collection of historical material about Glen Oaks Community College. Duplicate materials are housed in the library and available for perusal during library hours.

If you have any questions, please contact the Library via our contact form or at 269-294-4295.

Tutoring and Testing Center

The Tutoring and Testing Center (TTC) provides tutoring services and test delivery services to Glen Oaks Community College students. *Note: Hours may be reduced during summer semester and when classes are not in session.*

The Center is located within the Learning Commons on the second floor of the E Wing in the northeast corner of the college.

Free peer tutoring is available to any Glen Oaks Community College student with an academic need. Peer tutors are selected for their communication skills and excellence in specific academic areas. Many of the tutors are certified through the College Reading and Learning Association. Free online tutoring support (24 hours a day, 7 days a week) is also available. Interested students are invited to stop in and complete a tutor request sheet.

The TTC administers tests for classes taught on the Glen Oaks Community College campus as well as Glen Oaks Community College Distance Learning classes. In addition to classes taught through Glen Oaks Community College, the TTC proctors tests for students attending other Colleges.

Preliminary testing to determine placement into Glen Oaks Community College classes is done through the TTC. Placement tests measure skill accomplishment in English, math, and reading and ensure that incoming students are assigned to courses that match their skill level.

The TTC is also a Pearson VUE Authorized Test Center. As part of the Pearson VUE network, the TTC can deliver a number of different national certification tests including the GED, Microsoft, State Teacher Certifications, etc.

If you have any questions, please contact the Tutoring and Testing Center at 269-294-4270

Student Emergencies

If there is an emergency call, the caller should identify it as an emergency to the switchboard operator. Staff from the Registrar's Office will notify the student immediately. General messages for students cannot be taken.

Students with Disabilities

Glen Oaks Community College, in compliance with Section 504 of the 1973 Vocational Rehabilitation Act, the 1990 Americans with Disabilities Act and the 2009 Americans with Disabilities Act as Amended, is committed to making all of its programs and activities accessible to individuals with disabilities. Students with documented disabilities may receive advocacy services, coordination with other agencies, the use of auxiliary aids, and reasonable accommodations through the Support Services for Students with Disabilities (SSD) office in the Student Services Office at Glen Oaks. Contact Student Services if you have any questions or wish to discuss receiving services.

TRIO Student Support Services Program

TRIO Student Support Services (SSS) is a federally-funded program that works with 144 students each year to help in all aspects of the college experience - from choosing the right classes to transitioning into your next journey, whether continuing your education at a four-year university or going straight into a new career. The TRIO SSS Program at GOCC is committed to providing educational, career, and personal support to first-generation students, low-income students, and students with disabilities to equip participants with the skills and experience necessary to successfully graduate and transfer to a four-year college. Each participant is paired with a friendly and helpful TRIO SSS Advisor, who is their primary provider of the personalized services offered through the program. Our services include:

- Academic Advising & Priority Registration
- TRIO SSS Scholarships & Scholarship Search Help
- Career Counseling
- FAFSA & Financial Aid Assistance
- Four-Year College Transfer Planning
- Educational Workshops & Experiences
- Visits to Four-Year College Campuses
- Cultural Enrichment Events & Trips
- Personal Coaching & Mentoring
- And much more!

For more information about the program, or to fill out an application, stop by Student Services, call, email, or visit our website.

Contact Information

CALL/TEXT (269) 294-4324

E-mail: sssprogram@glenoaks.edu

Website: www.glenoaks.edu/connect/trio
Find us on Facebook: TRIO SSS at GOCC

TRIO Student Support Services is federally funded at 100% by the U.S. Department of Education in the amount of \$242,717 for the 2019-2020 year.

Occupational Student Success Program (OSSP)

The Occupational Student Success Program offers financial and supportive services to specific categories of students who are enrolled in approved occupational degree or certificate programs. The initiative helps students achieve academic success by providing services designed to assist in the removal of barriers to the student's academic goals. **The Occupational Student Success Program is open to all Special Population Students. A Special Population Student is a person who, through a formal assessment, has been deemed as being one of the following:**

- **Single Parent, Including Single Pregnant Woman** – An individual who is unmarried or separated from a spouse, and has a minor child or children for which the parent has either custody or joint custody.
- Is unmarried or separated from a spouse and is pregnant.
- **Displaced Homemaker** – An individual who is under-employed or unemployed and is experiencing difficulty in obtaining employment or upgrading employment AND:
 - o Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or
 - o Has been dependent upon the income of another family member but is no longer supported by that income; or
- Is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of the Title IV of the Social Security Act (42 U.S.C 601 et seq.) not later than two (2) years after the date on which the parent applies for assistance under this Title.
- **Economically Disadvantaged** – An individual from an economically disadvantaged family, including foster children. This individual must be one or more of the following:
 - o Pell grant recipient or recipient of some other form of financial assistance,
 - o A migrant, and /or referred by faculty or staff as requiring support services to succeed.

- **Non-Traditional Training and Employment Participate** – An individual enrolled in an occupational program that is considered non-traditional for his/her gender as determined by National Labor Statistics and State Year-End Program enrollment data. These occupations or fields of work generally include careers in computer science, technology, and other emerging high skill occupations for which individuals from one gender comprise less than twenty five (25)% percent of the individuals employed in each occupation or field of work.

- **Individual with a Disability** – A person having any of the disabilities as in Section 3 of the Americans with Disabilities Act of 1990.

OSSP Services: Examples of available services include in-depth academic/personal assessment, degree selection and academic advising, academic and personal counseling, referral services, registration assistance, financial aid application assistance, tutoring and career exploration.

Students participating in OSSP may also be eligible for financial assistance to help pay for tuition, fees, books, childcare and emergency transportation needs such as gas vouchers or bus passes.

Accommodations: Students with current documentation of a disability may be eligible for additional time on tests, auxiliary aids, educational adjustments, an ergonomic keyboard, mobility assistance, note takers, permission to record lectures, print enlargements, quiet testing environment, readers for tests, scribes, special seating arrangements, tutors, voice recognition software, the Arkenstone Reading Machine, and the Zoom Magnification Machine.

The Occupational Student Success Program is located in the Student Services. Appointments to discuss eligibility may be made by contacting the student support specialist at 269-294-4241 or toll free 1-888-994-7818. Appointments or requests for information may be sent to kwebber@glenoaks.edu.

Students with Children Support Network

All Glen Oaks' students who have children are eligible to attend the Students with Children Support Network (SCSN). SCSN hosts presentations, social gatherings, and other events as selected by participants. Events and activities are designed to support social interaction between parenting students and opportunities for learning about areas or topics of interest to parents.

The Students with Children Support Network is open to any student that is a parent with children while attending classes at Glen Oaks Community College.

Students interested in participating or wanting additional information may do so by contacting the Occupational Student Success Program at 269-294-4241.

*Meetings, activities and events vary. Dates and times are determined at the beginning of each semester.

Funding for Students with Children Support Network and the Occupational Student Success Program is made possible through the Carl D. Perkins Career and Technical Education Improvement Act (Perkins IV) and Glen Oaks Community College.

Glen Oaks Community College is an equal opportunity institution and adheres to a policy that no qualified person shall be discriminated against because of race, color, religion, national origin or ancestry, age, sex, marital status or disability in any program or activity for which it is responsible.

Veterans Benefits

Students who plan to use Veterans Benefits must take the following actions each semester:

1. Notify the Financial Aid Office of their intent to enroll,
2. Meet with a VA academic advisor and provide the Financial Aid Office with an academic advising form.

Applying for Veterans Benefits

First-Time Applicants

1. Complete an Application for benefits online at: www.vets.gov/education/apply
2. Submit a certified copy of a DD-214 (veterans) or an original DD Form 2384 - Notice of Basic Eligibility (reserves).
3. Submit copies of training completion certificates. All military training received by the veteran must be evaluated by the Registrar's Office for college credit. (See Transfer Credit for Armed Forces Educational Experience, pg. 54).
4. Request official grade transcripts from all previously attended colleges (must come directly from the college to Glen Oaks).

Transfer Applicants

If the student has received Veterans Benefits for attendance at another college, he/she must:

1. Complete the VA Form 22-1995, Change of Program or Place of Training, online at <http://vabenefits.vba.va.gov>
2. Request official grade transcripts from all colleges previously attended.
3. Students should contact the Joint Services Transcript Website at: <http://jst.doded.mil>

and request their military transcripts be sent to Glen Oaks.

Nelnet Deferred Payment Plan

Veterans must enroll in the Nelnet Deferred Payment Plan for Veterans each semester they register. Contact the Financial Aid Office for more information and enrollment instructions.

Maximum Hours

Veterans may be certified for a maximum of 62 hours (the exception being the prior approval of a change of program by the Veterans Administration). This includes any credits earned for military courses training, attendance at other institutions, CLEP scores, etc. accepted for Glen Oaks credit.

Withdrawals/Incompletes

Recipients of Veterans Benefits are to notify the Financial Aid Office immediately of any withdrawals or incompletes.

Reporting Changes

After the veteran has enrolled, it is his or her responsibility to notify the Financial Aid Office of:

1. Changes in training programs or credit hour class load, and/or
2. Withdrawals from college.

Veterans may be held liable for any overpayment benefits as the result of failure to report such changes. Note: Veterans Certification - Veterans are certified when all documentation required by VA has been received and you have met with the VA advisor. It usually takes 6-8 weeks before benefits are received.

Standards of Progress for Veterans Benefits:

Students certified to receive Veterans Educational Benefits are required to maintain a cumulative GPA which meets or exceeds that required for graduation (2.0). Students who fail to meet this minimum standard are placed on probation for a maximum of one semester. If the student's cumulative GPA is still below 2.0, he or she will no longer be certified for Veterans Benefits.

Students may re-apply for Veterans Benefits when they have met the minimum standards for at least one enrollment period prior to the period for which they are applying. The Financial Aid Office may also approve recertification in documented special circumstances.

Veterans are hereby informed that failure to meet the Standards of Progress will be reported to the Veterans Administration. Recipients of Veterans Benefits will be notified by mail when they are not in compliance with the Standards of Progress.

Post 9/11 GI Bill® Program

The Post 9/11 GI Bill® (which took effect August 1, 2009) provides up to 100 percent of a qualifying veteran's tuition. This covers active duty personnel who served as a member of the Armed Forces or as a result of a call or order to duty from a reserve component (National Guard or Reserve) under certain sections of Title 10. Those eligible must have served a minimum 90 days on Active Duty after Sept. 10, 2001. Under the new GI Bill® the student will be provided tuition up to the highest established charges for full-time undergraduate students charged by the public institution of higher education in the state in which enrolled. (Note: Modifications may have been made setting a specific ceiling cap on this amount). Amounts vary depending on the state, number of credits taken and amount of active service performed.

Benefits of this GI Bill® include 100 percent paid tuition, a monthly housing stipend, and a stipend of up to \$1,000 a year for books and supplies.

One of the added features of this tuition payment plan is that the tuition is paid directly to the school, relieving the veteran of the responsibility. This is similar to the process used for military tuition assistance.

NOTE: Veterans may not receive a housing allowance if they are taking only online courses.

Student Organizations and Activities

Glen Oaks has varied extracurricular activities for students of all ages. The College presents a broad array of events including, but not limited to, intercollegiate athletics, intramural sports, cultural and educational events, student clubs, Student Government, Phi Theta Kappa, awards banquets, and graduation ceremonies.

Intercollegiate Athletics

Glen Oaks is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA). The College competes in men's and women's basketball, men's and women's cross country, men's baseball, women's softball, women's volleyball and men's golf. The MCCAA and NJCAA regulate athletic competition, and establish eligibility standards for member colleges. Glen Oaks subscribes to these standards and rigidly enforces them. It is possible, with changing student interest or cost, that intercollegiate sports may be added or dropped when necessary.

Epsilon Pi Tau

Epsilon Pi Tau is the International Honor Society for Professions in Technology. The newly established Delta Rho Chapter was chartered at Glen Oaks in 2017. Epsilon Pi Tau is 81 years old and promotes excellence in academics, service, and research and is dedicated to honoring high academic performance.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society for two-year community college students. The Alpha Delta Omega chapter is chartered at Glen Oaks Community College. Hallmarks for the society are scholarship, leadership and service. Students who maintain a 3.5 GPA, have completed 12 credit hours over the 100 level and are enrolled in at least 3 credit hours for the semester are invited to become members. Members can reach the Five Star level of the membership through active participation in the society.

Student Clubs

Student clubs representing various campus groups, special interests and pre-professional areas are formed as the needs are identified. Clubs have included groups such as veterans and international students; hobbies such as art, photography or music; and pre-professional groups such as nursing and allied health. To establish a new organization or to revive an old one, a student will contact the club advisor (full time faculty/staff member) to discuss the club, gather signatures on the Club Roster, and have the club advisor submit a Student Club Application through Etrieve. The application and Club Roster are submitted to Student Government for approval. A copy of the approved application will be given to the Dean of Students. Each student club is required to have a full time faculty or staff advisor. All policies and procedures are found in the Handbook for Clubs on the Glen Oaks website under Student Life.

Student Government

Policy 3.47

Glen Oaks Community College students are authorized to organize a student government and to operate according to a constitution and by-laws that have been approved by the college administration. In general, the government is composed of representatives from all groups and its powers extend to recommendations only. Student Government is organized to achieve student input into decision-making and to sponsor events to benefit students. The government consults with the college administration. Members may serve on college committees concerning college matters and coordinate activities of the co-curricular and extra-curricular programs. Popular elections are held in the Fall semester for the offices of president, vice president, second vice president, secretary, treasurer, sophomore representative and freshman representative.

[Adopted by Board of Trustees 1/13/95, revised 9/14/05.]

Academic Information

At Glen Oaks, our primary concern is your success! And we spell success over 1,300 ways -- one definition for each of you!

Academic success is the result of hard work, but it's also a product of knowing where to go to get the right information, which regulations have to be met, which requirements will help you meet your goals, and what kind of help is available to you along the way.

Glen Oaks prides itself on the fact that thousands of its graduates have successfully transferred to colleges and universities and gone on to make significant contributions in their chosen career fields. Smooth transfer of credits from Glen Oaks is assured if you fulfill the requirements for the transfer associate degrees.

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Accreditation

Glen Oaks Community College received approval from the State of Michigan in 1965 to offer collegiate-level courses. Full accreditation status was conferred upon Glen Oaks by the North Central Association of Colleges and Secondary Schools in April 1975. In March of 1983, Glen Oaks was granted accreditation for 10 years, covering period May 1983 to May 1993. In July of 1993 the College was again granted accreditation for 10 years covering the period of 1993 through 2003. Since 2000, the College has been accredited through the Academic Quality Improvement Program accreditation process through the Higher Learning Commission.

Academic work done at Glen Oaks is correlated with the programs of major colleges and universities throughout the U.S. Courses designated as transfer with a grade of 2.0 MAY be accepted at full value at other colleges and universities. Courses in the career program are designed to provide specific experiences required of people planning to enter a vocation at the completion of the program. The work done in these courses may or may not be transferable. The final evaluation resides with the receiving college or university.

Advanced Placement

Policy 3.06 and 3.07

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.)

Credit by GOCC Examination

Policy 3.08

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) Obtain 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 to the Cashier, 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, 8/13/14, reviewed 9/17/14.

(Position titles updated 07/02 & 9/17/14)

College Level Examination Program (CLEP)

Policy 3.09

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.

July 1992, revised 3/9/05, revised 9/14/05, 9/17/14.

Prior Learning Assessment Credit Procedure (PLA)

Glen Oaks is participating with the LearningCounts portfolio assessment service founded by the Council for Adult and Experiential Learning (CAEL). LearningCounts allows adult students to earn college credit for the knowledge they have acquired outside of the classroom through portfolio assessment. LearningCounts is a leading portfolio assessment service.

The process will begin with the student and their advisor discussing what life experience they have and how this experience will apply to their current academic program completion at Glen Oaks Community College. Potential and relevant Glen Oaks course(s) will be identified as to credit to award and a Prior Learning Assessment Form will be completed and submitted to the Dean of Academics & Extended Learning.

The student will register for Developing Your Portfolio College Credit – a course from Learning Counts. Some prerequisite considerations for the student are that the student has several years (at least 5) of professional experience, the student has completed at least 1 online course and has technical literacy skills to complete an online course, and the student has taken English Composition. This course is designed to provide an expedited introduction and overview to Prior Learning Assessment (PLA) portfolio development. Upon the completion of the portfolio development course, students will be able to develop a portfolio for college course credit based on the work completed throughout the course. Students must pay for and submit their first and any additional portfolios as recommended by LearningCounts.

The Portfolio will be assessed through the LearningCounts assessment process and if there is recommendation for credit(s), the student will request a LearningCounts transcript or Prior Learning Assessment Grades to be submitted to the Glen Oaks Registrar. Charges and process to obtain a LearningCounts transcript/grades will be defined by LearningCounts. The course and credit will be transcribed on the Glen Oaks student record as equivalent course transfer credit as defined on the Prior Learning Assessment Form and LearningCounts recommendation. All LearningCounts portfolios will be assessed and recommended for college credit by CAEL-trained faculty assessors according to their specific subject matter expertise within their disciplines. The credit recommendations on this transcript indicate the student has demonstrated the college-level learning equivalent to Glen Oaks courses. The faculty assessor evaluation is based upon the student's demonstration of achieving and documenting—through evidence—the competencies and learning outcomes of the course at a "C" grade or above. The course will be used in completion of a Glen Oaks degree or certificate, but it will at the judgment of the transfer school as to whether the course will transfer.

Developing Your Portfolio for College Credit is a self-paced course that guides students through the process of creating a course-match prior learning assessment portfolio for evaluation by LearningCounts. After completing the course, students can submit a portfolio for assessment by CAEL-trained faculty assessors with the appropriate subject matter expertise.

Pre-requisite: None

Attendance

Policy 3.21

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

Policy 3.21A

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

Policy 3.21B

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, 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Nursing and Allied Health Policy Substance Abuse Policy

Policy 3.21C

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.

Nursing & Allied Health Policy Criminal Background Check Policy

Policy 3.21E

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 TJC 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.

Class Examinations

Examinations in each college credit course are considered part of the total requirements for the course. The college instructors generally administer a mid-semester and an end-of-semester examination. Additional exams may be given by instructors at their discretion. The last week of each semester is considered a part of the semester and, where desired, is reserved for final exams.

Grading System

Policy 3.22

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 course 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 3.0 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, approved 2/9/17.

Nursing Course Progression

Grading Policy Within The Nursing Division

Policy 3.22A

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:

4.0	= 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 readmitted.

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 And In-Progress Coursework

Policy 3.23

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 appropriate sections 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 the Registration/Records Office. The form is available in the Academics Office as well as Etrieve.

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 within the semester. The student has the next semester 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. When the student satisfactorily completes the course within the required time frame, a grade change will be submitted by the instructor for a permanent grade. Should the student fail to complete the course requirements within the required time frame, the IP grade will automatically be changed to a grade of "NC" (No Credit) and remain as a permanent entry of the transcript.

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

Appeal of Grades

Policy 3.24

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, who 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

Policy 3.25

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

Policy 3.26

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.

Academic Standing Policy

Policy 3.04

[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 an 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 an 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 an Academic Advisor to develop an Academic Success Plan. Success plans must be created

no later than two weeks prior to the semester in which the students wish to enroll. Students on Academic Restriction who do not meet with an 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 an 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 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 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 an Appeal Has Been Granted

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.

Grade Point Re-Evaluation

(Excluding Nursing Program)

Policy 3.28

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.)

Special Topic Requests (Independent Investigation)

Policy 3.29

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.

Grades Are On The Web

Grades for each semester will be available in one's MYGOCC account approximately one week after the end of the semester. Students have 30 days to verify the accuracy of the grades to the Registrar. All grades are posted to the permanent transcript of the student.

Grade Point Averages

In computing the grade point average, the grade earned in each course is multiplied by the corresponding number of semester hours in the course. The resulting "honor points" obtained from all classes are totaled, and the result is divided by the total number of semester hours of work carried.

Work for which an "I" (Incomplete) is given will not be computed in arriving at a grade point average (GPA). (See Incomplete Work for additional information on p. 27). A "W" (Withdrawal), "V" (Visitor Audit), "CR" (Credit granted), "IP" (In Progress; no credit) and NC (No Credit) are also not computed in student's GPA.

GPA Requirements in Nursing

If they are to progress, students in the Nursing program must receive a grade of 2.5 (C+) or better in each course taken in the nursing curriculum as well as all prerequisites such as Anatomy, Physiology, and English. An overall grade point average (GPA) of 2.5 (C+) is required for graduation. See the Director of Nursing for more information.

Attention Students! If you are considering a career in Nursing, please note the following:

- All high school and college transcripts must be submitted by the schools to Glen Oaks immediately.
- A syllabus must be submitted for any course which appears to meet a prerequisite course.
- Any course being considered as a replacement for a nursing prerequisite must have earned a grade of 2.5 or higher and have been taken no more than ten (10) years ago.

Certificate/Degree Requirements

Policy 3.31

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 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Catalog Affecting Credits And Graduation

Policy 3.32

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.

Note: If a student stops out for more than three consecutive semesters, the Registrar will work with the student and their advisor for best consideration options.

Honors and Awards

Graduation Recognition

Policy 3.34

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.

Honors - President's And Dean's Lists

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.

Faculty Recognition of Student Achievement

The Academic Affairs division continues its tradition of honoring those students who have excelled in their academic efforts. Full-time and Annual Faculty members nominate students based on outstanding achievement in class.

Other Awards which may be presented each year include:

President's Award

Each year at graduation, recognition is given to a graduate receiving an Associate Degree who has maintained a 3.75 GPA or better, has earned a minimum of 45 semester hours of credit at Glen Oaks and who has been nominated for his/her outstanding contribution to classwork and to Glen Oaks.

John Ward Faculty Scholarship

The college faculty may recognize a student who has demonstrated excellence in departmental work and interest in the specific field of study, and who has maintained a 3.3 GPA over 24 semester hours of college work (8 hours if on certificate program).

Business Department Award

Business students, both full-time and part-time, who display high academic standards, excellence in the classroom, and who express a desire to work in the business world (or are presently working in business) are eligible to receive this award.

Fine Arts Studio Award

Students who exhibit outstanding talent in art, music, or drama are honored by this award.

Athletic Awards

Athletes who participate in any sport for one season, who attend practices, games or meets on a regular basis, and who maintain a good attitude are eligible to receive a certificate of achievement.

Scholarship Awards Available Through the Glen Oaks Community College Foundation

The Glen Oaks Community College Foundation administers a number of scholarships for sponsors, companies, organizations and the foundation itself. Included are scholarships for varying amounts and eligibilities for Glen Oaks students in Art, Business, Education, Human Services, Medical and Nursing, and General. You can learn more about these scholarships by visiting the Glen Oaks website at www.glenoaks.edu and reviewing the scholarships under the **Foundation** heading.



Graduation

Application for Graduation

An application for graduation must be filed by each student for each degree or certificate he or she wishes to receive from Glen Oaks Community College.

1. Determine if you are within 9 credits of completing (including classes you're currently enrolled in). Check your program of study at the beginning of your last semester. If you plan to complete in the spring/summer term, make application in the winter term (starting with the previous January). There are counselors and advisors in Student Services available to help.
2. Complete the Application for Graduation form located in the Graduation Overview section in your MyGOCC account.
3. Your credits will be evaluated by the Registrar to determine if all requirements have been met to complete your degree and/or certificate.

Note: see "Catalog Affecting Credits and Graduation" in next column.

4. You will receive communication from the Registrar indicating that you qualify for your certificate or degree or listing the credits or courses you still need to complete.
5. You only need to apply one time for a particular degree or certificate. If you do not meet the requirements the semester you apply, notify the Registration/Records Office again at the beginning of the semester you intend to complete to re-activate your application.
6. Graduation exercises are held once a year at the end of the winter semester for all candidates.
7. Diplomas will be mailed to students satisfying all requirements.

Certificate/Degree Requirements

Policy 3.31

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 8/13/14.

(Position titles updated 07/02, 9/17/14.)

Catalog Affecting Credits and Graduation

Policy 3.32

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.

Note: If a former student does not return for three or more sequential semesters, the student loses the right to use the former catalog. The current catalog will be used to determine graduation requirements.

Second Degrees or Certificates

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 (C) grade point average for the additional credits. It is required that these additional credits be planned and approved in writing through a counselor. 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 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.]

Transcript Fees

Policy 3.35

Students must complete a transcript request available through the National Student Clearinghouse link provided on the Glen Oaks website. The processing fee through the Clearinghouse is \$2.75 for each transcript requested. Official transcripts are sent electronically 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, 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, revised 8/19.

Guarantee: Business and Technology Training

Policy 3.38

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 8/13/14.

Transfer of Credit To & From Other Colleges/Universities

Michigan Transfer Agreement (MTA)

(Effective Fall Semester 2014)

The Michigan Transfer Agreement replaces the MACRAO Transfer Agreement and takes effect for students entering Fall 2014 or later. Students starting prior to Fall 2014 will be able to complete the existing MACRAO Transfer Agreement through Summer 2019, or they may complete the MTA requirements.

The Michigan Transfer Agreement is designed to facilitate transfer from one institution to another. One of the guiding principles of the agreement is to promote transparency among institutions and ensure accurate transfer information for students. The thirty credit hours of lower-level general education from the sending institution will be accepted as a block of 30 credit hours by the receiving institution. Students may complete the Michigan Transfer Agreement as part of an associate degree or as a stand-alone package.

MTA Requirements

To fulfill the Michigan Transfer Agreement, students must successfully complete at least 30 credits, with at least a 2.0 in each course. These credits, which will be certified by a Michigan community college, should be met according to the following distributions (see the MTA Articulation Handbook for more details):

- 1 course in English Composition
- A second course in English Composition or 1 course in Communications
- 1 course in Mathematics from one of three pathways: College Algebra, Statistics or Quantitative Reasoning
- 2 courses in Social Sciences (from two disciplines)
- 2 courses in Humanities and Fine Arts (from two disciplines excluding studio and performance classes)
- 2 courses in Natural Sciences including one with laboratory experience (from two disciplines)

For further information on the MTA, visit: www.macrao.org/Publications/MTA.asp

Michigan Transfer Agreement (MTA)

Policy 3.36

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.

NOTE: The student is ultimately responsible for making sure that all preparatory work is completed to make transfer successful.

MICHIGAN TRANSFER AGREEMENT REQUIREMENTS

Students may complete the Michigan Transfer Agreement (MTA) as part of an associate degree or a stand-alone package. To fulfill the MTA minimum requirements, students must successfully complete at least 30 credits with a grade of at least 2.0 in each course. If a course is listed in more than one category, it can only be used once.

The following basic two-year requirements must be included in the Associate of Arts, the Associate of Business, and the Associate of Science degrees.

For students in the Associate of General Studies program who wish to complete the MTA requirements for transfer, one of the listed MATH requirements must be completed.

One course in English Composition

(select one)

ENG 121 English Composition I

ENG 122 English Composition II

A second course in English Comp. or Communications

(select one)

COM 110 Interpersonal Communications

COM 150 Public Speaking

ENG 121 English Comp I

ENG 122 English Comp II

ENG 126 Creative Writing I

ENG 226 Creative Writing II

One course in Mathematics

(select one)

MATH 117 Finite Mathematics

MATH 151 College Algebra

MATH 161 Calculus I & Analytic Geometry

MATH 162 Calculus II & Analytic Geometry

MATH 201 Intro to Statistics

Two courses in Social Science

(select two different disciplines)

ANTH 201 Introduction Cultural Anthropology

ECON 203 Principles of Economics -Micro

ECON 204 Principles of Economics -Macro

HIST 101 Western Civilization: Ancient World to 1715

HIST 102 Western Civilization II: Europe 1700 to Present

HIST 201 US History I: European Colonization to 1877

HIST 202 US History II: Reconstruction to Present

HIST 204 History of Michigan

PSI 110 American Government & Political Science

PSI 111 State & Local Government

PSY 101 Psychology

PSY 210 Human Growth & Development

PSY 220 Abnormal Psychology

PSY 250 Human Sexuality

PSY 260 Social Psychology

SOC 120 Principles of Sociology

SOC 121 Modern Social Problems

SOC 220 Marriage & Family

Two Courses in Humanities & Fine Arts

(select two different disciplines excluding studio & performance classes)

ALH 250 Medical Law & Bioethics

ART 100 Art Appreciation

ART 220 History of Art

ART 221 History of Art II

ENG 201 Women & Literature

ENG 233 Children's Literature

ENG/HUM 234 World Mythologies

HIST 101 Western Civilization: Ancient World to 1715

HIST 102 Western Civilization II:

Europe 1700 to Present

HUM 101 Modern Culture & the Arts

LNG 161 Spanish

LNG 162 Spanish II

LNG 163 Spanish III

LNG 261 Spanish IV

MUS 150 Music Appreciation

PHIL 210 Ethics

PHIL 230 Philosophy

REL 231 Comparative Religion

REL 232 Old Testament

REL 233 New Testament

Continued on next page...

Two courses in Natural Sciences including one w/lab

(select two different disciplines)

- BIO 101 Human Biology
- BIO 110 Biological Form and Function*
- BIO 120 Biology
- BIO 121 General Biology
- BIO 122 General Biology II
- BIO 125* Environment & Society
- BIO 201 Ecology*
- BIO 210 Human Anatomy/Physiology I
- BIO 211 Human Anatomy/Physiology II
- BIO 212 Pathophysiology*
- BIO 220 General Genetics*
- BIO 230 Microbiology
- BIO 275 Biology Research Project*
- BIO 990 Biological Field Studies
- CHEM 130 Chemistry
- CHEM 133 General Chemistry I
- CHEM 134 General Chemistry II
- CHEM 210 Organic Chemistry I
- CHEM 211 Organic Chemistry II
- GEOG 142 Physical Geography
- GEOL 145 Physical Geology
- PHYS 144 Astronomy
- PHYS 251 Physics I
- PHYS 253 Physics II
- PHYS 275 Physical Science Research Project*

**Course does not have a lab component*



Glossary of Academic Terms

For course descriptions, degrees and certificates the follow.

Catalog in Effect - Requirements for all Glen Oaks degrees will be evaluated from this catalog or the catalog in effect when you first enrolled, provided the entry catalog is no more than four years earlier, and there are no extended interruptions (one academic year or three sequential semesters) in completing the degree.

Contact Hours - A contact hour is equal to the time instructors spend in classroom, the basis of calculating tuition and fees.

Course Prefix - The three letters preceding the course number (i.e.: for ENG 121 English Composition, the course prefix would be COM).

Credits, Semester Hour, or Credit Hours - One semester hour is equal to approximately one hour/week in class over a 15-week semester.

Curriculum Guide - A detailed checklist of course requirements for either a degree or certificate.

Degree Requirements - Courses from each of five curricular areas, plus electives, are required for each associate degree (communications, humanities, social science, natural science, and physical education).

Electives - Courses that can be chosen to meet requirements.

Prerequisite - Class or classes needed before taking course.

Target College - College to which a student plans to transfer.

Transfer Guide - A detailed listing of Glen Oaks courses which will transfer to a specific college in a particular major. Transfer Guides may be customized for special colleges or majors.



mitransfer.org

MICHIGAN TRANSFER NETWORK

Easily search how your credits transfer to Michigan's colleges and universities.



**GLEN OAKS
COMMUNITY COLLEGE**



Planning to Transfer Your College Credits?

*Planning your transfer is an important step to earn your degree.
Learn more about transfer options and plan your pathway to completion.*

mitransfer.org

Transfer Of Credits From Other Institutions

Policy 3.05

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 (C) 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. Students with international transcripts will be asked to obtain evaluation of credits from an evaluation service to determine possible transfer of credits.
5. No hand carried transcripts will be evaluated.
6. 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.

Transferring Credit for Armed Forces Educational Experiences

Veterans may be awarded college credit for the service schools they attended while in the U.S. military. If the course complements the degree or course of study, the college may award credit based on recommendations provided by the American Council on Education and Glen Oaks instructor/department review.

If you are considering continuing your college work and are still in the Armed Forces, fill out a DD-295 Application for the Evaluation of Learning Experiences During Military Service and have it forwarded to Glen Oaks Community College Registrar's Office.

Students should contact the Joint Services Transcript website at <https://jst.doded.mil> and request their military transcript be sent to Glen Oaks.

Reverse Transfer (Credit When It's Due)

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)

Transfer Advising

Glen Oaks Community College offers courses that are helpful toward the achievement of many four-year programs of study. Frequently students can secure a two-year associate degree on the way to a four-year bachelor's degree. Transfer curriculum guides are available for the most popular programs and schools. Transfer guides, which list courses at Glen Oaks that will transfer to a particular school in a specific major, are available on the Glen Oaks Community College webpage under Student Services-Advising and in the Student Services Advising Office.

Please note: Transfer colleges frequently update programs to reflect current employer and occupation requests.

Note: *The student is ultimately responsible for making sure that all preparatory work is completed to make transfer successful.*

Common Transfer Programs

Listed below are areas of study for common transfer programs. If a transfer guide does not exist for one of these programs, a customized transfer guide can be created. Please contact a counselor.

Accounting	Medical Technology
Advertising	Nursing
Agriculture	Occupational Therapy
Architecture	Paper Science/Engineering
Art	Pharmacy
Biology	Philosophy
Business Administration	Physical Education
Chemistry	Physical Therapy
Chiropractic	Physician's Assistant
Computer Science	Physics
Criminal Justice	Political Science
Dental	Pre-Engineering
Dietetics	Pre-Engineering Electrical
Economics	Pre-Engineering Industrial
Elementary Education	Pre-Engineering Mechanical
Engineering Graphics	Pre-Law
English	Pre-Nursing
Family Life Education	Pre-Science
Fish, Wildlife and Game	Pre-Science/Pre-Dentistry
Foreign Languages	Pre-Science/Pre-Medicine
Forestry	Pre-Science/Pre-Mortuary
Industrial Design	Pre-Science/Pre-Optometry
International Studies	Pre-Veterinary Medicine
Journalism	Printing Management
Law Enforcement	Psychology
Liberal Arts	Public Administration
Librarianship	Recreation
Literature	Secondary Education
Manufacturing Administration	Social Work
Marketing	Sociology
Mathematics	Special Education
Medical Assistant	Surveying

Custom Transfer Guides

If a standard transfer guide is not already available, advisors can help students develop a custom transfer guide for any major, at any school in the United States. Please follow the procedure below to request a new custom guide.

1. Make an appointment with an advisor to discuss your course of study and the school you hope to attend after Glen Oaks (your target college).
2. Request a custom guide for your school and your program. The advisor will develop a draft outline as soon as possible, and contact you for a follow-up appointment.
3. Review the draft outline with the advisor and obtain copies for yourself and for your target college.
4. Contact the admissions office at your target college, and request an evaluation of the draft copy. Mail, fax or hand-carry the guide to the college for study, changes and approval as necessary. If there are questions, the target college should be referred to your advisor at Glen Oaks.
5. When the draft is approved, request a signature and date from the target college, then return the copy to Glen Oaks for your official file.
6. Meet with the advisor each semester and carefully follow the custom guide.

General Transfer Information

1. If a student chooses one target school and then decides to attend another target school, a new transfer guide must be generated. Example: If a student secures an agreement to go to Florida State and then decides to go to Arizona State, Arizona is not bound by the Florida agreement.
2. If a student begins to study accounting and then decides to be a dentist, a new transfer guide will have to be made. The more dramatic the change of program, the more dramatic the consequences. Also, the later the change is made, generally the more dramatic the consequences.
3. Nationally, no college is obligated to transfer a course that does not have a 2.0 (C) or better grade.
4. Not all college courses are meant to build skills in an area and therefore, may not meet a certificate or degree requirement. However, if a student lacks the beginning skills, it may be necessary to take a class to master the required skill level.
5. Some college classes are designed for technical study only. These classes may not transfer to another college. It is an error to believe that any college class will be helpful to reaching a specific goal. One should check with an advisor to be sure that a class will be helpful toward a particular goal.
6. Classes can be taken for personal reasons. Many people take a class because they want or need it, knowing it will not transfer. Just because a class does not transfer does not mean it has no value. However, students are well advised to choose wisely when deciding how to spend their time, money, and energy.
7. Generally, there is a limit of 62-64 semester hours that can be used toward a bachelor's degree. There may be exceptions, but students shouldn't plan to take over 62 credit hours without a planned agreement.

Transfer Partnerships

Transfer agreements between Glen Oaks and other colleges and universities make it possible for students to start their educational programs at Glen Oaks and be assured they can earn specialized or advanced degrees at a transfer institution, without loss of time or credit.

Students with plans for a 4-year degree or a specific marketable skill not offered at Glen Oaks can still get the advantage of a community college "start."

Transfer Advising

Glen Oaks urges you to visit the advisors in Student Services to coordinate your joint transfer plans with the latest information from your transfer institution.

Working together, Glen Oaks advisors can help you map a thorough and concise plan for reaching your goal.

Glen Oaks Transfer Programs

Transfer programs at Glen Oaks Community College offer the student an opportunity to participate in and receive certificates or degrees in programs of a specialized and advanced nature. Glen Oaks transfer programs are designed to allow students the opportunity to begin study at Glen Oaks and finalize their program through another educational institution. It is understood that a student will not receive the certificate or degree from Glen Oaks, but rather from the institution offering the finalized instruction.

Students should investigate and obtain advising before entering or attempting to follow a transfer program.

Program work must be agreed to in advance with the participatory educational institution to guarantee transferability and full credit acceptance.

Glen Oaks advisors have complete curriculum guides listing courses that will transfer for the programs on the right, if they are taken at Glen Oaks. **Remember to discuss these plans with your transfer schools to ensure satisfaction.**

Glen Oaks advisors work closely with listed colleges, receive regular program information, communicate on a regular basis, and attend workshops and seminars at these institutions. In this way, Glen Oaks advisors are aware of Transfer Program information which can impact GOCC students.

Goshen College

Beginning in Fall, 2015, Goshen College has partnered with Glen Oaks to offer the RN to BSN program. Whether you are an experienced RN with years of nursing practice or a new graduate of an associate degree program, hospitals are now requiring that you complete your BSN in three to five years. With the Institute of Medicine calling for 80 percent of the nursing workforce to hold at least a bachelor's degree by 2020, nursing education has become a national priority.

If you already have an associate's degree, this is the program for you. The program is designed for registered nurses with an associate's degree from an accredited college or university. You can complete a bachelor's of science in nursing degree on the Glen Oaks campus as you continue to work full time. To enroll you must have an active Indiana or Michigan nursing license. Clinical hours are mostly completed in your place of employment.

Michigan State University

Glen Oaks Community College has entered into a partnership with Michigan State University to offer an Associate of Applied Science in Business degree with a concentration in Agricultural Operations (Agribusiness). The partnership allows students to earn a certificate from the MSU Institute of Agricultural Technology (IAT) while working toward an associate degree from Glen Oaks. The partnership between the two institutions benefits those seeking employment in the agricultural industry. Every credit earned will transfer to MSU for students seeking a four-year degree. Students will take courses from both Glen Oaks and Michigan State University's Institute of Agricultural Technology, and the program will emphasize fundamentals in farm and crop management. Students in the program will gain a solid background in plant and soil science, precision agriculture, water management, entomology, plant pathology and business management. Students will also have exposure to exciting opportunities available in the industry.

Continued on next page...

Transfer Partners (Continued)

Spring Arbor University

Spring Arbor University offers a Bachelor of Science in Organizational Management on the Glen Oaks campus. The degree completion program is accelerated, convenient and manageable for the full-time working student. The degree is business oriented and is a perfect stepping stone to a graduate degree in a similar field. The class sessions are offered in a one-night-a-week format.

Trine University

Trine University is partnering with Glen Oaks Community College to offer adult and traditional learners a new path to earning a bachelor or master degree from Trine. The partnership creates a pathway from an associate degree to a bachelor or master degree. Trine, whose main campus is in Angola, Indiana, has agreed to jointly develop programs to be offered on the Glen Oaks campus.

The 2+2 Pathway allows students to take their first two years at Glen Oaks and their second two years at Trine. The route students take depends largely on the academic program in which they are interested. Trine grants bachelor and master degrees in more than 35 areas of study. Depending on the program, one may be eligible to transfer up to 89 credits from Glen Oaks.

Trine Online degrees:

Bachelor Degrees

Business Administration

- Accounting
- Management

Leadership and Management

- Applied Management
- Healthcare Administration
- Human Resources Management
- Organizational Leadership

Engineering and Technology

- Information Systems
- Manufacturing Technology

Communication, Justice and Psychology

- Communication
- Criminal Justice
- Psychology

Graduate Degrees

- Master of Business Administration
- Lou Holtz Master of Science in Organizational Leadership
- Master of Science in Engineering Management
- Master of Science in Information Studies
- Master of Science with a major in Criminal Justice

Since 2010, listed is a sample of bachelor granting colleges where Glen Oaks graduates have successfully transferred.

Michigan Public

*Central Michigan University
Eastern Michigan University
Ferris State University
Grand Valley State University
Michigan State University
University of Michigan - Flint
Wayne State University
Western Michigan University*

Michigan Private

*Baker College
Calvin College
Davenport University
Everest Institute
Grace College
Kendall College
Kettering University
Siena Heights University
Spring Arbor University
Trine University
University of Detroit Mercy*

Other Colleges

*Ball State University
Bethel College
DeVry University
Goshen College
Indiana Institute of Technology
Indiana University
Purdue University
Indiana University South Bend
Indiana Wesleyan University
Robert Morris University
Southern Illinois University
Texas A & M University
University of Illinois
University of Phoenix*

Programs of Study

You can explore academic programs by career interest. Earn an Occupational Certificate or an Associate Degree and move right into employment or transfer courses to a college or university. For more information, make an appointment with a Glen Oaks advisor and map out your future.

GENERAL

Associate of Arts	59
Associate of General Studies*, **	60
Associate of Science	
▪ Life Sciences Pathway (Biological or Biomedical Sciences).....	62
▪ Physical Sciences Pathway (Chemistry, Physics or Pre-Engineering).....	63
Certificate of General Studies	64

AGRICULTURE

Associate of Applied Science in Agricultural Equipment Technology	65
Associate of Applied Science in Agricultural Operations – MSU	66
Agricultural Operations Certificate	66
Agricultural Equipment Technology Certificate .	67

ARTS & COMMUNICATIONS

Associate of Arts in Visual Arts	
▪ Emphasis in Commercial Photography	68
▪ Emphasis in Fine Art	70
▪ Emphasis in Graphic Design	71

BUSINESS, MANAGEMENT & MARKETING

Associate of Business	73
Associate of Applied Science in Business	74
Accounting Certificate	75
Management/Marketing Certificate	75
Management/Supervision Certificate	76

COMPUTER SCIENCE

Associate of Applied Science in Computer Information Systems**	77
Computer Support Technician Certificate.....	78
Network Administration Technician Certificate..	78

MANUFACTURING, & INDUSTRIAL TECHNOLOGY

Associate of Applied Science in Technology** .	79
Automotive Service Certificate**.....	80
Automotive Technician Certificate**	80
Computer Aided Drafting and Design (CADD) Certificate**	81
Electrical Technologies Certificate** OE/OE.....	81
Machine Tool Certificate** OE/OE	82
Welding Certificate** OE/OE.....	82

HEALTH & HUMAN SERVICES

HEALTH

Associate of Applied Science in Allied Health.....	83
Associate of Applied Science in Nursing	84
Coding Specialist/Physician-Based Certificate	85
Health Care Worker Certificate	86
Medical Administrative Specialist Certificate	86
Medical Assistant Certificate	87
Phlebotomy Technician Certificate	88
Practical Nursing Certificate	89

HUMAN SERVICES

Associate of Applied Science in Criminal Justice**	90
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* Fully Online Option

** Evening Program Option

OE/OE Open Entry/Open Exit program options

Transfer Programs

Glen Oaks Community College offers freshman and sophomore year courses that are needed to fulfill general education requirements toward the achievement of a four-year Bachelor's degree. General education course options vary slightly at different colleges. Glen Oaks advisors can develop a "program specific" transfer guide for any major at any college you choose in the United States.

General

Associate of Arts Degree

The Associate of Arts degree is designed for students who desire a rigorous liberal arts education that emphasizes depth of intellectual and academic experience. This degree is designed for students whose educational interests are in the humanities, the creative and performing arts, and the social sciences. The degree can provide the basis for career advancement or for further study. Because transfer credit and degree requirements vary widely, it is important to consult with an advisor if you plan to transfer to a college or university.

Credit/Contact Hours

Communications (9 required credit hours)

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

Humanities (8 required credit hours)

One (1) literature course from the following 3 courses must be taken:

ENG 201, 233, or 234	4/4
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AND

The following course must be taken:

HUM 101 Modern Culture and the Arts*	4/4
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Social Science (16 required credit hours)

The following courses must be taken:

ANTH 201 Introduction to Cultural Anthropology*	4/4
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HIST 201 U.S. History I: European Colonization to 1877*	4/4
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HIST 202 U.S. History II: Reconstruction to the Present*	4/4
---	-----

AND

PSY 101 Psychology* or SOC 120 Principles of Sociology*	4/4
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Natural Science (12 required credit hours)

8 credit hours of science must be taken in courses with the same prefix.

Select the 8 credit hours from the following sciences:

BIO 121 Cellular Biology* AND	4/5
BIO 122 Organismal Biology*	4/5

OR

CHEM 133 General Chemistry I* AND	4/6
CHEM 134 General Chemistry II*	4/6

OR

PHYS 251 Physics I* AND	5/7
PHYS 253 Physics II*	5/7

One (1) Mathematics course from the following courses must be taken:

MATH 117 Finite Mathematics*	4/4
MATH 151 College Algebra*	4/4
MATH 161 Calculus I and Analytic Geometry*	4/4
MATH 162 Calculus II and Analytic Geometry*	4/4
MATH 201 Statistics*	4/4

Elective Courses (17 credit hours)

Select any 17 hours from the following courses:

ART 104-253	3/5
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Note specific course prerequisites for studio courses selected

ART 100 Art Appreciation*	4/4
ART 160/260 Photography courses*	3/4
ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4
BIO 120 Biology*	4/5
BIO 125 Environment and Society*	3/3
BIO 201 Ecology*	4/5
BIO 210 Human Anatomy & Physiology I*	4/6
BIO 211 Human Anatomy & Physiology II*	4/6
BIO 212 Pathophysiology*	4/4
BIO 230 Microbiology*	4/6
CHEM 130 Chemistry*	4/5
CIS 101 Introduction to Computers & Software*	4/4
CIS 117 Visual Basic Programming for Microcomputers*	3/3
COM 110 Interpersonal Communications*	3/3
COM 140 General Communications: Speech*	3/3
ECON 203 Principles of Economics (Micro)*	4/4
ECON 204 Principles of Economics (Macro)*	4/4
ENG 201, 233, or 234	4/4
ENG 126 Introduction to Creative Writing*	3/3
GEOG 142 Physical Geography*	4/5
GEOL 145 Physical Geology*	4/5
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
LNG 161, 162, 163, or 261	4/4
MUS 150 Music Appreciation*	4/4
PHED 106 Wellness and Life Style*	2/3
PHIL 210 Ethics*	4/4
PHIL 230 Introduction to Philosophy*	3/3

Continued on next page...

Associate of Arts Degree (Continued)

PHYS 144 Astronomy*	4/5
PSI 110 American Government and Political Science*	4/4
PSY 201 Psychology and Personality*	3/3
PSY 210 Human Growth & Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4
REL 231, 232, or 233	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage and Family*	4/4

Total:..... 62 Credits

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

NOTE: Anyone beginning the Associate of Arts Degree at Glen Oaks in the Fall, 1990 or later must complete MACRAO requirements in order to qualify for the degree.

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Associate of General Studies Degree (Can be completed in online format)

The Associate of General Studies degree enables students to combine a broad core of basic courses with a program that can be tailored to their personal, academic, or professional goals. This degree may enhance current employment and/or fulfill the requirements for a specific college or university program. Intended as a flexible degree for students who are not pursuing a specified curriculum in the transfer or professional-technical area, the degree may also be appropriate for students who are undecided about future educational or career goals. Many General Studies graduates continue their studies at a college or university in such diverse fields as literature, fine and performing arts, education, religion, human services, philosophy, political and social sciences, and sports.

Credit/Contact Hours

Communications (4 courses)

COM 110 Interpersonal Communications.....	3/3
COM 150 Public Speaking*.....	3/3
ENG 121 English Composition I*	3/3
ENG 122 English Composition II*	3/3

Computers

CIS 101 Introduction to Computers & Software*	4/4
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Humanities (choose 2 courses from 2 different prefixes)

ART 100 Art Appreciation*	4/4
ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4
ENG 201, 233, or 234	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HUM 101 Modern Culture and the Arts*	4/4
LNG 161, 162, 163, or 261	4/4
MUS 150 Music Appreciation*	4/4
PHIL 210 Ethics*	4/4
PHIL 230 Introduction to Philosophy*	3/3
REL 231, 232, or 233	4/4

Mathematics (1 course)

MATH 104 Intermediate Algebra*	4/4
<i>*not eligible for MTA transferability</i>	
MATH 117 Finite Mathematics*	4/4
MATH 151 College Algebra*	4/4
MATH 161 Calculus I and Analytic Geometry*	4/4
MATH 162 Calculus II and Analytic Geometry*	4/4
MATH 201 Introduction to Statistics*	4/4

Continued on next page...

**Associate of General Studies Degree
(Continued)**

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

BIO 110 Biological Form and Function*	3/3
BIO 120 Biology*	4/5
BIO 121 Cellular Biology *	4/5
BIO 122 Organismal Biology*	4/5
BIO 125 Environment and Society*	3/3
BIO 201 Ecology*	4/5
BIO 210 Anatomy & Physiology I*	4/6
BIO 211 Anatomy & Physiology II*	4/6
BIO 212 Pathophysiology*	4/4
BIO 220 General Genetics*	3/3
BIO 230 Microbiology*	4/6
CHEM 130 Chemistry*	4/5
CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
CHEM 210 Organic Chemistry I*	4/6
CHEM 211 Organic Chemistry II*	4/6
GEOG 142 Physical Geography*	4/5
GEOL 145 Physical Geology*	4/5
PHYS 144 Astronomy*	4/5
PHYS 251 Physics I* AND	4/7
PHYS 253 Physics II*	4/7

ECON 203 Principles of Economics (Micro)*	4/4
ECON 204 Principles of Economics (Macro)*	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HIST 201 U.S. History I: European Colonization to 1877*	4/4
HIST 202 U.S. History II: Reconstruction to the Present*	4/4
HIST 204 History of Michigan*	4/4
PSI 110 American Government and Political Science*	4/4
PSI 111 State & Local Government*	3/3
PSY 101 Psychology*	4/4
PSY 201 Psychology & Personality*	3/3
PSY 210 Human Growth & Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4
SOC 120 Principles of Sociology*	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage & Family*	4/4

Electives: Remaining 19 credit hours to reach a total of 60 credit hours

Total:..... 60 credits

Social Science (choose 2 courses from 2 different prefixes)

ANTH 201 Introduction to Cultural Anthropology*	4/4
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*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
CIS 101	COM 150	Humanities	Humanities
COM 110	ENG 122	MATH (104 or higher)	Elective
ENG 121	Social Science	Natural Science	Elective
Elective	Natural Sci w/lab	Social Science	Elective



Associate of Science Degree

The Associate of Science degree is appropriate for those students who plan to pursue further study in Astronomy, Biology, Chemistry, Geology, Mathematics or Physics. This degree is also appropriate for those interested in careers in Statistics, Mathematics, Bio-technology, Medical Sciences, Engineering and Secondary Education majors who plan to major in a Science (e.g. Math, Biology, Geology, Chemistry or Physics teachers).

It is required that individuals considering a career in science meet with one of the science faculty to discuss specific courses to meet their academic needs.

Degree seekers should choose from one of two pathways: Life Sciences or Physical Sciences.

Credit/Contact Hours

Communications (6 credit hours)

COM 150 Public Speaking*	3/3
ENG 121 English Composition I*	3/3

Humanities (choose 2 courses from 2 different prefixes)

ART 100 Art Appreciation*	4/4
ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4
ENG 201, 233 or 234 Literature Classes*	4/4
HIST 101 Western Civilization I:	
Ancient World to 1715*	4/4
HIST 102 Western Civilization II:	
Europe c. 1700 to Present*	4/4
HUM 101 Modern Culture and the Arts*	4/4
HUM 234 World Mythologies	4/4
LNG 161, 162, 163, 261 (Spanish I, II, III, IV)	4/4
MUS 150 Music Appreciation*	4/4
PHIL 210 Ethics*	4/4
PHIL 230 Introduction to Philosophy*	3/3
REL 231 Comparative Religions*	4/4
REL 232 Old Testament*	4/4
REL 233 New Testament*	4/4

Social Science (choose 2 courses from 2 different prefixes)

ANTH 201 Introduction to Cultural Anthropology*	4/4
ECON 203 Principles of Economics (Micro)*	4/4
HIST 201 U.S. History I:	
European Colonization to 1877*	4/4
HIST 202 U.S. History II:	
Reconstruction to the Present*	4/4

HIST 204 History of Michigan*	4/4
PSI 110 American Government & Political Science*	4/4
PSI 111 State and Local Government*	3/3
PSY 101 Psychology*	4/4
PSY 210 Human Growth and Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4
SOC 120 Principles of Sociology*	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage & Family*	4/4

Life Sciences (includes MTA requirements for Mathematics and Natural Sciences)

BIO 110 Form and Function	3/3
BIO 121 Cellular Biology *	4/5
BIO 122 Organismal Biology*	4/5
CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
CHEM 210 Organic Chemistry I	4/6
CHEM 211 Organic Chemistry II	4/6
MATH 161 Calculus I*	4/4

Plus choose two classes from the following:

BIO 101 Human Biology	4/6
BIO 125 Environment & Society	3/3
BIO 201 Ecology	4/5
BIO 220 Genetics	3/3
BIO 230 Microbiology	4/6
GEOG 142 Physical Geography	4/5
GEOL 145 Physical Geology	4/5

Minimum Credits needed.....60 credits

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

NOTE: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Continued on next page...

Associate of Science Degree (Continued)

Physical Sciences (includes MTA requirements for Mathematics and Natural Sciences)

CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
CHEM 210 Organic Chemistry I	4/6
CHEM 211 Organic Chemistry II	4/6
MATH 161 Calculus I*	4/4
MATH 162 Calculus II*	4/4
MATH 262 Calculus III and Analytical Geometry*	4/4
PHYS 251 Physics I*	5/7
PHYS 253 Physics II*	5/7
PHYS 254 Physics II Lab*	1 credit

Minimum Credits needed.....60 credits

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

NOTE: Anyone beginning the Associate of Science Degree at Glen Oaks in Fall 2016 or later must complete MTA requirements in order to qualify for the degree

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019



Scope & Sequence Life Sciences Pathway (Biological or Biomedical Sciences)

Fall 1	Winter 1	Fall 2	Winter 2
BIO 110 or BIO 125	BIO 121	BIO 122	MATH or CHEM 211
CHEM 133	CHEM 134	CHEM 210	CHEM 211
ENG 121	COM 150	MATH 161	Humanities or Social Science
Humanities or Social Science	Humanities or Social Science	Science Elective	Humanities or Social Science
<i>*MATH 104 (if needed)</i>	<i>*MATH 151 (if needed)</i>		

**Recommended for students placing in MATH lower than MATH 161, will not count towards Science degree*

--Science elective may come from BIO, CHEM, GEOG, or GEOL prefix

Scope & Sequence Physical Sciences Pathway (Chemistry, Physics or Pre-Engineering)

Fall 1	Winter 1	Fall 2	Winter 2
CHEM 133	CHEM 134	CHEM 210	CHEM 211
ENG 121	COM 150	MATH 262	PHYS 253
MATH 161	MATH 162	PHYS 251	PHYS 254
Humanities or Social Science			

Certificate of General Studies

This certificate is designed to facilitate transfer from one institution to another under the Michigan Transfer Agreement. At least 30 credit hours of 100-200 level general education from the sending institution will be accepted as a block of at least 30 credit hours by the receiving institution. Students may complete the Michigan Transfer Agreement as part of an associate degree or as a certificate.

This 30-credit program, designed for students intending to pursue an associate degree from Glen Oaks Community College, documents the completion of general education requirements.

Program not eligible for federal financial aid
A certificate in General Studies is awarded to those who complete a minimum of 30 credit hours with a minimum grade of 2.0 in each course. A minimum of 15 credit hours must be earned at Glen Oaks.

Credit/Contact Hours

Communications (at least 30 hours)

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

Mathematics

MATH 117 Finite Math* OR	4/4
MATH 151 College Mathv OR	4/4
MATH 161 Calculus I & Geometry*	4/4
MATH 162 Calculus II & Geometry*	4/4
MATH 201 Statistics*	4/4

Humanities (2 courses, 2 different disciplines excluding studio and performance classes)

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

REL 232 Old Testament*	4/4
REL 233 New Testament*	4/4

Natural Sciences (2 courses, 2 different disciplines - 1 course with a lab)

BIO 101 Human Biology*	4/6
BIO 110 Biological Form & Function*	3/3
BIO 120 Biology*	4/5
BIO 121 General Biology I*	4/5
BIO 122 General Biology II*	4/5
BIO 125 Environment & Society*	3/3
BIO 201 Ecology*	4/5
BIO 210 Human Anatomy & Physiology I*	4/5
BIO 211 Human Anatomy & Physiology II*	4/6
BIO 212 Pathophysiology*	4/4
BIO 220 General Genetics*	3/3
BIO 230 Microbiology*	4/6
CHEM 130 Chemistry*	4/5
CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
CHEM 210 Organic Chemistry I*	4/6
CHEM 211 Organic Chemistry II*	4/6
GEOG 142 Physical Geography*	4/5
GEOL 145 Physical Geology*	4/5
PHYS 144 Astronomy*	4/5
PHYS 251 Physics I*	5/7
PHYS 253 Physics II*	5/7

Social Sciences (2 courses, 2 different disciplines)

ECON 203 Principles of Economics - MICRO*	4/4
ECON 204 Principles of Economics - MACRO*	4/4
HIST 101 Western Civilization I*	4/4
HIST 102 Western Civilization II*	4/4
HIST 201 US History I*	4/4
HIST 202 US History II*	4/4
HIST 204 History of Michigan*	4/4
PSI 110 American Government & Political Science*	4/4
PSI 111 State & Local Government*	4/4
PSY 101 Psychology*	4/4
PSY 201 Psychology & Personality*	3/3
PSY 210 Human Growth & Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4
SOC 120 Principles of Sociology*	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage & Family*	4/4

Total:30 credits minimum

*Course has prerequisite(s),
Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019

Agriculture

Associate of Applied Science In Agricultural Equipment Technology

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

Credit/Contact Hours

Business (6 credit hours required)

BUS 104 Introduction to Business.....3/3
BUS 251 Organizational Behavior.....3/3

Communications (6 credit hours required)

COM 110 Interpersonal Communication3/3
ENG 121 English Composition I*3/3

Computers (4 credit hours required)

CIS 101 Introduction to Computers & Software4/4

Industrial Studies (3 credit hours required)

INDS 151 Manufacturing Processes3/3

Mathematics (3 credit hours required)

MATH 109 Math for Technicians I.....3/3

Agricultural Courses

AGT 101 Hydraulic Theory & Operation.....2/4
AGT 103 Fundamentals of Engines.....3/7
AGT 104 Vehicle/Equipment Electrical/
Electronic Fundamentals.....3/5
AGT 107 Preventive Maintenance & Service2/4

AGT 109 Heating, Venting &
Air Conditioning Systems2/4
AGT 110 Service Information Systems.....2/4
AGT 112 Seeding & Tillage Equipment.....2/4
AGT 113 Hydraulic Systems*2/4
AGT 116 Combine Maintenance & Repair3/7
AGT 119 Vehicle/Equipment
Electrical/Electronic Systems
Operation & Diagnostics*3/7
WELD 105 Basics of Welding 50/67
AGT 122 Precision Farming
Systems & Techniques*2/4
AGT 125 Tractor Drivelines*2/4
AGT 207 Advanced Hydraulics*2/4
AGT 213 Diesel Engine Performance -
Analysis & Tune Up*3/5
AGT 216 Equipment Shop Project*4/10
AGT 219 Diesel Tech Field
Experience I (Internship) 1/1
AGT 220 Diesel Tech Field
Experience II (Internship)2/2
AGT 221 Diesel Tech Field
Experience III (Internship).....3/3

Total:60.50-62.50 credits

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
NOTE: AGT 219, 220, 221 are billed by credits.
Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Summer 1	Fall 2	Winter 2
AGT 101	AGT 104	AGT 219/220/221	AGT 112	AGT 109
AGT 103	AGT 113		AGT 125	AGT 122
AGT 107	AGT 116		AGT 207	AGT 216
AGT 110	ENG 121		AGT 213	BUS 251
AGT 119	INDS 151		BUS 104	COM 110
CIS 101	WELD 105		MATH 109	AGT 219/220/221
AGT 219/220/221	AGT 219/220/221		AGT 219/220/221	

Associate of Applied Science in Agricultural Operations – MSU Concentration

Students seeking an Associate of Applied Science–GOCC, IAT Agricultural Operations -- MSU can move directly in the workforce or continue on to further studies in Agricultural Operations. Students will take courses from Glen Oaks and Michigan State University College of Agriculture and Natural Resources (CANR) emphasizing fundamentals in farm and crop management. Students will study in such fields as soil and water usage, plant nutrients, crop disease and pest management, natural resource and land management, emerging technologies, and regulations. Students are required to meet with advisors from Glen Oaks and MSU on course selection.

Credit/Contact Hours

Glen Oaks Requirements

BIO 122 Organismal Biology4/5
 CHEM 133 General Chemistry I.....4/6
 CIS 101 Introduction to Computers and Software4/4
 COM 110 Interpersonal Communication **OR**
 COM 150 Public Speaking.....3/3
 ENG 121 English Composition.....3/3
 ENG 122 English Composition3/3
 Humanities (choose 3-4 credit hours) 3/3 or 4/4
 MATH 104 or higher.....4/4
 Social Science (choose 3-4 credit hours) 3/3 or 4/4

Glen Oaks Courses 31/33 credits

MSU CANR Requirements

ABM 130 Farm Management I..... 3 credits
 AE 131 Water Resource Protection and Mgmt 3 credits
 AE 143 Application of Precision Agriculture Technologies..... 3 credits
 AT 202 Agricultural Regulation, Compliance and Safety Course..... 3 credits
 AT 293 Professional Internship in Agricultural Technology..... 3 credits
 CSS 101 Introduction to Crop Science 3 credits
 CSS 105 Agricultural Industries Seminar.....1 credit
 CSS 135 Crop Scouting and Investigations*2 credits
 CSS 143 Applied Soil Science 3 credits
 ENT 110 Applied Entomology of Economic Plants.. 3 credits
 PLP 105 Fundamentals of Applied Plant Pathology ..2 credits

A minimum of 4 additional CANR credits must be completed with approval from the Program Coordinator

MSU Courses..... 33/3

Total Minimum Credit Hours.....64-66 credits

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019

Scope & Sequence

FALL	WINTER
CIS 101	BIO 122
COM 110 or 150	CHEM 133
ENG 121	ENG 122
MATH 104 or higher	Social Science
Humanities	

Agricultural Operations Certificate – MSU

MSU CANR Requirements

ABM 130 Farm Management I..... 3 credits
 AE 131 Water Resource Protection and Mgmt 3 credits
 AE 143 Application of Precision Agriculture Technologies..... 3 credits
 AT 202 Agricultural Regulation, Compliance and Safety Course..... 3 credits
 AT 293 Professional Internship in Agricultural Technology..... 3 credits
 CSS 101 Introduction to Crop Science 3 credits
 CSS 105 Agricultural Industries Seminar..... 1 credits
 CSS 135 Crop Scouting and Investigations*2 credits

CSS 143 Applied Soil Science 3 credits
 ENT 110 Applied Entomology of Economic Plants..3 credits
 PLP 105 Fundamentals of Applied Plant Pathology ...2 credits

A minimum of 4 additional CANR credits must be completed with approval from the Program Coordinator

MSU Courses.....33 credits

Total Minimum Credit Hours..... 33 credits

Tuition is calculated by contact hours per semester.

Agricultural Equipment Technology Certificate

This degree is designed to develop technically competent professional agricultural equipment service technicians. Students receive state-of-the-art technical education on the latest agricultural equipment through a combination of classroom instruction, hands-on laboratory instruction and supervised occupational work experience at a partnering dealership.

AGT 122 Precision Farming Systems & Techniques*	2/4
AGT 125 Tractor Drivelines*	2/4
AGT 207 Advanced Hydraulics*	2/4
AGT 213 Diesel Engine Performance - Analysis & Tune Up*	3/5
AGT 216 Equipment Shop Project*	4/10
WELD 105 Basics of Welding	.50/.67

Credit/Contact Hours

Agricultural Courses

(minimum 38.43 credit hours required)

AGT 101 Hydraulic Theory & Operation	2/4
AGT 103 Fundamentals of Engines	3/7
AGT 104 Vehicle/Equipment Electrical/Electronic Fundamentals	3/5
AGT 107 Preventive Maintenance & Service	2/4
AGT 109 Heating, Venting & Air Conditioning Systems	2/4
AGT 110 Service Information Systems	2/4
AGT 112 Seeding & Tillage Equipment	2/4
AGT 113 Hydraulic Systems*	2/4
AGT 116 Combine Maintenance & Repair	3/7
AGT 119 Vehicle/Equipment Electrical/Electronic Systems Operation & Diagnostics*	3/7

Elective

AGT 219 Diesel Tech Field Experience I (Internship)	1 credits
AGT 220 Diesel Tech Field Experience II (Internship)	2 credits
AGT 221 Diesel Tech Field Experience III (Internship)	3 credits

Total:.....38.50-40.50 minimum

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 NOTE: AGT 219, 220, 221 billed by credit hour

Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Summer 1	Fall 2	Winter 2
AGT 101	AGT 104	AGT 219/220/221	AGT 125	AGT 122
AGT 103	AGT 113		AGT 207	AGT 109
AGT 107	AGT 116		AGT 112	AGT 216
AGT 110	WELD 105		AGT 213	AGT 219/220/221
AGT 119	AGT 219/220/221		AGT 219/220/221	
AGT 219/220/221				

Selecting Transfer or Non-Transfer Degrees

The Associate of General Studies, Associate of Arts, Associate of Business, Associate of Science and Associate of Visual Arts degrees are typically pursued when transfer to a 4-year institution is likely. The college recommends regular advising appointments to assure the best possible transfer to a 4-year school. Completion of general education courses at Glen Oaks in these five degrees may qualify the student for the Michigan Transfer Agreement (pg. 38).

Those who seek an Associate of Applied Science in Business, Associate of Applied Science in Technology, or an Associate of Applied Science in Nursing or Allied Health generally move directly into the workplace upon graduation. Many classes taken in these programs will transfer and the MA agreement may be available. All associate degrees, except the AASN, are flexible and provide for a wide range of classroom experience. It is recommended that students meet with an advisor to schedule classes that will pertain to their chosen degree.

Arts & Communications

Associate of Arts in Visual Arts Degree: Emphasis in Commercial Photography

The Associate of Arts in Visual Arts Degree with emphasis in Commercial Photography enables students to pursue a career or interest in Photography. The degree provides knowledge of the photographic process from creation to the output of the image. The degree provides practical experience in product, portrait, and location photography. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four year college, university, art school or to begin work in the field of commercial photography.

Credit/Contact Hours

Art History (8 required credit hours)

ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4

Art Studio Requirements

ART 107 Two-Dimensional Design	3/5
ART 160 Basic Photography	3/4
ART 170 Image Manipulation: Photoshop	3/4
ART 260 Advanced Photography*	3/4

Art Studio Electives (Choose 9 credit hours)

ART 104 Object Drawing	3/5
ART 105 Drawing and Creativity	3/5
ART 108 Three-Dimensional Design	3/5
ART 115 Introduction to Graphic Design	3/4
ART 116 Color for Graphic Design	3/4
ART 172 Digital Illustration*	3/4
ART 210 Life Drawing*	3/5
ART 231 Sculpture*	3/5
ART 240 Painting	3/5
ART 241 Printmaking: Intaglio and Relief	3/5
ART 242 Watercolor I	3/5
ART 243 Watercolor II*	3/5
ART 244 Oil Painting I	3/5
ART 245 Oil Painting II*	3/5
ART 246 Printmaking: Silk Screen	3/5
ART 252 Pastel I	3/5
ART 253 Pastel II*	3/5
ART 274 Typography*	3/3
ART 276 Advertising Design	3/3

Capstone Course (2 required credit hours)

ART 290 Portfolio*	2/2
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Communications (9 required credit hours)

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

Computers (4/4 hours required)

CIS 101 Introduction to Computers & Software	4/4
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Humanities (choose 4 credit hours)

ENG 201, 233 or 234	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HUM 101 Modern Culture and the Arts*	4/4
LNG 161, 162, 163 or 261	4/4
MUS 150 Music Appreciation*	4/4
PHIL 210 Ethics*	4/4
PHIL 230 Introduction to Philosophy*	3/3
REL 231, 232 or 233	4/4

Mathematics (choose 4 credit hours)

MATH 104 Intermediate Algebra*	4/4
MATH 105 Fundamentals of Modern Math*	4/4
MATH 117 Finite Mathematics*	4/4
MATH 151 College Algebra*	4/4
MATH 161 Calculus I and Analytic Geometry*	4/4
MATH 162 Calculus II and Analytic Geometry*	4/4
MATH 201 Introduction to Statistics	4/4

Continued on next page...

Associate of Arts Degree: Emphasis In Commercial Photography (Continued)

Natural Science (choose 4 credit hours with labs)

BIO 120 Biology*	4/5
BIO 121 General Biology I*	4/5
BIO 122 General Biology II*	4/5
BIO 125 Environment and Society*	3/3
BIO 201 Ecology*	4/5
BIO 210 Anatomy & Physiology I*	4/6
BIO 211 Anatomy & Physiology II*	4/6
BIO 212 Pathophysiology*	4/4
BIO 230 Microbiology*	4/6
CHEM 130 Chemistry*	4/5
CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
GEOG 142 Physical Geography*	4/5
GEOL 145 Physical Geology*	4/5
PHYS 144 Astronomy*	4/5
PHYS 251 Physics I* AND	5/7
PHYS 253 Physics II*	5/7

Social Science (choose 8 credit hours from 2 different prefixes)

ANTH 201 Introduction to Cultural Anthropology*	4/4
ECON 203 Principles of Economics (Micro)*	4/4
ECON 204 Principles of Economics (Macro)*	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HIST 201 U.S. History I: European Colonization to 1877*	4/4
HIST 202 U.S. History II: Reconstruction to the Present*	4/4
HIST 204 History of Michigan*	4/4
PSI 110 American Government & Political Science*	4/4
PSI 111 State and Local Government*	3/3
PSY 101 Psychology*	4/4
PSY 201 Psychology & Personality*	3/3
PSY 210 Human Growth & Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4
SOC 120 Principles of Sociology*	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage & Family*	4/4

Total:..... 64 credits

**Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019*



Associate of Arts in Visual Arts Degree: Emphasis in Fine Art

The Associate of Arts in Visual Arts Degree with emphasis in Fine Art enables students to pursue a career or interest in Fine Art. The degree provides grounding in art fundamentals and allows specialization in areas of particular interest. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Credit/Contact Hours

Art History (8 required credit hours)

ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4

Art Studio Requirements (12 credit hours)

ART 104 Object Drawing.....	3/5
ART 105 Drawing and Creativity	3/5
ART 107 Two-Dimensional Design	3/5
ART 108 Three-Dimensional Design.....	3/5
ART 274 Typography*.....	3/3
ART 276 Advertising Design*	3/3

Art Studio Electives (Choose 9 credit hours)

ART 210 Life Drawing*.....	3/5
ART 240 Painting.....	3/5
ART ELECTIVE (200 level course).....	3/5

Capstone Course (2 required credit hours)

ART 290 Portfolio*.....	2/2
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Communications (9 required credit hours)

COM 150 Public Speaking	3/3
ENG 121 English Composition*	3/3
ENG 122 English Composition*	3/3

Humanities (choose 4 credit hours)

HIST 101 Western Civilization I: Ancient World to 1715*.....	4/4
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Mathematics (choose 4 credit hours)

MATH 151 College Algebra*.....	4/4
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Natural Science

BIO 121 Cellular Biology*	4/5
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Social Science (choose 2 courses from 2 different prefixes)

PSY 101 Psychology*.....	4/4
SOC 120 Principles of Sociology*	4/4

Total: 60 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
ART 104	ART 105	ART 220	ART 210
ART 107	ART 108	ART 240	ART 221
ENG 121	COM 150	PSY 101	ART 200 LEVEL ELECTIVE
MATH 151	ENG 122	SOC 120	ART 290
	HIST 101		BIO 121

Associate of Arts in Visual Arts Degree: Emphasis in Graphic Design

The Associate of Arts degree with emphasis in Graphic Design is appropriate for students who want to pursue a career or further study in the fields of Advertising Design, Graphic Design or Digital Design. The degree provides grounding in design fundamentals, the use of design software and hardware, web design, and advertising principles. There is additional emphasis on a broad academic base needed to inform the artistic process and lay the groundwork for further study. The degree prepares the student to transfer to a four-year college, university or art school.

Credit/Contact Hours

Art History (Choose 4 credit hours)

ART 220 History of Art I*	4/4
ART 221 History of Art II*	4/4

Art Studio Requirements (18 credit hours)

ART 115 Introduction to Graphic Design	3/4
ART 116 Color for Graphic Design	3/4
ART 170 Image Manipulation: Photoshop	3/4
ART 172 Digital Illustration*	3/4
ART 274 Typography*	3/3
ART 276 Advertising Design*	3/3

Art Studio Electives (Choose 6 credit hours)

ART 104 Object Drawing	3/5
ART 107 Two-Dimensional Design	3/5
ART 108 Three-Dimensional Design	3/5
ART 160 Basic Photography	3/4
ART 210 Life Drawing*	3/5
ART 231 Sculpture*	3/5
ART 240 Painting	3/5
ART 241 Printmaking: Intaglio and Relief	3/5
ART 242 Watercolor I	3/5
ART 243 Watercolor II*	3/5
ART 244 Oil Painting I	3/5
ART 245 Oil Painting II*	3/5
ART 246 Printmaking: Silk Screen	3/5
ART 252 Pastel I	3/5
ART 253 Pastel II*	3/5
ART 260 Advanced Photography*	3/4

Capstone Course (2 required credit hours)

ART 290 Portfolio*	2/2
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Business (6 required credit hours)

BUS 104 Introduction to Business	3/3
BUS 153 Advertising*	3/3

Communications (9 required credit hours)

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

Humanities (choose 4 credit hours)

ENG 201, 233 or 234	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HUM 101 Modern Culture and the Arts*	4/4
LNG 161, 162, 163 or 261	4/4
MUS 150 Music Appreciation*	4/4
PHIL 210 Ethics*	4/4
PHIL 230 Introduction to Philosophy*	3/3
REL 231, 232 or 233	4/4

Mathematics (choose 4 credit hours)

MATH 104 Intermediate Algebra*	4/4
MATH 105 Math for Elementary Teachers*	4/4
MATH 117 Finite Mathematics*	4/4
MATH 151 College Algebra*	4/4
MATH 161 Calculus I and Analytic Geometry*	4/4
MATH 162 Calculus II and Analytic Geometry*	4/4
MATH 201 Introduction to Statistics*	4/4

Social Science (choose 8 credit hours from 2 different prefixes)

ANTH 201 Introduction to Cultural Anthropology*	4/4
ECON 203 Principles of Economics (Micro)*	4/4
ECON 204 Principles of Economics (Macro)*	4/4
HIST 101 Western Civilization I: Ancient World to 1715*	4/4
HIST 102 Western Civilization II: Europe c. 1700 to Present*	4/4
HIST 201 U.S. History I: European Colonization to 1877*	4/4
HIST 202 U.S. History II: Reconstruction to the Present*	4/4
HIST 204 History of Michigan*	4/4
PSI 110 American Government & Political Science*	4/4
PSI 111 State and Local Government*	3/3
PSY 101 Psychology*	4/4
PSY 201 Psychology & Personality*	3/3
PSY 210 Human Growth & Development*	4/4
PSY 220 Abnormal Psychology*	4/4
PSY 250 Human Sexuality*	4/4
PSY 260 Social Psychology*	4/4

Continued on next page...

Associate of Arts Degree: Emphasis In Graphic Design (Continued)

SOC 120 Principles of Sociology*	4/4
SOC 121 Modern Social Problems*	4/4
SOC 220 Marriage & Family*	4/4

Natural Science (choose 4 credit hours with lab)

BIO 120 Biology*	4/5
BIO 121 Cellular Biology*	4/5
BIO 122 Organismal Biology*	4/5
BIO 125 Environment and Society*	3/3
BIO 201 Ecology*	4/5
BIO 210 Anatomy & Physiology I*	4/6
BIO 211 Anatomy & Physiology II*	4/6
BIO 212 Pathophysiology*	4/6
BIO 230 Microbiology*	4/6
CHEM 130 Chemistry*	4/5

CHEM 133 General Chemistry I*	4/6
CHEM 134 General Chemistry II*	4/6
CHEM 210 Organic Chemistry I*	4/6
CHEM 211 Organic Chemistry II*	4/6
GEOG 142 Physical Geography*	4/5
GEOG 145 Physical Geology*	4/5
PHYS 144 Astronomy*	4/5
PHYS 251 Physics I and	5/7
PHYS 253 Physics II*	5/7

Total 65 Credits

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
ART 104	ART 170	ART 107	ART 276
ART 115	BUS 104	ART 172	ART 290
ART 116	COM 150	ART 220	GEOG 142
ENG 121	ENG 122	ART 274	PSY 101
MATH 151	HUM 101	BUS 153	SOC 120



Business, Management & Marketing

Associate of Business Degree

The Associate of Business Degree will give the students a core of business and general courses and is designed as a transfer degree for those individuals planning to acquire a bachelor's degree in business. It is recommended that students work closely with Glen Oaks Community College advisor and with an advisor from the college or university of their choice to ensure transferability of courses.

Credit/Contact Hours

Program Introduction/Entrepreneurship (3 credit hours)

BUS 104 Introduction to Business*3/3

Business Courses (choose a minimum of 7 credit hours from list below)

ACCT 111 Principles of Accounting I*4/4
 ACCT 112 Principles of Accounting II*4/4
 BUS 140 Personal Finance.....3/3
 BUS 200 Principles of Entrepreneurship3/3
 BUS 250 Principles of Marketing*3/3
 BUS 251 Organizational Behavior*3/3
 BUS 252 Introduction to Management*3/3
 BUS 255 Business Law*3/3
 BUS 260 Small Business Management*3/3
 BUS 271 Internship I – Business*3/3
 ACCT 281 Accounting Practicum – Bookkeeping Industry Certification/Review4/4
 BUS 282 Marketing Practicum – Marketing Certification/Review4/4
 BUS 283 Management Practicum – AMA certification attainable4/4
 ECON 204 Principles of Economics (Macro)*4/4

Communications (10 credit hours)

BUS 111 Contemporary Business and Technical Communications*4/4
 COM 150 Public Speaking*3/3
 ENG 121 English Composition I*3/3

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
ART 100	BUS 105	BUS Elective	BUS 205
BUS 104	BUS 111	ECON 203	BIO 110
CIS 101	COM 150	MATH 117	BUS Elective
ENG 121	PSY 101	PHIL 210	GEOG 142

Computer Literacy (4 credit hours)

CIS 101 Introduction to Computers & Software*4/4

Humanities (8 credit hours - recommended courses from 2 different prefixes)

ART 100 Art Appreciation*4/4
 PHIL 210 Ethics*4/4

Math (7 credit hours - recommended courses)

BUS 105 Business Mathematical Applications3/4
 MATH 117 Finite Mathematics*4/4

Natural Science (7 credit hours - recommended courses)

BIO 110 Biological Form & Function*3/3
 GEOG 142 Physical Geography*4/5

Social Science (8 credit hours - recommended courses from 2 different prefixes)

ECON 203 Principles of Economics (Micro)*4/4
 PSY 101 Psychology*4/4

Statistics (3 credit hours - recommended course)

BUS 205 Business Statistics*3/4

Business elective courses as needed to meet requirements for degree

Under certain categories, substitutions are possible with approval.

Total:..... 60 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Associate of Applied Science in Business Degree

Students seeking an Associate of Applied Science in Business degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experience in the fields of accounting, computers, management, marketing, administrative assistant, medical office assistant, medical transcriptionist, health insurance/coder biller and supervision. Students are encouraged to meet with their advisor to choose classes that pertain to their area of concentration.

Credit/Contact Hours

Program Introduction (3 credit hours)

BUS 104 Introduction to Business.....3/3

Communications (13 credit hours)

BUS 111 Contemporary Business & Technical Communications* **OR**4/4
 ENG 121 English Composition I*3/3
 COM 110 Interpersonal Communication*3/3
 COM 150 Public Speaking*3/3

Computers

CIS 101 Introduction to Computers & Software4/4

Humanities (4 credit hours recommended courses)

ART 100 Art Appreciation* **OR**4/4
 PHIL 210 Ethics*4/4

Scope & Sequence

AASB with Accounting Certificate

Fall 1	Winter 1	Fall 2	Winter 2
ACCT 100	ACCT 111	ACCT 112	ACCT 281**
ACCT 109	ACCT 113	ACCT 213	BUS 104
BUS 111	ACCT 204	ECON 203	CIS 101
COM 110	BUS 105	Social Sci Elective	Humanities Elective
COM 150 or ENG 121	COM 150 or ENG 121		Social Sci Elective

AASB with Management/Marketing Certificate

Fall 1	Winter 1	Fall 2	Winter 2
ACCT 100	ACCT 111	BUS or ACCT Elective	BUS 282**
BUS 104	BUS 105	ECON 203	BUS or ACCT Elective
BUS 111	BUS 153	Humanities Elective	CIS 101
COM 110	BUS 250	Social Sci Elective	Social Sci Elective
COM 150 or ENG 121	COM 150 or ENG 121		

AASB with Management Supervision Certificate

Fall 1	Winter 1	Fall 2	Winter 2
ACCT 100	ACCT 111	BUS or ACCT Elective	BUS 283**
BUS 104	BUS 105	ECON 203	BUS or ACCT Elective
BUS 111	BUS 252	Humanities Elective	CIS 101
COM 110	BUS 253	Social Sci Elective	Social Sci Elective
COM 150 or ENG 121	COM 150 or ENG 121		

Economics

ECON 203 Principles of Economics (MICRO)*4/4
 ECON 204 Principles of Economics (MACRO)*4/4

Social Science (8 credit hours recommended courses)

PSY 101 Psychology*4/4

Mathematics (3 credit hours)

BUS 105 Business Mathematical Applications3/4

Certificate Program Required

To be granted an Associate of Applied Science in Business Degree the student must complete (1) of the following business, computer or medical-related certificates:

- Accounting Certificate
- Computer Support Technician Certificate
- Management/Marketing Certificate
- Management/Supervision Certificate
- Medical Administrative Specialist
- Medical Assistant

Business elective courses as needed to meet requirements for degree

Total:..... 60 credits

Under certain categories, substitutions are possible with approval

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Accounting Certificate

This is an entry-level certificate for students wishing to pursue accounting careers in the retail, service, or manufacturing sector. Emphasis is placed on accounting principles and knowledge, as well as basic business and communications skills. This certificate may be applied towards the Associate of Applied Science in Business Degree.

Credit/Contact Hours

Required Coursework

ACCT 100 Fundamentals of Accounting.....	4/4
ACCT 109 Payroll Accounting*	4/4
ACCT 111 Principles of Accounting I*	4/4
ACCT 112 Principles of Accounting II*	4/4
ACCT 113 Quick Books for Accounting*	4/4
ACCT 204 Small Business Tax Accounting	2/2
ACCT 213 Cost Accounting*	3/3
ACCT 281 Accounting Practicum (Bookkeeping Industry Certification Review)**	4/4
BUS 111 Contemporary Business/Technical Communications.....	4/4
OR	
BUS 104 Introduction to Business.....	3/3

Total: 25-26 credits

*Course has prerequisite(s)

**Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 7/3/2019

Scope & Sequence

Fall 1	Winter 1	Fall 2
ACCT 100	ACCT 111	ACCT 112
ACCT 109	ACCT 113	ACCT 213
BUS 111 or BUS 104	ACCT 204	ACCT 281

Management/Marketing Certificate

The Management/Marketing Certificate will prepare the student for entry-level positions in marketing for all types of businesses. The program will familiarize the student with the skills needed for understanding the effects of marketing on an organization. Areas of study will include advertising, promotions, market research, retailing, and forecasting. Completion of this certificate can prepare students for industry-wide certification. The Management/Marketing Certificate can also be used toward an Associate of Applied Science in Business Degree.

Credit/Contact Hour

Required Coursework

ACCT 100 Fundamentals of Accounting.....	4/4
ACCT 111 Principles of Accounting I*	4/4
BUS 104 Introduction to Business.....	3/3
BUS 153 Advertising.....	3/3
BUS 250 Principles of Marketing.....	3/3
BUS 282 Marketing Practicum - AMA certification attainable**	4/4
BUS Electives with "ACCT" or "BUS" prefix.....	7 credits

Total:..... 25-26 credits

*Course has prerequisite(s)

**Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Scope & Sequence

Two Semester Path

Fall 1	Winter 1
ACCT 100	ACCT 111
BUS 104	BUS 153
BUS Elective	BUS 250 BUS or ACCT elective

Three Semester Path

Fall 1	Winter 1	Fall 2
ACCT 100	ACCT 111	BUS 282
BUS 104	BUS 153	BUS or
BUS Elective	BUS 250	ACCT elective

Management/Supervision Certificate

This certificate prepares students for entry-level management/supervision positions. This program will introduce the student to the concepts and theories of management and provide practical skills essential for managing employees in the modern workplace. Completion of this certificate can prepare students for industry-wide certification. The Management/Supervision Certificate can also be used toward an Associate of Applied Science in Business Degree.

Credit/Contact Hours

Required Coursework

(minimum 24 credit hours)

ACCT 100 Fundamentals of Accounting.....	4/4
ACCT 111 Principles of Accounting I*.....	4/4
BUS 104 Introduction to Business.....	3/3
BUS 111 Contemporary Business/Technical Communications.....	4/4
BUS 252 Principles of Management	3/3
BUS 253 Supervision.....	3/3
BUS 283 Management Practicum - Management Certification/review**	4/4
BUS Electives with "ACCT" or "BUS" prefix.....	4/4

Total:..... 25-26 credits

*Course has prerequisite(s)

**Course is optional

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Scope & Sequence

Two Semester Path

Fall 1	Winter 1
ACCT 100	ACCT 111
BUS 104	BUS 252
BUS 111	BUS 253
	BUS or ACCT Elective

Three Semester Path

Fall 1	Winter 1	Fall 2
ACCT 100	ACCT 111	BUS 283**
BUS 104	BUS 252	BUS or ACCT Elective
BUS 111	BUS 253	



Accessible Facilities

Glen Oaks Community College facilities are designed and equipped to facilitate attendance by persons with limited mobility.



Computer Science

Associate of Applied Science in Computer Information Systems

The Associates of Applied Science in Computer Information Systems (CIS) at Glen Oaks will prepare students for various roles in the Information Technology (IT) industry including computer networking, repair, and helpdesk. Glen Oaks offers both Associates in Applied Science and Certificate programs, and the programs cover the objectives for several industry certifications including: A+, Network+, Linux+, Security+, Cisco Certified Network Administrator, Microsoft Certified IT Professional and Microsoft Office Specialist.

Credit/Contact Hours

Communications (10 credit hours required)

BUS 111 Contemporary Business & Technical Communications.....	4/4
COM 150 Public Speaking.....	3/3
ENG 121 English Composition.....	3/3

Computers (4 credit hours required)

CIS 101 Introduction to Computers and Software	4/4
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Mathematics (choose 4 credit hours):

MATH 151 College Algebra*	4/4
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Social Sciences (8 credit hours required)

PSY 101 Psychology	4/4
SOC 120 Principles of Sociology.....	4/4

Total 26 credits

Certificate Courses

Computer Support Technician.....	34-35 credits
Network Technician Certificate.....	36 credits

**Minimum Hours Required.....60-62 (CST)
or 62 (NTC) credits**

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Scope & Sequence

Computer Support Technician

Fall 1	Winter 1	Fall 2	Winter 2
BUS 111	CIS 102	CIS 117	CIS 245
CIS 101	CIS 220	CIS 224	CIS 290
CIS 240	CIS 241	CIS 243	PSY 101
COM 150	ENG 121	CIS 270	SOC 120
	MATH 151		

Network Administration Technician

Fall 1	Winter 1	Fall 2	Winter 2
BUS 111	CIS 103	CIS 104	CIS 105
CIS 101	CIS 172	CIS 243	CIS 220
CIS 102	CIS 241	ENG 121	CIS 244
CIS 240	CIS 245	PSY 101	CIS 248
COM 150	MATH 151		SOC 120

Computer Support Technician Certificate

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

Credit/Contact Hours

Required Coursework (33 credit hours)

CIS 101 Introduction to Computers & Software	4/4
CIS 102 CISCO I*	3/3
CIS 117 Visual Basic Programming for Microcomputers*	3/3
CIS 220 Computer Technician Essentials*	3/3
CIS 224 Computer Repair Essentials*	3/3
CIS 240 Introduction to Networking*	3/3
CIS 241 Install and Configure a Windows Network*	3/4
CIS 243 Administering a Windows Server*	3/4
CIS 245 Network Security*	3/3
CIS 270 PC Operating Systems*	3/3
CIS 290 Capstone Project*	2/2

Choose a minimum of 5 credits from the following

CIS courses:

CIS 100 Using the Internet	1/1
CIS 103 Cisco II	3/3
CIS 214 Presentation Graphics & Publishing	3/3
CIS 227 Concepts of Spreadsheets Level I	2/3
CIS 233 Concepts of Word Processing Level II	3/3
CIS 234 Database Applications	3/3
CIS 252 Web Design I	3/3
CIS 253 Web Design II	3/3
CIS 254 Web Design III	3/3

Total:..... 38-39 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Network Administration Technician Certificate

Network Administration plays a vital part in all companies from start-ups to the largest global players. Network Administration is a highly sought after skill that can provide students with job security and enhanced earning potential. The Network Administration program is an affordable and convenient way to get the training students need to launch a rewarding career in the expanding IT field. The certificate provides a comprehensive overview of networking concepts and skills, from network applications to the protocols and services provided to those applications by the lower layers of the network, with an emphasis on practical application and workforce readiness. Also, the certificate teaches the advanced skills needed to install, configure, monitor, and troubleshoot small to medium-sized networks and manage wireless, and security. Completion of this certificate can prepare students for industry-wide certification. The Network Administration Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Credit/Contact Hours

Required Coursework (40 hours)

CIS 101 Introduction to Computers.....	4/4
CIS 102 Cisco I*	3/3
CIS 103 Cisco II*	3/3
CIS 104 Cisco III*	3/3
CIS 105 Cisco IV*	3/3
CIS 172 Linux Operating Systems*	3/3
CIS 220 Computer Technician Essentials*	3/3
CIS 240 Introduction to Networking*	3/3
CIS 241 Install and Configure a Windows Network*	3/4
CIS 243 Administering a Windows Server*	3/4
CIS 244 Advanced Management of Windows Network*	3/3
CIS 245 Network Security*	3/3
CIS 248 Networking Capstone Project*	3/3

Total:..... 40 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Manufacturing & Industrial Technology

Associate of Applied Science in Technology Degree

Students seeking an Associate of Applied Science in Technology degree generally move directly into the workplace upon graduation. This Associate degree is flexible and provides a wide range of classroom experiences in the field of automotive technology, electrical technology and computer repair. It is recommended that each student meet with an advisor to schedule classes which pertain to their chosen degree.

Credit/Contact Hours

Communications (choose 10 credit hours)

BUS 111 Contemporary Business & Technical Communications*4/4
COM 140: Speech*3/3
OR
COM 150 Public Speaking*3/3
ENG 121 English Composition I*3/3

Computers (4 credit hours required)

CIS 101 Introduction to Computers & Software*4/4

Industrial Studies (3 credit hours required)

INDS 151 Manufacturing Processes3/3

Mathematics (choose 3-4 credit hours)

MATH 100 Introduction to Algebra*4/4
MATH 104 Intermediate Algebra*4/4
MATH 109 Math for Technicians I3/3
MATH 119 Math for Technicians II*3/3
MATH 151 College Algebra*4/4
MATH 161 Calculus I and Analytic Geometry*4/4
MATH 162 Calculus II and Analytic Geometry*4/4

Social Science (choose 7-8 credit hours)

BUS 251 Organizational Behavior*3/3
HIST 201 U.S. History I:
European Colonization to 1877*4/4
HIST 202 U.S. History II:
Reconstruction to the Present*4/4
HIST 230 Women in History3/3
PSI 110 American Government &
Political Science*4/4
PSY 101 Psychology*4/4
PSY 210 Human Growth & Development*4/4
PSY 260 Social Psychology*4/4
SOC 120 Principles of Sociology*4/4
SOC 220 Marriage and Family*4/4

Elective (2 credit hours) 2 credits

Technology Courses (choose a

minimum of 30 credit hours) 30 credits

To be granted an Associate of Applied Science in Technology Degree, the student must complete one (1) of the following Technology Certificates:

Automotive Technician Certificate
Computer Aided Drafting & Design Certificate
Computer Support Technician Certificate
Electrical Technologies Certificate
Machine Tool Certificate
Welding Certificate

Total:..... 62 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Automotive Service Certificate

This instructional program is a basic program designed to prepare individuals for entry-level employment in automotive service centers. Upon completion of the following courses, the prospective service center technician will have proficiency in the fundamentals of basic electronics, tune-up, diagnosis and repair, brake service, and fuels.

AUTO 246 Automotive Cylinder Block Rebuilding*4/4
 AUTO 250 Intro to Automotive Transmissions*.....3/3
 AUTO 255 Automotive Electrical Systems II*.....4/7
 TECH 271 Internship I* (by special arrangement).....3/3
 WELD 190 Applied Welding for Skilled Trades.....4/4

Credit/Contact Hours

Total:.....19 credits minimum

Required Coursework (12 hours)

AUTO 100 Introduction to Automotive Technology.....3/3
 AUTO 141 Engine Diagnosis and Ignition Systems**...5/6
 AUTO 146 Automotive Brake Systems*.....4/6

*Course has prerequisite(s)
 **Course has a co-requisite
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/19

Electives (minimum 7 hours required)

Any selected automotive courses from the following certification areas totaling 7 credits or more.

AUTO 142 Fuel and Exhaust Systems*5/6
 AUTO 221 Automotive Steering and Suspension*4/6
 AUTO 225 Automotive Electrical Systems I*4/6
 AUTO 245 Automotive Valve Train
 & Head Rebuilding*4/4

Scope & Sequence

Fall 1	Winter 1	Summer 1
AUTO 100	AUTO 146	AUTO ELECTIVE
AUTO 141	AUTO ELECTIVE	

Automotive Technician Certificate

This program of study is designed to prepare technicians for the high-tech automotive industry. This certificate prepares them to take state and national certification tests. Completion of this certificate will prepare students for industry-wide certification. The Automotive Technician Certificate can also be used toward an Associate of Applied Science in Technology Degree.

AUTO 250 Intro to Automotive Transmissions*.....3/3
 AUTO 255 Automotive Electrical Systems II*.....4/7
 TECH 271 Internship I*3/3
 WELD 190 Applied Welding for Skilled Trades.....4/4

Credit/Contact Hours

Total:41 credits minimum

Required Coursework (20 hours)

AUTO 100 Introduction to Automotive Technology.....3/3
 AUTO 141 Engine Diagnosis and Ignition Systems**...5/6
 AUTO 146 Automotive Brake Systems*.....4/6
 AUTO 221 Automotive Steering & Suspension*.....4/6
 AUTO 225 Automotive Electrical Systems I*4/6

ASE Certification

Upon successful completion of the required coursework, the graduate should be ready for the State of Michigan and/or ASE Certification in the following Automotive Specialty Areas:
 Brakes - Engine Repair
 Electric - Engine Tune-up
 Heating and Air Conditioning-Steering & Suspension

Electives (minimum 21 hours required)

AUTO 142 Fuel and Exhaust Systems*5/6
 AUTO 226 Automotive Heating & Air Conditioning*...4/6
 AUTO 245 Automotive Valve Train &
 Head Rebuilding*4/4
 AUTO 246 Automotive Cylinder Block Rebuilding*4/4

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019

Scope & Sequence

Fall 1	Winter 1	Spring 1	Fall 2	Winter 2
AUTO 100	AUTO 146	AUTO ELECTIVE	AUTO ELECTIVE	AUTO 221
AUTO 141	AUTO 225	AUTO ELECTIVE	AUTO ELECTIVE	AUTO ELECTIVE

Computer Aided Drafting & Design Certificate

Students completing the Computer Aided Drafting & Design Certificate will be prepared for entry-level mechanical design and layout for the manufacturing industry. In addition, basic construction design work will be introduced. The student will be able to use current CADD software for both 2-D and 3-D presentations. The certificate is designed to articulate credit for Career Technical Education students from regional K-12 programs. This certificate may be applied toward the Associate of Applied Science in Technology.

Credit/Contact Hours

Required Coursework (30 hours)

CIS 101 Introduction to Computers & Software*	4/4
INDS 151 Manufacturing Processes	3/3
CADD 215 Basic AutoCad	3/4
CADD 216 Advanced AutoCad*	3/4
CADD 217 Computer Aided 3D Modeling - Inventor*	3/4
CADD 218 Computer Aided 3D Modeling- Solidworks* OR	3/4
CADD 219 Advanced Computer Aided Drafting 3D Modeling	3/4
CADD 220 Architectural Drawing	3/4
CADD 221 3D Architecture Modeling*	3/4
CADD 222 Descriptive Geometry*	3/4
CADD 230 Capstone Project*	2/2

Total:..... 30 credits

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
CADD 215	CADD 216	CADD 217	CADD 218/219
CADD 220	CADD 222	INDS 151	CADD 221
CIS 101			CADD 230

Applied Science and Technology Degree - CADD Certificate

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
CADD 215	BUS 111	CADD 217	CADD 218/219
CIS 101	CADD 216	CADD 220	CADD 221
ENG 121	CADD 222	INDS 151	CADD 230
MATH 100	COM 150	PSY 101	SOC 120

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Electrical Technologies Certificate

The Electrical Technologies Certificate program is designed to upgrade skills or prepare the student with entry-level knowledge and skills in electronic theory and circuitry. The student will be trained in using equipment essential for employment in communication, industrial electronics, radio/television, and other electronic occupations. Completion of this certificate can prepare students for industry-wide certification. The Electrical Technologies Certificate can also be used toward an Associate of Applied Science in Technology Degree.

Credit/Contact Hours

Required coursework

BUS 101 College Skills & Portfolio Writing	1/1
CIS 101 Introduction to Computers*	4/4
ELEC 110 Basic Electricity	4/6
ELEC 111 Introduction to AC/DC Circuits	4/6
ELEC 116 Residential Electricity	4/6
ELEC 119 Introduction to the National Electrical Code.....	4/6
ELEC 120 Electrical Motor Controls I.....	4/6
MATH 109 Mathematics for Technicians I.....	3/3
OR	
MATH 151 College Algebra*	4/4

Total:..... 30-31 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Machine Tool Certificate

Students enrolled in the Machine Tool program will understand machine tool safety and demonstrate precise measurement. They will learn to operate the drill press, band saw and lathe. The program provides students with experience in lathe turning, electronic discharge machine operation, vertical and horizontal milling, grinding, CNC programming, heat treating, jigs, fixture design, die design, mold design and project planning. This certificate may be applied toward the Associate of Applied Science in Technology.

Credit/Contact Hours

Required Coursework (1090 hours)

MACH 105 Machine Tool Basics	0.17/0.27
MACH 110 Machine Tool Safety.....	0.17/0.27
MACH 115 Blueprint Reading.....	1.16/1.87
MACH 120 Fundamental Skills	1.98/3.2
MACH 125 Precision Measurement	2.75/4.33
MACH 130 Drill Press and Band Saw.....	2.51/4
MACH 135 Turning on Lathe.....	4.61/2.33
MACH 140 Electronic Discharge Machining.....	0.79/1.27
MACH 145 Vertical/Horizontal Milling.....	5.84/9.33
MACH 150 Surface Grinding.....	2.75/4.4
MACH 155 Cylindrical Grinding	1.50/2.4
MACH 160 Tool and Cutter Grinding	3/4.8
MACH 165 CNC Programming and Machining.....	6.25/10
MACH 170 Machine Tool Projects.....	5.58/8.93
MACH 175 Mastercam.....	4.5/7.2
MACH 180 Plasma Cutter.....	1.84/2.93

Total:..... 45.40 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Welding Certificate

Students enrolled in a Welding program will understand gases used in welding, cutting processes, brazing and soldering, joints, demonstrate shielded metal arc welding, demonstrate advanced arc welding, welding metallurgy, gas metal arc welding, gas tungsten arc welding, pipe welding, and welding fabrication. This certificate may be applied toward the Associate of Applied Science in Technology.

The American Welding Society (AWS) SENSE Program is a comprehensive set of minimum standards and guidelines for Welding Education programs. Glen Oaks has incorporated its own curriculum to ensure an education that is consistent with other SENSE schools across the nation. The program is fully supported by the American Welding Society.

SENSE students may earn up to 4 SENSE level certifications.

- SMAW - Shielded Metal Arc Welding
- GMAW - Gas Metal Arc Welding
- FCAW - Flux Cored Arc Welding
- GTAW - Gas Tungsten Arc Welding

Credit/Contact Hours

Required Coursework (718 hours)

WELD 105 Basics of Welding	0.5/0.67
WELD 110 Oxyacetylene Welding.....	2/2.47
WELD 115 Cutting Processes.....	1/1.27
WELD 120 Brazing and Soldering	1/1.47
WELD 125 Shielded Metal Arc Welding	4/6.4
WELD 130 Advanced Arc Welding.....	6/9.2
WELD 135 Welding Metallurgy	1.5/2
WELD 140 Gas Metal Arc Welding	3/4.47
WELD 145 Gas Tungsten Arc Welding.....	5/8
WELD 150 Pipe Welding.....	4/7
WELD 155 Special Application	2/2.67

Total:..... 30 credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Health & Human Services

Associate of Applied Science in Allied Health Degree

The purpose of this degree is to prepare the student for increased job responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

Credit/Contact Hours

Allied Health (3 credit hours)

ALH 218 Medical Terminology.....3/3

English (6 credit hours)

ENG 121 English Composition I3/3

ENG 122 English Composition II*3/3

Social Sciences (8 credit hours)

PSY 101 Psychology.....4/4

PSY 210 Human Growth & Development.....4/4

Biology (12 credit hours required)

BIO 101 Human Biology*4/6

BIO 210 Human Anatomy & Physiology I*4/6

BIO 211 Human Anatomy & Physiology II*4/6

Recommended Specialty Areas:

(Choose 4-6 credits in ONE of the following areas)

1) Business (4-6 credit hours required)

ACCT 100 Fundamentals of Accounting.....4/4

ACCT 109 Payroll Accounting*4/4

BUS 104 Introduction to Business.....3/3

BUS 105 Business Mathematic Applications.....3/4

BUS 260 Small Business Management*3/3

2) Clinical (6 credit hours required)

ALH 103 Nutrition3/3

ALH 104 Nurse Aide6/6

ALH 205* Pharmacology for Health Occupations3/3

ALH 222* Disease Conditions.....3/3

ALH 230* Medical Office Lab.....4/5

ALH 235* Medical Assistant Clinical I.....3/5

ALH 236* Medical Assistant Clinical II.....3/5

ALH 250 Medical Law & Bioethics.....3/3

3) Technology (5-6 credits required)

CIS 100 Using the Internet 1/1

CIS 101 Introduction to Computers & Software*4/4

CIS 214* Present Graphics/Publishing3/3

CIS 220* Computer Tech Essentials3/3

CIS 224* Computer Repair Essentials.....3/3

CIS 227 Concepts of Spreadsheets*2/3

CIS 233 Concepts of Word*3/3

To be granted an Associate of Applied Science in Allied Health Degree the student must complete one of the following Allied Health Certificates for a minimum of 30 credits:

Coding Specialist / Physician-Based

Health Care Worker

Medical Administrative Specialist

Medical Assistant

Phlebotomy Technician (Must take additional credit hours to fulfill the 30 credit hour minimum for certificate requirements)

Practical Nursing (LPN)**

Total Hours Required: 60 Credits

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

**Note: For Level I Nursing Students:

Substitute BIO 121 for BIO 101 due to changes made to the nursing prerequisites.

May allow the LPN's to use ALH 103 Nutrition for their Clinical credit hours in the Associate Recommended Specialty Area and waive 3 credit hours in the clinical specialty area depending on the total number of credits that a student has acquired. This should be discussed with the Director of Allied Health/Medical Assisting. Must have minimum of 60 credits.

Associate of Applied Science in Nursing Degree

The Associate of Applied Science in Nursing Degree qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the RN level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Registered Nurse. RNs are employed in a variety of settings, including hospitals, clinics, surgical centers, insurance companies, rehabilitation facilities, resorts, cruise ships, nursing homes, the military and community and public health agencies. Many go on to universities and colleges to earn a Bachelor of Science in Nursing Degree (BSN) and Master of Science in Nursing Degree (MSN) or Nurse Practitioner (NP).

Program Prerequisites

ALH 103 Allied Health (may be taken before semester listed).....	3 credits
ENG 122 English Composition (may be taken before semester listed).....	3 credits
Nursing	47 credits

Total..... 53 credits

All NUR courses must be completed during the semester listed

Credit/Contact Hours

Course Sequence Level I Practical Nurse Certificate

Spring Semester	
NUR 104 Fundamentals of Nursing.....	5/8
NUR 109 Pharmacology I.....	2/2
Fall Semester	
ALH 103 Nutrition (can be taken early)	3/3
NUR 111 Medical/Surgical Nursing I.....	6/15
NUR 119 Pharmacology II	2 /2
NUR 131 Pediatric Nursing	3/6
Winter Semester	
NUR 112 Medical/Surgical Nursing II	7/14
NUR 129 Pharmacology III	2/2
NUR 130 Maternity Nursing	3/6

Total..... 33 credits

NOTE: Prerequisites are required prior to admission to Level I and are listed below:

1. Completion with a grade of 2.5 (C+) or better each credit for the following courses:
 -ALH 218 Medical Terminology*
 -ENG 121 English Composition I*
 -BIO 101 Human Biology (may be taken concurrently with BIO 210)
 -BIO 210 Human Anatomy and Physiology I*
 -BIO 211 Human Anatomy and Physiology II*
 -PSY 210 Human Growth & Development*
2. Minimal score of achievement at the 65th percentile on the pre-entrance examination
3. Placement in MATH 104 Intermediate Algebra or higher on Accuplacer Placement Test

Course Sequence Level II Associate of Applied Science in Nursing Degree

Spring Semester	
NUR 220 Nursing Role Transition	2/5
Fall Semester	
NUR 213 Complex Parent-Child Nursing.....	4/10
NUR 215 Complex Medical/Surgical Nursing.....	4/10
Winter Semester	
ENG 122 English Composition* (can be taken early)	3/3
NUR 201 Health Care Ethics	2/2
NUR 214 Community Mental Health Nursing	3/9
NUR 216 Leadership in Nursing.....	2/8
Total:..... 20 credits	

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019

Admission requirements for all students:

- Submit a completed nursing application for Level II to the nursing office
- Obtain a minimum decision score of 75% on the Kaplan Entrance test

Admission requirement for currently enrolled Level I students:

Successful completion of the Level I Program, and passing the NCLEX-PN Examination, resulting in Michigan licensure as a Practical Nurse, during the 1st semester of the Level II program.

Associate of Applied Science in Nursing Degree (Continued)

Additional admission requirements for current Licensed Practical Nurses:

- Submit a letter indicating you have a minimum of 540 hours of employment as an LPN within the past year from your employer and two (2) references; one from your Director of Nursing and one from your nurse supervisor which speaks to your professionalism and clinical competence. (Individuals who do not meet the employment requirements may meet with the Director of Nursing to discuss options)
- Submit a copy of your current Michigan LPN license

Nursing Program Requirements:

- Students may not enroll in nursing (NUR) courses unless they have been accepted into the nursing program by the Director of Nursing.
- Students accepted into the nursing program must receive a grade of 2.5 or higher in each required course taken in the nursing curriculum if they are to progress.
- Students who receive final grades of less than 2.5 in a course will not be allowed to progress until they have made up their deficiencies. This will be accomplished by repeating the course involved and achieving at least a 2.5 final grade in the repeated course. If a student fails the same course twice (receives a final grade of less than 2.5), they are dismissed from the program and shall not be readmitted. Any student who leaves the program for any reason is not guaranteed readmission.

Coding Specialist/ Physician-Based Certificate

CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement.

This program offers the knowledge and skills to sit for both the Certified Coding Specialist-Physician Office – CCS-P (AHIMA) and/or the Certified Coding Specialist- CCS (AHIMA) **American Health Information Management Association** and meets the education eligibility requirements as outlined by that association.

Credit/Contact Hours

Required Coursework

ALH 111 Diagnostic Coding*	3/3
ALH 205 Pharmacology*	3/3
ALH 210 Procedural Coding *	3/3
ALH 218 Medical Terminology.....	3/3
ALH 222 Disease Conditions*.....	3/3
ALH 240 Insurance Claims Processing*.....	3/3
ALH 250 Medical Law & Bioethics.....	3/3
ALH 280 Coding Specialist Practicum*.....	3/3
BIO 101 Human Biology* OR	4/6
BIO 210 Human Anatomy & Physiology I*.....	4/6
AND	
BIO 211 Human Anatomy & Physiology II*.....	4/6
BUS 111 Business/Technical Communications.....	4/4

Total:..... 32-36 credits

- 1) The student must achieve a "C" or 2.0 GPA in all curriculum courses.
- 2) Qualifications for the practicum require that students have all course work completed and an overall 2.5 GPA or above.
- 3) All instructors must recommend the student for practicum.
- 4) The process of determining who will enter the program will be selective.

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Health Care Worker Certificate

This certificate combines the clinical skills of the Nurse Aide with those of the Phlebotomy Technician. In addition the student will have further career choice direction given in Introduction to the Health Careers and College Skills Portfolio. The entry-level health care worker will have the opportunity to learn of the many career opportunities in nursing, medical assisting and a variety of other health careers that require advanced skill levels. This certificate will apply toward the Associate of Applied Science in Allied Health Degree.

Credit/Contact Hours

Required Coursework

ALH 100 Introduction to Health Careers.....	3/3
ALH 104 Nurse Aide Course	6/6
BUS 101 College Skills and Portfolio Writing	1/1

Phlebotomy Certificate (24/28)

ALH 218 Medical Terminology.....	3/3
ALH 222 Disease Conditions*	3/3
ALH 230 Medical Office Lab*	4/4
ALH 250 Medical Law & Bioethics.....	3/3
ALH 285 Phlebotomy Practicum*	3/3
BIO 101 Human Biology*	4/6
OR	
BIO 210 Human Anatomy & Physiology I*	4/6
AND	
BIO 211 Human Anatomy & Physiology II*	4/6
BUS 111 Contemporary Business & Technical Communications.....	4/4

Total: 34-38 credits

- 1) The student must achieve a minimum grade of 2.0 in all curriculum courses. The student must pass ALH 230 with a minimum grade of 2.5.
- 2) Qualifications for the Phlebotomy practicum requires the student to have all course work completed as determined by the practicum coordinator with an overall 2.5 GPA or above. All program instructors must recommend the student for practicum.

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019

Medical Administrative Specialist Certificate

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. The practitioner maintains familiarity with clinical and technical concepts to coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist - CMAS (AMT).

Credit/Contact Hours

Required Coursework

ALH 205 Pharmacology*	3/3
ALH 218 Medical Terminology.....	3/3
ALH 222 Disease Conditions*	3/3
ALH 232 Administrative I	
- Medical Office Procedures*	4/5
ALH 233 Administrative II	
- Advanced Medical Office Procedures*	4/5
ALH 235 Medical Assistant Clinical I*	3/5
ALH 250 Medical Law & Bioethics.....	3/3
ALH 281 Medical Administrative Specialist Practicum*	3/3
BIO 101 Human Biology*	4/6
CIS 101 Introduction to Computers and Software	4/4

Total:..... 34 credits

- 1) The student must achieve a "C" or 2.0 GPA in all curriculum courses.
- 2) Qualifications for the practicum requires that students have all coursework completed and an overall 2.5 GPA or above.
- 3) All instructors must recommend the student for practicum.
- 4) The process of determining who will enter the program will be selective.

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019

Medical Assistant Certificate

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance coding and billing, insurance processing, patient scheduling and the entering of data into the Electronic Medical Record. The Glen Oaks Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of the Allied Health Programs is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, PHONE: 727-210-2350.

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Certified Medical Assistant (CMA-AAMA). The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study.

NOTE: **Placement Evaluation** required prior to admission into the Medical Assistant program:

- Placement into BUS 111 Contemporary Business & Technical Communications
- Placement into MATH 100 Introductory Algebra or higher or meet corresponding ACT/SAT scores

Credit/Contact Hours

Required Coursework

ALH 205 Pharmacology for Health Occupations*	3/3
ALH 218 Medical Terminology.....	3/3
ALH 222 Disease Conditions*.....	3/3
ALH 230 Medical Office Laboratory*	4/5
ALH 232 Administrative I – Medical Office Procedures*	4/5
ALH 233 Administrative II – Advanced Medical Office Procedures*	4/5
ALH 235 Medical Assistant Clinical I*	3/5
ALH 236 Medical Assistant Clinical II*	3/5

ALH 238 Medical Assistant Practicum*	3/3
ALH 250 Medical Law & Bioethics.....	3/3
ALH 290 CMA Exam Review*	3/3

Minimum Hours Required 36 credits

- 1) The student will make application for Medical Assistant Certificate program to the Medical Assisting Director. A guided pathway is then planned with the student for successful completion of the program.
- 2) The student must maintain a GPA of 2.5 in order to enter the clinical portion of the program. No grade can be lower than 2.0. A 2.5 GPA in clinical courses, ALH 230, 235 and 236 and administrative courses, ALH 232 and 233 must be achieved and special behavioral grading criteria must be met.
- 3) Qualification for the practicum requires the student to have completed all courses in the Medical Assisting program with an overall 2.5 GPA or above. ALH 290 - Medical Assistant Certification Exam Review is taken concurrently with the practicum and includes completing the Certification Exam for Medical Assisting.

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019

Medical Assistant Accreditation

The Glen Oaks Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Commission on Accreditation of Allied Health Education Programs is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: (727) 210-2350. www.caahep.org

The goal of the Glen Oaks Community College Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

Phlebotomy Technician Certificate

The laboratory depends on the phlebotomy technician to collect quality samples from the patient to produce excellent laboratory results. To do this, the phlebotomy technician must create an atmosphere of trust and confidence with patients in a skillful, safe and reliable manner. The student will learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. This certificate meets the criteria of the American Society of Clinical Pathology (ASCP) as an acceptable program of study for those who wish to sit for the Phlebotomy Technician (PBT) exam.

- 1) The student must achieve a minimum grade of 2.0 in all curriculum courses. The student must pass ALH 230 with a minimum grade of 2.5.
- 2) Qualifications for the practicum require the student to have all course work completed with an overall 2.5 GPA or above. All program instructors must recommend the student for practicum.
- 3) The process of determining who will enter the program will be selective.
- 4) This certificate can be applied to the Health Care Worker Certificate that offers the student the choice of pursuing an Associate of Applied Science in Allied Health Degree.

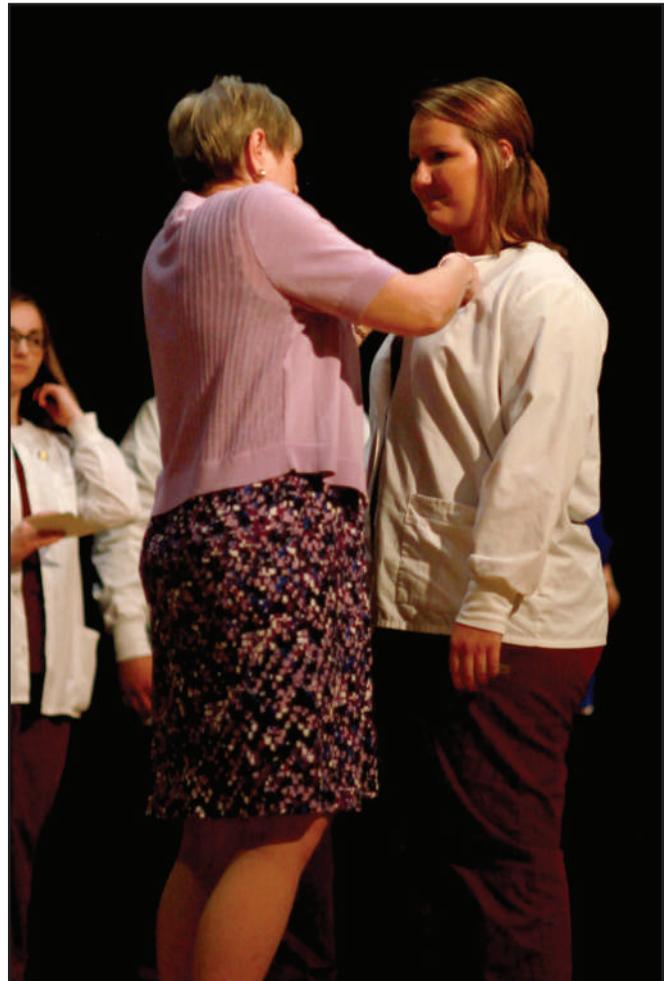
Credit/Contact Hours

Required Coursework

ALH 218 Medical Terminology.....	3/3
ALH 222 Disease Conditions*.....	3/3
ALH 230 Medical Office Lab*.....	4/5
ALH 250 Medical Law & Bioethics.....	3/3
ALH 285 Phlebotomy Practicum*.....	3/3
BIO 101 Human Biology*.....	4/6
OR	
BIO 210 Human Anatomy & Physiology I*.....	4/6
AND	
BIO 211 Human Anatomy & Physiology II*.....	4/6
BUS 111 Contemporary Business & Technical Communications*.....	4/4

Total:.....24-28 credits

*Course has prerequisite(s)
Tuition is calculated by contact hours per semester.
 Current/Updated: 7/2/2019



Practical Nursing Certificate

Level I of Laddered ADN Program

The laddered Associate Degree Nursing Program consists of Level I Practical Nursing Program and Level II Registered Nurse Program (Level I students and current LPNs). Upon successful completion of Level I, a Practical Nursing Certificate is awarded. This certificate qualifies the graduate to sit for the National Council Licensing Examination (NCLEX) in Nursing at the PN level. When the graduate successfully passes the examination, the nursing graduate will be licensed as a Licensed Practical Nursing (LPN) by the State Board of Nursing. There are no electives in the program. See the prerequisites for admission to Level I.

Credit/Contact Hours

Required Coursework (33 hours)

ALH 103 Nutrition	3/3
NUR 104 Fundamentals of Nursing.....	5/8
NUR 109 Pharmacology I.....	2/2
NUR 111 Medical/Surgical Nursing I.....	6/15
NUR 112 Medical/Surgical Nursing II	7/14
NUR 119 Pharmacology II	2/2
NUR 129 Pharmacology III	2/2
NUR 130 Maternity Nursing	3/6
NUR 131 Pediatric Nursing	3/6

Total:..... 33 credits

NOTE: New students must meet the prerequisites prior to admission to Level I

Tuition is calculated by contact hours per semester.
Current/Updated: 7/2/2019



Associate of Applied Science in Criminal Justice

Criminal Justice/Law Enforcement Administration.

This program prepares individuals to apply theories and practices of criminal justice to structuring, managing, directing and controlling criminal justice agencies, including police departments, sheriff's departments, law enforcement divisions and units, and private protective services.

Goals of the program are to provide knowledge and skills necessary for students interested in careers in criminal justice including: Police –State, County and Local Agencies, Criminal Investigator, Corrections Officer, Probation Officer, Parole Officer, Juvenile System, Private Security Officer. Program Level Assessment will include the following:

- Explore the causes of crime and options for controlling it.
- Examine fundamental concepts underlying the practice of justice.
- Document the results of an investigation in an acceptable manner.
- Analyze the impact of crime on our society.
- Evaluate situations and determine sound moral, ethical, and legal implications.

Credit/Contact Hours

Required Coursework (53 hours)

CRJU 110 Introduction to Law Enforcement.....	3/3
CRJU 111 Police Administration.....	3/3
CRJU 120 Criminology.....	3/3
CRJU 211 Prevention of Crime & Juvenile Delinquency*	3/3
CRJU 114 Introduction to Corrections.....	3/3
CRJU 113 Criminal Investigation.....	3/3
CRJU/PHED 145 Physical Fitness for Law Enforcement	2/3
CRJU 212 Community Relations.....	3/3
CRJU 214 Public Service Administration	3/3
CRJU 216 Probation and Parole.....	3/3
CRJU 218 Social Justice.....	3/3
ENG 121 English Composition I*	3/3
ENG 122 English Composition II*	3/3
PHIL 210 Ethics*.....	4/4
PSI 111 State & Local Government*	3/3
PSY 101 Psychology*.....	4/4
SOC 120 Principles of Sociology*	4/4

Communications (3 required credit hours)

COM 150 Public Speaking*.....	3/3
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Mathematics (4 required credit hours)

MATH 117 Finite Math*	4/4
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OR

MATH 201 Intro to Statistics*	4/4
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Total:..... 60 credits

Scope & Sequence

Fall 1	Winter 1	Fall 2	Winter 2
CRJU 110	CRJU 111	COM 150	CRJU 216
CRJU 114	CRJU 120	CRJU 211	CRJU 218
ENG 121	CRJU 113	CRJU 212	PHIL 210
MATH 117	ENG 122	CRJU 214	PSI 111
	SOC 120	PSY 101	CRJU/PHED 145

*Course has prerequisite(s)

Tuition is calculated by contact hours per semester.

Current/Updated: 7/2/2019

Course Descriptions

Using this catalog successfully means understanding how it's supposed to serve you. Course Descriptions are written as follows:

- All courses within a particular **discipline** are grouped (i.e.: Accounting courses).
- The **title line** includes a 3 or 4 letter prefix (i.e.: ACCT), plus a 3-4 digit number indicating the level of the course (i.e.: 100 or 200 level), plus the course name, then the credit hours and contact hours*.
- After the title line is the body or **course description**, the narrative describing course content.
- Finally, after the course description is italicized type giving the **prerequisite(s)** for the course. If there is a prerequisite, it is listed; if one is not listed, there is none.

* A credit hour equals one hour/week in class for 15 weeks; a contact hour equals the time instructors spend in the classroom (used to calculate tuition/fees).

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Glen Oaks
COMMUNITY COLLEGE

ACCOUNTING

(ACCT formerly BAA)

ACCT 100 FUNDAMENTALS OF ACCOUNTING, 4 Credits, 4 Contacts

This course is a basic bookkeeping-accounting course designed for the student who has no previous bookkeeping-accounting experience or has not performed well in previous courses of this type. Basic double-entry bookkeeping procedures, accounting terminology and concepts, and basic financial statement preparation are emphasized. Major emphasis will be placed on the sole proprietorship form of business organization.

Prerequisite: None

ACCT 109 PAYROLL ACCOUNTING, 4 Credits, 4 Contacts

This course has been developed to provide the student with a basic understanding of the calculations in payroll, the payroll records that are kept, and the laws pertaining to tax filing for payroll. This is a beginning course that involves computation and recording of payroll entries.

Prerequisite: ACCT 100, may be taken concurrently

ACCT 111 PRINCIPLES OF ACCOUNTING I, 4 Credits, 4 Contacts

The first introductory accounting course for the student who wishes to pursue a career in the field of business. The student will become familiar with the role of the accountant and manager in service and merchandising businesses. The course will include the recording and reporting of business transactions and the measuring, planning, and controlling of business income, assets, and equities. Major emphasis will be placed on the sole proprietorship form of business organization.

Prerequisite: ACCT 100 or high school bookkeeping

ACCT 112 PRINCIPLES OF ACCOUNTING II, 4 Credits, 4 Contacts

A second semester course in accounting principles and concepts for the accounting or managerial student. The student will investigate the role of the accountant in partnerships and corporations, with emphasis on financial and cost-accounting concepts as well as branches and departments, and owner's equity.

Prerequisite: ACCT 111 or its equivalent

ACCT 113 QUICKBOOKS FOR ACCOUNTING, 4 Credits, 4 Contacts

This accounting course will provide the student with an understanding of QuickBooks accounting. The student will receive instruction and experience with QuickBooks software through a simulated business scenario. Accounting principles and logical problem solving will be utilized. Instruction will include how to set up a business, maintain and use the software and generate financial reports.

Prerequisite: ACCT 111, may be taken concurrently

ACCT 202 PERSONAL INCOME TAX ACCOUNTING, 2 Credits, 2 Contacts

An introductory tax course with emphasis placed on tax return preparation for individuals. Multiple forms will be used. Tax laws involved in tax return preparation and tax theory will be emphasized.

Prerequisite: ACCT 100

ACCT 204 SMALL BUSINESS TAX ACCOUNTING, 2 Credits, 2 Contacts

An introductory tax course with emphasis placed on tax return preparation for small businesses. Accounting for taxable revenues and tax-deductible expenses will be emphasized.

Prerequisite: ACCT 100

ACCT 207 ANALYZING FINANCIAL STATEMENTS, 3 Credits, 3 Contacts

A course which presents the basic skills of financial statement analysis for the prospective bank lender/credit analyst. This includes how financial data is generated; techniques for analyzing the flow of a business' funds; methods for selecting and interpreting financial ratios; and the analytical tools for predicting and testing assumptions about a firm's future performance.

Prerequisite: ACCT 111

ACCT 210 INCOME TAX ACCOUNTING, 3 Credits, 3 Contacts

This course is an introductory tax course with emphasis placed on tax return preparation for businesses and individuals. Students will investigate laws involved in tax accounting with secondary emphasis on tax theory.

Prerequisite: ACCT 100

ACCT 211 INTERMEDIATE ACCOUNTING, 4 Credits, 4 Contacts

A financial accounting course for both the accounting and management major. Balance sheet accounts are scrutinized in this class with emphasis placed on generally accepted accounting principles.

Prerequisite: ACCT 112 or its equivalent

ACCT 213 COST ACCOUNTING, 3 Credits, 3 Contacts

A basic course in the theories and practices underlying the development of cost information for financial control and decision making. As manufacturing, service, and distribution establishments strive to enhance their profits and reduce consumer prices, the study and control of costs become increasingly important. The student will gain an understanding of techniques used to control cost for profit by management. This is an excellent course for the aspiring business administration and accounting major because it will give an insight into the area of profit and loss control.

Prerequisite: ACCT 112, may take previously or concurrently

ACCT 281 ACCOUNTING PRACTICUM

4 Credits, 4 Contacts

This class will prepare students for the Certified Bookkeeper (CB) Designation exam, which is nationally recognized test that assures the level of knowledge and skills needed to carry out all the key functions through adjusted trial balance, including basic payroll, for firms. This exam is administered through the American Institute of Professional Bookkeepers (AIPB). This class is a stand-alone class covering the following accounting functions: accruals, deferred expenses, adjustments, corrections, bank reconciliation, payroll, depreciation, inventory, internal controls, and fraud. This class will serve as a capstone class for the Accounting Certificate.

Prerequisite: ACCT 100, 109, 111, 112, 113 204, 213

AGRICULTURE

AGT 101 HYDRAULIC THEORY & OPERATION

2 Credits, 4 Contacts

Studies hydraulic theory and the maintenance, repair, and methods of troubleshooting mobile hydraulic systems during lab experiences. Also covered in this class are cylinders, controls, pumps, and accessories of hydraulic equipment.

Prerequisite: None

AGT 102 PRODUCTION AGRICULTURE

1 Credit, 2 Contacts

Production Agriculture studies how to identify and resolve environmental issues. Class covers crop production and farming by means of soil science, plant growth, pest control, agricultural leadership, equipment safety/operation and daily farm maintenance.

AGT 103 FUNDAMENTALS OF ENGINES

3 Credits, 7 Contacts

Examines internal combustion engine fundamentals and diesel engine construction and maintenance. Studies the basics of gas and diesel engines including disassembly, measurement and assembly procedures. Troubleshooting is also covered.

Prerequisite: None

AGT 104 VEHICLE/EQUIPMENT ELECTRICAL/ ELECTRONIC FUNDAMENTALS

3 Credits, 5 Contacts

This course introduces electrical and electronic systems used on agricultural equipment, with an emphasis toward the theory, operation, and application. Also included will be the introduction to diagnostic principles and procedures as they apply to basic circuit types and predominate components utilized. Students will be expected to gain utilization skills as they apply to common testing tools and instruments. Students also will be expected to test for and measure voltages, current flow, and resistance; as well as identify and measure analog and digital signals.

Prerequisite: None

AGT 107 PREVENTIVE MAINTENANCE AND SERVICE

2 Credits, 4 Contacts

Provides preventive maintenance procedures and record keeping experience and familiarizes the student with diesel-powered equipment. Additional instruction includes safety, lubrication, service operation, minor adjustments, and fundamental tool usage.

Prerequisite: None

AGT 109 HEATING, VENTING AND AIR CONDITIONING SYSTEMS

2 Credits, 4 Contacts

Theory, service and repair of HVAC systems used on agricultural equipment are studied. Proper charging and recovery procedures are covered on both manual and automatic climate controlled systems. Safe handling of HVAC fluids and gases, as per EPA guidelines, as well as obtaining safe handling certification from either the Mobile Air Conditioning Society (MACS) or Automotive Service Excellence (ASE) is included.

Prerequisite: None

AGT 110 SERVICE INFORMATION SYSTEMS

2 Credits, 4 Contacts

The scope and purpose of this course is to familiarize the student with available electronic based proprietary information systems. Each student will become familiar with navigating and the application of equipment service information systems, parts systems, cellular and satellite systems. For purposes of diagnostics, repair, and service, each student using a PC will interface with various types of equipment.

Prerequisite: None

AGT 112 SEEDING AND TILLAGE EQUIPMENT

2 Credits, 4 Contacts

Service and adjustment of seeding equipment including drills and planters along with tillage equipment are covered in this course. Students will learn to set up the equipment in the diesel labs according to manufacturer guidelines and then make field adjustments, depending on soil conditions.

Co-Requisite: AGT 107

AGT 113 HYDRAULIC SYSTEMS

2 Credits, 4 Contacts

The second hydraulic course which introduces the student to variations of basic systems, schematics and more advanced testing and adjusting of mobile hydraulic systems. Students will gain hands on experience in components and equipment in the diesel laboratories.

Prerequisite: AGT 101

AGT 116 COMBINE MAINTENANCE & REPAIR

3 Credits, 7 Contacts

The setup, service, repair and adjustment of modern combines including both corn and grain heads is covered in this course. Students will apply theories learned in the classroom to current production combines in the diesel labs and in the field.

AGT 119 VEHICLE/EQUIPMENT ELECTRICAL/ ELECTRONIC SYSTEMS OPERATION & DIAGNOSTICS

3 Credits, 7 Contacts

This course covers the electrical and electronic systems found on agricultural equipment. Systems covered include; power, starting, charging, cab/operator station controls, engine, power train, hydraulic, braking, steering, data network and related electronic control units. System operation, service, diagnosis and repair are included.

Prerequisite: AGT 104

AGT 122 PRECISION FARMING SYSTEMS & TECHNIQUES

2 Credits, 4 Contacts

This course presents the essentials of modern precision farming techniques. Function and application of precision farming components, equipment, satellite and cellular communications, OEM and/or aftermarket software systems and requirements, will be the focus of this course. System troubleshooting and diagnosis will be stressed throughout this course.

Prerequisite: AGT 104

AGT 125 TRACTOR DRIVELINES

2 Credits, 4 Contacts

Studies the maintenance and repair of various drivelines used on today's highly technical agricultural equipment. Actual hands-on experience in adjustment, maintenance, set-up, servicing and operation of this equipment is offered. The importance of manufacturers' shop manuals will be stressed for repair, set up and problem diagnosis.

Prerequisite: AGT 107

AGT 207 ADVANCED HYDRAULICS

2 Credits, 4 Contacts

Advanced hydraulic systems such as electro/hydraulic circuit operation and testing and complex valving are the focus of this classroom/lab course. Students will gain practical knowledge in the agricultural labs using modern equipment utilizing schematics and advanced troubleshooting techniques.

*Prerequisite: AGT 101, AGT 104, AGT 113, AGT 119,
and with instructor approval*

AGT 213 DIESEL ENGINE PERFORMANCE - ANALYSIS & TUNE UP

3 Credits, 5 Contacts

Students learn to adjust and tune diesel engines to meet factory specifications. Using both engine and chassis dynamometers and the required instrumentation, students

diagnose performance complaints, troubleshoot and plot performance curves.

Prerequisite: AGT 103 and with instructor approval

AGT 216 EQUIPMENT SHOP PROJECT

4 CREDITS, 10 CONTACTS

Students are placed into a simulated real world repair facility environment. The instructor acts as the service department supervisor assigning a variety of related tasks. Students are given various pieces of equipment to rebuild repair or reconditioned to like new condition. Each student will be evaluated on their ability to apply knowledge gained from all previous instruction.

*Prerequisite: AGT 101, AGT 103, AGT 104, AGT 107, AGT 109, AGT 110, AGT 112, AGT 113, AGT 116, AGT 125, AGT 213,
Co-Requisites: AGT 122, AGT 207, and with instructor approval*

AGT 219 DIESEL TECH FIELD EXPERIENCE I (CO-OP) 1 Credit

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 180 total clock hours of work experience to receive the 1 credit hour. Course may be repeated for credit.

Prerequisite: Agricultural Equipment Technology and permission of the instructor and the Academic Dean.

** Billing will be made by credit hours NOT contact hours.*

AGT 220-DIESEL TECH FIELD EXPERIENCE II (CO-OP) 2 Credits

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 360 total clock hours of work experience to receive the 2 credit hours. Course may be repeated for credit.

Prerequisite: Agricultural Equipment Technology and permission of the instructor and the Academic Dean.

** Billing will be made by credit hours NOT contact hours.*

**AGT 221- DIESEL TECH FIELD EXPERIENCE III (CO-OP)
3 Credits**

Provides the student with the opportunity to put to practical use, knowledge and skills learned in the classroom. Students are responsible for obtaining their own position (usually paid), with the approval of the Field Experience Instructor. The experience is conducted under the supervision of a faculty member who assists the student in developing a work experience plan and visits the student at the work site. Periodic reports are required. The faculty member and the work site supervisor evaluate the student's work performance at the end of the semester. During the final exam week, an evaluation meeting is scheduled. The course entails the completion of 540 total clock hours of work experience to receive the 3 credit hours. Course may be repeated for credit.

Prerequisite: Agricultural Equipment Technology and permission of the instructor and the Academic Dean.

** Billing will be made by credit hours NOT contact hours.*

ALLIED HEALTH

**ALH 100 INTRODUCTION TO HEALTH CAREERS,
3 Credits, 3 Contacts**

Presents information on the health care system and employment opportunities for a variety of health care careers. Includes an overview of health care development, how health delivery systems are organized, legal and ethical considerations of health care delivery, and an overview of various health care professions. Students are encouraged to explore health professions through assignments, lab observations, job shadowing and interviews with health care professionals in their area of interest. This course includes online activities that support the presented concepts.

Prerequisite: Test above ENG 063

ALH 103 NUTRITION, 3 Credits, 3 Contacts

This course is designed to assist the student in developing a foundation for good nutrition. Fundamental principles of nutrition essential to maintain health, prevent illness and provide support during illness are presented. Nutritional concerns relating to each age group will be addressed as well as specific disease conditions and relevant therapeutic diets. Newly emerging nutritional information will be discussed which will assist the student to become a discriminating consumer.

Prerequisite: None

**ALH 104 NURSE AIDE COURSE,
6 Credits, 6 Contacts**

This course is designed to guide you in learning the skills required for certification as a nurse aide. The course will give you the skills needed to do your duties as a (NA) nurse aide and prepare you for the state certification exam. The lessons will help you better understand your residents and in turn help you to understand your role in relation to these residents.

Prerequisite: None

**ALH 111 DIAGNOSTIC CODING,
3 Credits, 3 Contacts**

This course is designed to provide students with the necessary principles for properly coding diseases, conditions, and injuries. Students will learn and be expected to demonstrate the ability to translate written diagnoses into the appropriate ICD-9-CM numeric designations. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist –Physician Office) certification exam.

*Prerequisite: ALH 218 Medical Terminology
BIO 101 Human Biology or BIO 210/211*

**ALH 205 PHARMACOLOGY FOR HEALTH
OCCUPATIONS, 3 Credits, 3 Contacts**

This course is an introduction to basic pharmacology with an emphasis on the importance of medications in helping people to maintain a healthy lifestyle. The most common medications in current use are discussed according to body systems, with emphasis on classifications, uses, routes of administration, dosages, interactions, incompatibilities, and side effects with special emphasis on the 50 most commonly prescribed drugs. Also addressed are special precautions, legal aspects, patient education, preparation, and administration of medications as directed by the physician. Additional emphasis is placed on the performance of basic math, and immunization schedules and administration. (This course is not intended for nursing students. Medical Assisting students should take in traditional classroom setting.

*ALH 218 and test into or higher than or completion of
MATH 100*

**ALH 210 PROCEDURAL CODING,
3 Credits, 3 Contacts**

This course is designed to provide students with the necessary principles for applying the CPT procedural code that most accurately identifies the service performed. Students will learn and be expected to demonstrate the ability to translate documentation into the appropriate procedural code. Emphasis is also placed on coding compliance and adherence to official guidelines. Students gain an understanding to the importance of data quality and data integrity. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist – Physician Office) certification exam.

Prerequisite: ALH 111 Diagnostic Coding

ALH 218 MEDICAL TERMINOLOGY, 3 Credits, 3 Contacts

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

ALH 222 DISEASE CONDITIONS, 3 Credits, 3 Contacts

Presents the basic concepts of diseases, their causes and functional disturbances as they relate to body systems. Includes the participating risk factors and appropriate methods of patient education regarding various disease processes.

Prerequisite: ALH 218. Medical Assistant students should take this course in traditional classroom setting.

ALH 230 MEDICAL OFFICE LABORATORY PROCEDURES, 4 Credits, 5 Contacts

This course involves the study of the interactions between microbes and humans and the practice of handling medically important microbes, blood and body fluids. Practical experiences include aseptic techniques in the collecting, handling, and testing of specimens. The student will learn how to accurately collect and process blood samples by mastering both phlebotomy and capillary blood collection techniques. Quality control issues of the clinical laboratory will be stressed along with OSHA standards of infection control. The safety and emergency practices of the medical office will be presented and evaluated through competencies.

ALH 218 and test into or higher than or completion of MATH 100

ALH 232 ADMINISTRATIVE I - MEDICAL OFFICE PROCEDURES, 4 Credits, 5 Contacts

This is an introduction to the office management and business administration of a medical office. Information relating to reception duties, telephone procedures, handling medical records, filing and record management, as well as a medical-legal responsibility.

Prerequisite: None

ALH 233 ADMINISTRATIVE II - ADVANCED MEDICAL OFFICE PROCEDURES, 4 Credits, 5 Contacts

This course follows an introduction to office management and business administration of a medical office in Administrative I. The medical office finances are covered including: coding, diagnostic and procedural, billing of all types of insurance claims both manually and electronically, professional fees, payroll, and the management of practice finances. Advanced concepts of the electronic medical record are introduced.

Prerequisite: ALH 232

ALH 235 MEDICAL ASSISTANT CLINICAL I, 3 Credits, 5 Contacts

Medical Assistant Clinical I covers the responsibilities of the medical assistant in working with the physician in the medical office/clinic. These clinical responsibilities include obtaining patient medical history; measuring vital signs; preparing the examination room and the patient for the exam; and performing basic clinical procedures such as EKG & basic respiratory care. Instruction will include documentation, patient education and safety measures. Cultural, life span and psychosocial differences will be addressed.

ALH 218 and test into or higher than or completion of MATH 100

ALH 236 MEDICAL ASSISTANT CLINICAL II, 3 Credits, 5 Contacts

Clinical II is a continuation of Clinical I. Following the Clinical II experience students will be able to administer various forms of medication, calculate drug dosages, demonstrate skills in assisting with minor surgical procedures, and assisting with pediatric care in the office and understand basic life support and first aid.

Prerequisite: ALH 235, ALH 230 May take concurrently with ALH 205

ALH 240 INSURANCE CLAIMS PROCESSING, 3 Credits, 3 Contacts

This course is designed to provide students information necessary to accurately complete insurance claims for facilities and physicians. Students will demonstrate their ability to apply diagnostic and procedural codes to various forms of insurance. Emphasis will be placed on the ethical responsibilities of the Insurance Claims Specialist. Students will apply their learning to both paper claims and electronic billing. Current issues related to medical insurance will be discussed. This course will prepare students to successfully pass the AHIMA CCS-P (Certified Coding Specialist-Physician Office) certification exam.

Prerequisite: ALH 111 Diagnostic Coding & ALH 210 Procedural Coding

ALH 250 MEDICAL LAW & BIOETHICS, 3 Credits, 3 Contacts

This course is composed of two major components: bioethics and medical law and ethics. Bioethics is the study of the ethics of life (and death) and includes familiar topics such as abortion, cloning, stem cell research, allocation of scarce medical resources, and euthanasia. Topics in medical law and ethics, which are concerned with "micro" issues such as the moral underpinnings of doctor-patient relationships as well as "macro" issues such as the structures of medical institutions or the duties that societies have to provide health care for those in need. It is intended to help prevent medical malpractice litigation by exposing the student to the legal concepts of standard of care, scope of employment, criminal and civil acts, contracts, negligence, as well as ethical and bioethical concepts that are emphasized in simulations, critical thinking activities, debates and a research paper.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

ALH 260 ADVANCED EKG INTERPRETATION, 3 Credits, 3 Contacts

This course is designed to assist the student who has obtained competency in the basic techniques of EKG application and interpretation through other coursework or programs. Interpretation of dysrhythmias, EKG analyses and the effects of ischemia and myocardial infarction on the electrical conduction system of the heart are presented. A comprehensive overview of acute coronary syndromes and up-to-date pacemaker information will be covered. The content is presented in a hands-on, lab format with built in redundancy and analogy that reinforces learning.

Prerequisite: BIO 101 or BIO 211 and ALH 218 and test into or higher than MATH 060

ALH 290 MEDICAL ASSISTANT CERTIFICATION EXAM REVIEW, 3 Credits, 3 Contacts

This course is designed to review the entire Medical Assistant program in preparation for the National Certified Medical Assisting Examination.

Prerequisite: Completion of all courses in the Medical Assistant program, except ALH 238. Must be taken in last semester of Medical Assistant program and concurrently with ALH 238

ALLIED HEALTH PRACTICUM

General Requirements:

1. The practicum is to extend over a 12-15 week period.
2. It is the student's responsibility to negotiate a mutually acceptable work schedule with the agency.
3. The student and practicum supervisor will determine, with the supervisor at the work stations, the duties and requirements of the practicum experience.
4. At least 75% of your major coursework is completed, as determined by the practicum supervisor, with an overall 2.5 GPA or above. Except in the Allied Health programs where 100% of coursework must be completed.

Procedure for Enrollment:

1. A practicum must be planned a semester in advance of registration and has the same drop/add deadline date as any other course beginning on the first day of the semester. Practicum credit may not be granted on a retroactive basis.
2. A student will need to meet with the practicum supervisor to obtain approval and necessary forms.
3. The student must complete a practicum application, submit a resume and obtain 3 faculty recommendations from current or former instructors in your major area.
4. Determine with the employer/supervisor a mutually acceptable work schedule, written objectives/duties of the job (signed by both student and employer/supervisor) and a start and finish date. You must turn in verification of hours worked and a completed student evaluation of the

practicum experience to the practicum supervisor.

5. After acceptance by the practicum supervisor and the agency involved, and after returning to the practicum supervisor the completed practicum Learning Contract, a student may then officially register and begin the course.

ALH 238 MEDICAL ASSISTANT PRACTICUM, 3 Credits, 3 Contacts

The Medical Assistant practicum focuses first on the business/administration aspect within the clinical setting. It is intended to provide the student with experience in the work environment in the front office area. The second half of the practicum focuses on clinical aspects in the patient care area of the medical clinic. The practicum is 12-15 weeks and requires 200 hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken in the last semester of the Medical Assistant Program. After successful completion of this course, the student may apply to the American Association of Medical Assisting (AAMA) to write the certifying exam for Medical Assisting (CMA, AAMA). *Prerequisite: Student must have completed all the curriculum in the Medical Assistant Certificate program with a minimum of 2.0 GPA in each theory class; a minimum of 2.5 in the administrative/clinical courses, ALH 230, 232, 233, 235, 236; and an overall GPA of 2.5*

ALH 280 CODING SPECIALIST - PHYSICIAN-BASED (CCS-P) PRACTICUM, 3 Credits, 3 Contacts

The Coding Specialist – Physician-based (CCS-P) serves a key role in the medical office, clinic or hospital setting. CCS-Ps are coding practitioners who specialize in physician-based settings such as physician offices, group practices, multi-specialty clinics, or specialty centers. They review patient records and possess in-depth knowledge of the CPT coding system and familiarity with the ICD-10-CM and HCPCS Level II coding systems. They are experts in health information documentation, data integrity, and quality and play a critical role in a health provider's business operations for data submitted to insurance companies or the government for expense reimbursement. The new concepts in the ICD-10-CM system will be included. The practicum is 12-15 weeks and requires 148 hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. *Prerequisite: Student must have completed all of the curriculum in the Coding Specialist – Physician-based (CCS-P) program with a minimum of 2.0 in each theory class.*

ALH 281 MEDICAL ADMINISTRATIVE SPECIALIST PRACTICUM, 3 Credits, 3 Contacts

The Medical Administrative Specialist serves a key role in the medical office, clinic or hospital setting. This multi-skilled practitioner is competent in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental

office tasks. The practitioner maintains familiarity with clinical and technical concepts of coordinate administrative office functions in the health care setting. This program is approved by American Medical Technologists (AMT is accredited by the National Commission for Certifying Agencies NCCA) as a program of study for those who wish to sit for the Certified Medical Administrative Specialist – CMAS (AMT). The practicum is 12-15 weeks and requires 153 hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed.

Prerequisite: Student must have completed all of the curriculum in the Medical Administrative Specialist Certificate program with a minimum of 2.0 in each theory class and an overall GPA of 2.5

ALH 285 PHLEBOTOMY TECHNICIAN PRACTICUM, 3 Credits, 3 Contacts

The Phlebotomy Technician Practicum focuses first on laboratory skills within the clinical setting. It is intended to provide the student with experience in the work environment in the laboratory of a CLIA Waived medical office or a hospital based laboratory. The practicum is 12-15 weeks and requires 100 hours, plus attendance at a twice monthly, 2 hour scheduled seminar, for a total of 12 hours. This is an unpaid educational work experience to be taken after all other coursework in the program has been successfully completed. After completion of the practicum the student may apply to the American Society of Clinical Pathology (ASCP) to write the Phlebotomy Technician (PBT) exam.

Prerequisite: Student must have completed all of the curriculum in the Phlebotomy Certificate program with a minimum of 2.0 GPA in each theory class; a minimum of 2.5 in the clinical courses, ALH 230 and an overall GPA of 2.5

ANTHROPOLOGY (ANTH formerly SSA)

ANTH 201 INTRODUCTION TO CULTURAL ANTHROPOLOGY, 4 Credits, 4 Contacts

This course is intended to introduce students to the field of anthropology and to provide them with an understanding of the theoretical perspectives and methodological strategies used in the study of traditional and contemporary socio-cultural systems found throughout the world. Special attention will be given to the basic concept of "culture" and to the nature and inter-relationship of particular cultures with their environments. This course is designed to assist students in developing the skills needed to critically analyze anthropological data and to prepare them to pursue further study in the discipline.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and 073/074

ART (ART formerly HUA)

ART 100 ART APPRECIATION, 4 Credits, 4 Contacts

A course designed to acquaint the student with the terminology, materials and goals of the artist through lecture, field trips and guest speakers.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

ART 104 OBJECT DRAWING, 3 Credits, 5 Contacts

This course focuses on freehand drawing from direct observation. Students learn drawing techniques, methods, linear perspective, and compositional skills. The properties of line, value, texture, shape and space are dealt with as elemental to the drawing process. Drawing will be explored as a vehicle for thinking, seeing and communicating. An ability to render and draw expressively in a variety of materials is stressed.

Prerequisite: None

ART 105 DRAWING STUDIO, 3 Credits, 5 Contacts

This course focuses on the drawing experience as a means of creative problem solving. Different types of image-making processes are studied and evaluated as a means of effective communication. Students learn to invent from observation and imagination.

Prerequisite: None

ART 107 TWO-DIMENSIONAL DESIGN, 3 Credits, 5 Contacts

This course focuses on the elements of design in visual expression. Emphasis is placed on two-dimensional problem solving, organization of visual elements, and color theory. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design.

Prerequisite: None

ART 108 THREE-DIMENSIONAL DESIGN, 3 Credits, 5 Contacts

This course focuses on the elements of design in sculpture and spatial arrangement. Emphasis is placed on three-dimensional problem solving and organization of form in space. These elements will be explored using a variety of materials and methods. The student will be prepared to explore fine art or commercial design.

Prerequisite: None

ART 115 INTRODUCTION TO GRAPHIC DESIGN, 3 Credits, 4 Contacts

This course will introduce the various aspects of the graphic design field. Topics include visual communication theory and practice, an overview of typography, spatial relationships and the potential areas of specialized and employment.

Prerequisite: None

ART 116 COLOR THEORY FOR GRAPHIC DESIGN, 3 Credits, 4 Contacts

This class will cover the theory of color with special emphasis on the unique color theories used in print and web application. The class will introduce the importance and use of color in all dimensions of commercial art and graphic design. The focus will be on practical assignments related to commercial projects.

Prerequisite: None

Co-Requisite: ART 115

ART 151 CERAMICS I, 3 Credits, 3 Contacts

Devoted to a survey of pottery processes including hand-building, technical information and a limited experience with the potters wheel.

Prerequisite: None

ART 160 BEGINNING PHOTOGRAPHY: DIGITAL, 3 Credits, 4 Contacts

This is an introductory course in the processing and camera techniques of 35mm photography and will explore digital techniques. Emphasis is placed on basic photo composition, lighting, camera usage, darkroom techniques and procedures. The course accommodates both those who want to explore photography as a profession and those who want to improve their photographic skills.

Prerequisite: None

Note: Students will be responsible to provide their own digital camera for coursework.

ART 170 IMAGE MANIPULATION: PHOTOSHOP, 3 Credits, 4 Contacts

This course will explore the spectrum of image input into the digital format, manipulation of the image and the desired output using Adobe Photoshop. This class will be accessible to the beginning student and those pursuing graphic design or fine art application.

Prerequisite: None

ART 172 DIGITAL ILLUSTRATION, 3 Credits, 4 Contacts

This course explores the basics of illustration using Adobe Illustrator and relevant computer hardware. Digital illustration will be used as a tool to create brochures, labels and packaging as well as fine art applications. Emphasis will be placed on creating audience appropriate illustrations.

Prerequisite: ART 104

Co-Requisite: ART 115

ART 210 LIFE DRAWING, 3 Credits, 5 Contacts

This course focuses on drawing the human form from live models and the study of anatomy. The student will explore skeletal, muscular, and surface anatomy, as well as the essential aspects of life drawing (such as gesture, contour, proportion, structure and articulation).

Prerequisite: ART 104 and ART 107

ART 220 HISTORY OF ART I, 4 Credits, 4 Contacts

This course is a historical survey of art from prehistory to the Renaissance. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

ART 221 HISTORY OF ART II, 4 Credits, 4 Contacts

This course is a historical survey of art from the Renaissance to present day. Art will be explored in the context of the culture in which it was created and the perspective of the artists. An exploration of the principles and practices of the artistic disciplines will enhance understanding of the art that will be covered.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

ART 231 SCULPTURE, 3 Credits, 5 Contacts

This is an introductory course in sculpture which will explore the theories and concepts of three-dimensional art forms in space. Mechanical, structural and compositional principles will be studied. A variety of sculptural techniques and materials will be used.

Prerequisite: None

ART 240 PAINTING, 3 Credits, 5 Contacts

This is an introductory course in painting, which will prepare the student to realize visual observations and find personal expression through painting media. The class will explore oil, acrylic, watercolor and tempera painting techniques. Emphasis will be placed on learning to see and mix color, as well as the use of color in composition. A survey of historical painting styles and techniques will be included.

Prerequisites: None

ART 241 PRINTMAKING: INTAGLIO AND RELIEF, 3 Credits, 5 Contacts

This course is an introduction to the print techniques of etching, aquatint, dry point, woodcut, and linoleum cut. The student will have opportunity to prepare plates and blocks for printing. All aspects of the printing process will be covered. A survey of print aesthetics will also be included.

Prerequisite: None

ART 242 WATERCOLOR I, 3 Credits, 5 Contacts

This course is a survey of the application, techniques, and limitations of watercolor as a representational painting medium. Students will experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.

Prerequisite: None

ART 243 WATERCOLOR II, 3 Credits, 5 Contacts

This is an advanced course in the application, techniques, and limitations of watercolor as a representational painting medium. Students will further experiment with a variety of traditional and contemporary watercolor processes. Included will be a survey of historical use of watercolor in fine art.

Prerequisite: ART 242

ART 244 OIL PAINTING I, 3 Credits, 5 Contacts

This is an introductory course in oil painting which will examine the traditional oil painting techniques of imprimatura, under-painting, over-painting and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art.

Prerequisite: None

ART 245 OIL PAINTING II, 3 Credits, 5 Contacts

This is an advanced course in oil painting which will further examine the traditional oil painting techniques of imprimatur, under-painting, over-painting, and glazing. Oil painting materials, pigments, and mediums will be explored in depth. Included will be a survey of the historical and contemporary use of oil paint in fine art.

Prerequisite: ART 244

ART 246 PRINTMAKING: SILK SCREEN, 3 Credits, 5 Contacts

This course is an introduction to silkscreen painting techniques. The student will have opportunity to prepare screens for printing using manual and light sensitive masking techniques. All aspects of the screen printing process will be covered. A survey of print aesthetics will also be included.

Prerequisite: None

ART 252 PASTEL I, 3 Credits, 5 Contacts

This is an introductory course in pastel painting. The materials, pigments, and techniques of pastel will be explored in depth. The class will also cover the technique of making soft pastels by hand.

Prerequisite: ART 104 or ART 105 or ART 107 and ART 240

ART 253 PASTEL II, 3 Credits, 5 Contacts

This is an advanced course in pastel painting. The materials, pigments, and techniques of pastel will be explored in depth. An emphasis will be placed on techniques for painting detailed realism.

Prerequisite: ART 104, or ART 105 or ART 107 and ART 240 and ART 252

ART 260 ADVANCED PHOTOGRAPHY: COMMERCIAL AND FINE ART, 3 Credits, 4 Contacts

This class will expand on the material covered in Beginning Photography and will give the student practical experience in portrait, product, and location photography with emphasis on professional photographic processes that are applicable to both the fine art and commercial photographer. Both the

photographic studio and off site locations will be utilized for student work.

Prerequisite: ART 160 and ART 170

Note: Students will be responsible to provide their own digital camera for coursework.

ART 271 GRAPHIC DESIGN INTERNSHIP 3 Credits, 3 Contacts

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It's intended to provide the student with practical experience in a professional work environment. Internships vary in length but or normally for one semester after 75% of the coursework is completed. Required are 135 to 240 hours of on-the-job experience, plus attendance in a scheduled seminar. A completed GOCC internship application is required for consideration.

Corequisite: ART 274, ART 276, ART 290

Prerequisite: ART 115, ART 116, ART 170, and ART 172 or permission from instructor

ART 274 TYPOGRAPHY, 3 Credits, 3 Contacts

This course is designed to introduce students to the basics of typography and the use of type in graphic design and visual communication. The class covers type and the letterforms as fundamental and aesthetic elements of visual design. This course uses traditional and digital media.

Prerequisite: ART 115

ART 276 ADVERTISING DESIGN 3 Credits, 3 Contacts

This course is designed to give practical insight into the discipline of marketing and how it applies to the creative process within advertising agencies to create effective, integrated advertising campaigns for diverse markets and media. Advertising strategy based on media and marketing realities will be investigated and applied. Students will learn about the basic role and responsibilities of the art director/designer and how they influence and guide how products and services are brought to market.

Prerequisite: ART 115 and BUS 153

ART 280 WEB DESIGN WITH ADOBE DREAMWEAVER, 3 Credits, 3 Contacts

This course will give the students a solid understanding of web design principles using Adobe Dreamweaver. Students will learn and configure the Dreamweaver environment, and use Dreamweaver to plan, create, and maintain website projects. Students will also learn how to format text, manage images, and use CSS for positioning objectives and controlling layout. Students will learn more advanced topics like rich media, spray elements, and database functionality. Throughout the course, students will be exposed to web design concepts including: Web Typography, color and graphic usage, page layout, navigation, usability, and designing webpages for various display media.

Prerequisite: CIS 100 and CIS 101

ART 290 ART PORTFOLIO, 2 Credits, 2 Contacts

This is a capstone course for the Associate of Arts in Visual Art degree. In this course the student will create a portfolio of their work in preparation for submission to potential employers, galleries, or schools. The student will work individually with the instructor to select representative pieces of their work, design the presentation and produce the final portfolio in both digital and traditional media. The successful completion of this course is necessary to receive the Associate of Arts in Visual Arts degree.

Prerequisite: Completion of all but the last semester of the appropriate emphasis with the Associate of Arts in Visual Art degree program

AUTOMOTIVE (AUTO formerly VTA)

AUTO 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY, 3 Credits, 3 Contacts

This course provides knowledge about safety and an introduction to other areas of automotive repair. This course will focus primarily on safety issues in the auto shop and tool usage. Vehicle maintenance and inspection and minor repairs will be performed.

Prerequisite: None

AUTO 141 ENGINE DIAGNOSIS AND IGNITION SYSTEMS, 5 Credits, 6 Contacts

This course provides the skills to test engine condition and ignition systems. Students will use vacuum, compression, cylinder leakage, and electronic engine analyzers. Students will learn how to diagnose an on-board computer system and its components for proper operation. The operation, testing and repair of ignition system components will be practiced.

Prerequisite: AUTO 100 or with permission of instructor

AUTO 142 FUEL AND EXHAUST SYSTEMS, 5 Credits, 6 Contacts

This course provides the skills to test and repair fuel systems. Students will diagnose and service components used for fuel flow control, the fuel tank, fuel pumps, injectors, carburetors, throttle bodies and filters. Exhaust systems will be inspected, serviced and repaired by students.

Prerequisite: AUTO 100 and AUTO 141 or with permission of instructor

AUTO 146 AUTOMOTIVE BRAKING SYSTEMS, 4 Credits, 6 Contacts

This introductory course teaches theory, service and repair of automotive braking systems and their components. Emphasis is given to hydraulic theory, repair, and service of system components, including anti-lock and traction control systems.

Prerequisite: AUTO 100 or with permission of instructor

AUTO 221 AUTOMOTIVE STEERING AND SUSPENSION, 4 Credits, 6 Contacts

This course provides an in depth study of the various mechanical and electronic steering and suspension systems used on today's vehicles. Focus will be placed on the theory and operation as well as the diagnosis and repair of steering and suspension system components including wheel alignment. This course will also cover tire diagnosis and repair and includes dynamic wheel balancing. The course will emphasize professional methods of diagnosis and repair for related components.

Prerequisite: AUTO 100 or with permission of instructor

AUTO 225 AUTOMOTIVE ELECTRICAL SYSTEMS I, 4 Credits, 6 Contacts

The first of two electrical classes introduces the fundamentals of electricity and automotive electronics. Digital multi-meters and circuit troubleshooting is covered. Emphasis is placed on understanding and utilizing electrical diagrams. Batteries, starting and charging systems are covered.

Prerequisite: AUTO 100 or with permission of instructor

AUTO 226 AUTOMOTIVE HEATING AND AIR CONDITIONING, 4 Credits, 4 Contacts

This course is designed as an introduction to the basics of air conditioning. Description, theory, operation, servicing, repair and diagnosis are all covered. The design and operation of the cooling system and its repair and service will also be studied.

Prerequisite: None

AUTO 245 AUTOMOTIVE VALVE TRAIN AND HEAD REBUILDING, 4 Credits, 4 Contacts

This course examines the way the internal combustion works and how the parts interact. The testing of engine condition will be demonstrated. Engine removal installation proper disassembly, cleaning and inspection of parts will be emphasized. The machining of valves and seats will be demonstrated. This is the first of two classes intended to prepare a student for engine repair certification tests.

Prerequisite: AUTO 100

AUTO 246 AUTOMOTIVE CYLINDER BLOCK REBUILDING, 4 Credits, 4 Contacts

This course examines engine block diagnosis, repair and reassembly. The measurement and service of cylinders, crankshafts, piston and connecting rods will be demonstrated. Engine lubrication systems, cooling systems and proper installation of the completed engine assembly will be emphasized. This is the second of two classes intended to prepare a student for engine repair certification tests.

Prerequisite: AUTO 100

Recommended: AUTO 245

**AUTO 250 INTRODUCTION TO TRANSMISSIONS,
3 Credits, 3 Contacts**

A study of drivelines, manual and automatic transmission theory of operation, diagnosis, testing, and repair procedures. Theory and diagnosis of computer-controlled transmissions will also be covered.

Prerequisite: AUTO 100 or with permission of instructor

**AUTO 255 AUTOMOTIVE ELECTRICAL
SYSTEMS II, 4 Credits, 7 Contacts**

This course provides students the skills to diagnosis and repair electrical systems, circuits and components. The diagnosing and testing of automotive lighting systems will be covered. Students will learn to perform tests and repairs on gauges, warning devices, horns, wiper washer/washer systems and most other accessories. This is the second of two electrical classes intended to prepare a student for electronical/electronic systems certification tests.

Prerequisite: AUTO 100 and AUTO 225 or with permission of instructor

BIOLOGY

(BIO formerly NSA, NSB)

BIO 101 HUMAN BIOLOGY, 4 Credits, 6 Contacts

This course involves the study of the structure and function of the normal human body and the practices necessary to maintain normal health. Medical terminology, disease process, and treatments are studied.

Pre-requisites: Placement beyond or satisfactory completion of ENG 063 and ENG 073.

**BIO 110 BIOLOGICAL FORM AND FUNCTION,
3 Credits, 3 Contacts**

The course covers basic concepts of anatomy and physiology of plants and animals. By the end of this non lab course students will be able to understand the language of anatomy and physiology used to describe the functions of plants and animals. It also introduces students to the role of organ systems in maintaining homeostasis in plants and animals. By the end of this course the student will also understand the common set of functional features that all living systems contain.

Prerequisites: One year of high school biology or BIO 120

BIO 120 BIOLOGY, 4 Credits, 5 Contacts

An introductory survey course covering the major principles and unifying theories of biology. This course will provide the beginning student with a basic understanding of biological principles encompassing basic biochemistry, cell biology, cell division, genetics, diversity and evolution and ecology. This is a lecture/laboratory combination course and is designed to meet the needs of students with limited science background.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

**BIO 121 - CELLULAR BIOLOGY,
4 Credits, 5 Contacts**

A general study of principles and processes of biology and the nature of biological investigation. This course covers basic concepts of molecular and cellular biology by focusing on components of organisms from atoms to cells and the roles they play within the organism including respiration, photosynthesis, and genetics. This course, together with BIO 122 Ecology and Evolution provides a basic background for further work in the biological sciences.

Prerequisite: ENG 121, placement into Math 100 and one year of high school biology or BIO 120 recommended

**BIO 122 - ORGANISMAL BIOLOGY,
4 Credits, 5 Contacts**

A general study of the principles and processes of biology and the nature of biological investigation, with emphasis on evolution, speciation, ecology and the diversity of life (includes taxonomy and classifications of organisms). Laboratory investigations coordinated with lecture topics. It will also cover how different life forms interact with each other, their physical environment and the issues that threaten their future.

Prerequisite: Math 100 concurrently or placement into Math 104 and one year high school biology or BIO 120 recommended

**BIO 125 ENVIRONMENT AND SOCIETY,
3 Credits, 3 Contacts**

Designed for students who plan on pursuing a higher degree. This course is an introduction to environmental studies through a survey of environmental topics in which the students will explore human relationships with the environment and the resulting changes. Students will also examine the different approaches used to understand and solve environmental problems facing us today. The course is reading and writing intensive, requiring a written research paper using credible scientific journals as source information.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

BIO 201 ECOLOGY, 4 Credits, 5 Contacts

This course introduces the basic principles of ecology at the individual, population, and community levels emphasizing the characteristics ecosystems in southwest Michigan. Other topics will include the role of biotic and abiotic components and their influence on the distribution and abundance of organisms. It will also study the dynamics of population growth and species interactions (predation, competition, mutualism, etc.) at the community level. The course will also explore issues at the planetary level by studying the structure of ecological communities, ecological succession, and the applications of ecology to the problems of environment and resource management.

Prerequisite: BIO 121, BIO 122 or permission of the instructor/professor

BIO 210 HUMAN ANATOMY AND PHYSIOLOGY I, 4 Credits, 6 Contacts

This is the first in a sequence of two intensive anatomy and physiology courses intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems in order to maintain homeostasis. Laboratory activities will include dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes general chemistry principles, biochemistry, cells, tissues, and the following systems: integumentary, skeletal, muscular, nervous, special senses, and endocrine. It is recommended, but not required, that students take Medical Terminology before or along with this class as this can help students absorb the large amount of new terminology associated with Anatomy & Physiology.

Prerequisite:

1. Placement into ENG 121 - ENGLISH COMPOSITION I
2. Successful completion (grade of 2.0 or better) of BIO 121 - GENERAL BIOLOGY I - or concurrent/completion of BIO 101 (pre-nursing students should take BIO 101 rather than BIO 121).

BIO 211 HUMAN ANATOMY AND PHYSIOLOGY II, 4 Credits, 6 Contacts

This is the second in a sequence of two intensive anatomy and physiology courses intending to cover the human body as an integrated whole by examining the structures and functions of each body system as well as some of the common diseases associated with each system. Integration of the body's systems is emphasized by examining how each of these systems interacts with the body's other systems in order to maintain homeostasis. Laboratory activities will include dissections, computer labs, anatomical models, and brief scientific experimentation. Study within this course includes the following systems: cardiovascular (including blood), lymphatic and immune, respiratory, digestive, urinary, and reproductive.

Prerequisite: Successful completion (2.0 or better) in BIO 210

BIO 212 PATHOPHYSIOLOGY, 4 Credits, 4 Contacts

This is an intensive course geared toward present and future health care professionals intending to cover how human physiology is altered in various major disease states.

Prerequisite: BIO 205 or BIO 211

BIO 220 GENERAL GENETICS, 3 Credits, 3 Contacts

This course is designed to take the student in a "tour" through the basic concepts of Mendelian and molecular genetics. From the works of Gregor Mendel to the modern concepts that define the field of genetics, the student will learn how genes are transmitted (inheritance), expressed, and regulated at the cellular level, the organismal level and the population level. The emphasis of this course will be the integration of basic concepts and analytical thinking to ensure student understanding of the principles and mechanisms of genetics. The course will be delivered through a combination of interactive lectures and group discussions, along with problem solving exercises and online assignments designed to increase critical thinking.

Prerequisite: BIO 121, CHEM 133

BIO 230 MICROBIOLOGY, 4 Credits, 6 Contacts

This is an introduction to general microbiology. Topics include general properties of bacteria, viruses and eukaryotic parasites, disinfection, sterilization, sources and means of infection, infectious diseases and immunity. This is a lecture/laboratory combination course designed with a focus in nursing and health-related careers. In the laboratory, students will isolate, propagate and study morphological and physiological characteristics of both pathogenic and non-pathogenic microorganisms.

Pre-requisites: Successful completion of (minimum grade of 2.0) BIO 121 AND CHEM 130.

BIO 275 BIOLOGY RESEARCH PROJECT, 2 Credits, 2 Contacts

The Biology Research Project is a capstone experience in Biology for the student seeking an Associate of Science Degree. In this course the student will work with an instructor to design and conduct an experiment or investigation. The course will allow the student to bring together their college course experiences in science, mathematics, and communications while pursuing advanced work in an area of their own interest. The evaluation of the student will be determined by the instructor, the Science Department, and the Dean of the College.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073 and permission of the instructor/professor

BIO 990 BIOLOGICAL FIELD STUDIES, 2 Credits, 2 Contacts

The course will offer students the opportunity to research a question or problem in the field of biology. The student will propose research ideas, design experiments and conduct research, and report results in the same way as any scientist would. Scientific ethics and the related social issues of science will be considered prior to any experiments. Topics will vary and students may repeat this course for credit.

Prerequisite: Permission of the instructor/professor

BUSINESS

(BUS formerly BAC, BAD, BAM, BIP)

BUS 100 KEYBOARDING-INTRODUCTION, 2 Credits, 2 Contacts

This course is designed for students with few or no keyboarding skills. Areas of study include definition and use of all keys on a computer keyboard, building a typing speed of 20 Words Per Minute, entering data using the numeric keypad, and beginning document formatting. This course is also useful for those wishing to transition from typewriter to computer keyboard for word processing. (Students who have successfully completed a high school keyboarding class should take BUS 121 Intermediate Keyboarding)

Prerequisite: None

BUS 101 COLLEGE SKILLS AND PORTFOLIO WRITING, 3 Credits, 3 Contacts

This course is designed to give students the skills required to be successful in both academic and career endeavors. Areas of concentration are portfolio writing, self-assessment, skills in listening, note taking, improving test scores and time management, self-esteem, goal setting and educational development plans. The portfolio writing is especially useful for students intending to transfer to a university or preparing for employment interviews. This course is a required course for anyone wishing to earn either a certificate or degree in the business area.

Prerequisite: None

BUS 102 KEYBOARDING-REFRESHER, 2 Credits, 2 Contacts

This course is designed for students who know how to key but feel that their accuracy and speed skills need to be improved. Students will work on gaining accuracy and speed. Areas of study include: building a keying speed of 30 Words Per Minute for five minutes, entering data using the numeric keypad, and beginning document formatting. This course is also useful for those wishing to transition from typewriter to computer keyboard for word processing. (Students who have successfully completed a high school keyboarding class and have a keying speed in excess of 30 words per minute with minimal errors should take BIP 121 Intermediate Keyboarding)

Prerequisite: BUS 100 Keyboarding-Introduction or the ability to key 30 words per minute with 3 or fewer errors

BUS 104 INTRODUCTION TO BUSINESS, 3 Credits, 3 Contacts

This course is designed as a survey of American business and industry. Emphasis will be placed on the understanding of business terminology and internal/external structures and their relationship to individuals, business and society. Past, present and future business trends will be studied providing students the foundational knowledge required to progress to upper level business courses.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

BUS 105 BUSINESS MATHEMATICAL APPLICATIONS, 3 Credits, 4 Contacts

This course is designed to provide the student with a practical knowledge of typical mathematical concepts and calculations performed in the business environment. Emphasis is placed upon the introduction and understanding of mathematical concepts as applied in various business situations, formation and execution of applicable calculations, problem solving, and interpretation of results in reaching appropriate business decisions. This basic application of business concepts is extended to more complex decision-making with multiple variables and complex algebraic functions as they apply to business decisions. Utilization of graphing and modeling will help students improve their decision making ability in the ever-changing and complex business environment. Problem solving will involve the integration and the use of a calculator.

Prerequisite: Placement into ENG 063 and ENG 073 and MATH 100

BUS 110 FOUNDATIONS OF ENTREPRENEURSHIP, 2 Credits, 2 Contacts

This course is designed to provide an overview of small business and what is necessary to start a small business: Including small business in free enterprise, the entrepreneur, opportunities and trends, business plan, legal aspects, financing, organizational planning and marketing.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

BUS 111 CONTEMPORARY BUSINESS AND TECHNICAL COMMUNICATIONS, 4 Credits, 4 Contacts

This course is designed for business and technical students, and for people already in the work force who need a more practical, hands-on approach in business communications. It will connect topics, examples, and exercises of communication to the modern workplace. Students will develop their oral and written skills, and innovations in modern communication technologies.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

**BUS 121 INTERMEDIATE KEYBOARDING,
4 Credits, 4 Contacts**

An intermediate course in keyboarding for students who type 30 words a minute. The course concentrates on mailable production of common business forms and correspondence using current word software.

Prerequisite: BUS 100 or BUS 102 or successful completion of one year of high school keyboarding or CIS 101

**BUS 140 PERSONAL FINANCE,
3 Credits, 3 Contacts**

This course is designed to help individuals be successful at managing their money and assets during their adult life span. Financial planning, risk assessment, taxes, investments, credit usage, and major purchase decisions will be covered. This course will establish a firm foundation for building financial wealth in the future.

**BUS 151 FUNDAMENTALS OF SELLING,
3 Credits, 3 Contacts**

An introduction to the principles of selling. Includes study of selling in our present economy, analysis of the steps in a sales demonstration, and classroom sales presentations by students.

Prerequisite: BUS 104

**BUS 152 PRINCIPLES OF RETAILING,
3 Credits, 3 Contacts**

Designed to give the students an overall view of the field of retailing. History of retailing, types of retail institutions, store location, layout, fixtures and equipment, store record keeping, customer services and management will be covered in this course.

Prerequisite: BUS 104

BUS 153 ADVERTISING, 3 Credits, 3 Contacts

This course is intended to give the business major a comprehensive view of American advertising. A brief-study is made of advertising in the economy, in society and in business. An analysis is made of the principles and practices used in various types of advertising, such as newspapers, television, radio, direct mail and the Internet.

Prerequisite: BUS 104

**BUS 200 PRINCIPLES OF ENTREPRENEURSHIP,
3 Credits, 3 Contacts**

This course is designed to strengthen the entrepreneurial and management skills of those who are already in (or who may enter) business for themselves. This course uses small business case studies extensively.

Prerequisite: BUS 110

**BUS 205 BUSINESS STATISTICS,
3 Credits, 3 Contacts**

An introductory course emphasizing the statistical analysis of business and economic data and how this analysis aids in planning and controlling operations and in making sound business decisions.

Prerequisite: MATH 117 or MATH 151 and MATH 201

**BUS 221 ADVANCED KEYBOARDING-LEGAL,
3 Credits, 3 Contacts**

A production keyboarding course for students who have elected to specialize in the legal office. Emphasis is placed on acquiring an employable timed writing speed and developing production techniques using word processing software. The legal course includes practice using legal terms and forms used in a legal office. The student should be keying approximately 45 wpm when entering this course.

Prerequisite: BUS 121, CIS 101 or high school experience and CIS 233

**BUS 222 ADVANCED KEYBOARDING - MEDICAL,
3 Credits, 3 Contacts**

A production keyboarding course for students who have elected to specialize in the medical office. Emphasis is placed on acquiring an employable times writing speed and developing production techniques using word processing software. The medical course also includes using a medical software as found in medical facilities. The student should be keying approximately 45 wpm when entering this course.

Prerequisite: BUS 121 and CIS 233

**BUS 250 PRINCIPLES OF MARKETING,
3 Credits, 3 Contacts**

A study of the dynamic forces operating in the business activity known as marketing includes all business activities dealing with the distribution of goods from the time they leave the factory or field until they reach the consumer. Marketing presents the actual processes market in an analytical and descriptive style. Analyze the ramifications of economics, politics, society, competition and technology on both the consumer and the business.

Prerequisite: BUS 104

**BUS 251 ORGANIZATIONAL BEHAVIOR,
3 Credits, 3 Contacts**

This course examines individual, interpersonal, group and organizational processes. Students will discuss current theory, research and practice with regards to human behavior in the work place. Areas of concentration are goal setting, communication, team processes, motivational theory and techniques, culture, ethics, managing organizational change and conflict resolution.

Prerequisite: BUS 104

**BUS 252 INTRODUCTION TO MANAGEMENT,
3 Credits, 3 Contacts**

The course is intended to give the business major an understanding of management concepts and activities. A study will be made of the following basic fundamentals: planning, organizing, leading and controlling. Selected managerial areas, such as team work, ethics and decision making, will also be introduced. The course is designed to furnish a strong foundation in management for management trainees or business transfer students.

Prerequisite: BUS 104

BUS 253 SUPERVISION, 3 Credits, 3 Contacts

This course is an overview of basic leadership skills needed to effectively supervise people with emphasis on productive communications, human relations issues, and the supervisor's role in employee recruitment, selection, training, motivation, planning, and evaluations as well as contemporary concerns of the supervisor.

Prerequisite: BUS 104

BUS 255 BUSINESS LAW, 3 Credits, 3 Contacts

An introduction to the fundamental principles of law which the prospective businessperson will encounter in his/her business activities. A presentation of laws pertaining to contracts, agencies and effects of the uniform commercial code, as well as pre-code law. Basic principles applicable to business including legal rights and remedies, contracts and agency employer and employee relations is an intrinsic part of the course.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

BUS 260 SMALL BUSINESS MANAGEMENT, 3 Credits, 3 Contacts

Designed for small business managers, this course utilizes an analytical approach that embodies sound business principles. The course deals with sales, production, purchasing, personnel and finance. Also covered are the managerial functions of planning, organizing, leading and controlling. Case problems and business plan writing as related to small business will be discussed.

Prerequisite: BUS 105

BUS 282 MARKETING PRACTICUM 4 Credits, 4 Contacts

This class is a capstone class in Marketing. It will prepare students in several areas of Marketing to include the following: Marketing Research, Social Media, Networking, Sales, and Career Development. The practical application of this material in Marketing will allow students to go beyond this class to achieve American Marketing Association (AMA) Collegiate Certification Programs for students. This certification is not included in this class but will be available in conjunction with this class. These certifications must be completed beyond the class requirements, and will be issued from the AMA.

Prerequisite: ACCT 100, 111, BUS 153, BUS 250

BUS 283 MANAGEMENT PRACTICUM 4 Credits, 4 Contacts

This class will prepare students for the Foundations of Management (FoM) exam, which is a nationally recognized test designed for employees interested in transitioning to management or supervisory roles. This exam is administered through the Institute of Certified Professional Managers (ICPM). This class is a stand-alone course designed to help students integrate their understanding of the following components: Business Environment, Business Communications, Human Resources, Management, Supervision, and Accounting. This course is a capstone class for the Management/Supervision Certificate.

Prerequisite: ACCT 100, 111, BUS 252, BUS 253

CHEMISTRY

(CHEM formerly NSC)

CHEM 130 CHEMISTRY, 4 Credits, 5 Contacts

This is an introductory course for those students who have little or no background in chemistry as well as for those students whose program requires a minimum of hours in a laboratory science. This is a general survey course dealing primarily with fundamental principles of chemistry including measurements, atomic structure, nomenclature, balancing equations, stoichiometry, bonding, gases, thermodynamics, acids and bases.

Prerequisite: MATH 100 or placement into MATH 104 or higher

CHEM 133 GENERAL CHEMISTRY I, 4 Credits, 6 Contacts

This is an introductory laboratory college chemistry course emphasizing mathematical relationships in chemistry. Contents include chemical terminology, measurements, atomic theory, bonding, periodic table, nomenclature, stoichiometry, balancing equations, and thermochemistry.

Prerequisite: High school chemistry or CHEM 130 and either MATH 100 or placement into MATH 104 or equivalent college course

CHEM 134 GENERAL CHEMISTRY II, 4 Credits, 6 Contacts

A continuation of CHEM 133 General Chemistry I. Topics covered are bonding, states of matter, solution chemistry, gases, kinetics, equilibrium, acids/bases, precipitation reactions and nuclear chemistry. About one third of the laboratory deals with qualitative analysis.

Prerequisite: CHEM 133

CHEM 210 ORGANIC CHEMISTRY, 4 Credits, 6 Contacts

This is a general organic chemistry course covering nomenclature, physical properties, and reactions involving alkanes, alkenes, alkynes, cyclics, alkyl halides and dienes.

Prerequisite: CHEM 134 General Chemistry II

CHEM 211 - ORGANIC CHEMISTRY II 4 Credits, 6 Contacts

This is the second semester organic chemistry course covering organometallic reactions, radical reactions of alkanes, reactions of benzene and substituted benzenes, reactions involving carbonyls, oxidation-reduction reactions, and reactions of heterocyclic compounds.

Prerequisite: CHEM 210

COMMUNICATIONS

COM 110 INTERPERSONAL COMMUNICATIONS, 3 Credits, 3 Contacts

The course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing and other projects.

Prerequisite: None

COM 140 GENERAL COMMUNICATIONS: SPEECH, 3 Credits, 3 Contacts

This course provides a series of experiences that will aid in improving the ability to communicate orally in real-life situations. Emphasis will be on class discussions and various methods of presentations..

Prerequisite: None

COM 150 PUBLIC SPEAKING, 3 Credits, 3 Contacts

This course presents the traditional rhetorical concepts of material, organization, delivery, creativity and persuasion. The student is expected to put into practice each one of the concepts by giving a variety of speeches.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

COM 280 PSYCHOLOGY OF SOCIAL MEDIA COMMUNICATIONS, 3 Credits, 3 Contacts

This course will explore the history, growth and behavioral issues within social media. Through this class, students will learn the psychology behind social media communications, its application toward personal and professional development as well as how to create and maintain a social media presence. Social media venues such as Facebook, Google+, Snapchat, LinkedIn, YouTube, Pinterest, Instagram along with others will be integrated throughout this course.

Prerequisite: ENG 073 or equivalent placement score.

COMPUTER-AIDED DRAFTING AND DESIGN (CADD)

CADD 215 BASIC AUTOCAD, 3 Credits, 4 Contacts

This is an entry level course for students to learn basic drafting standards. AutoCAD software will be used throughout the course. Topics include; terminology, techniques, and applications of computer generated design as it relates to engineering, product design, and architecture.

Prerequisite: None

CADD 216 ADVANCED AUTOCAD, 3 Credits, 4 Contacts

This course is intended to introduce the aspects of Advanced Computer Aided Drafting Techniques using AutoCAD. AutoCAD software will be used throughout the course. Topics include; advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design.

Prerequisite: CADD 215

CADD 217 COMPUTER AIDED 3D MODELING - INVENTOR, 3 Credits, 4 Contacts

This course is intended to introduce the aspects of Advanced Computer Aided Drafting Techniques using Inventor and SolidWorks. Inventor and SolidWorks software will be used throughout the course. Topics include; advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design.

Prerequisite: CADD 215, CADD 216

CADD 218 COMPUTER AIDED 3D MODELING - SOLIDWORKS, 3 Credits, 4 Contacts

This course is intended to introduce the advanced aspects of 3D Modeling using SolidWorks. SolidWorks software will be used throughout the course. Topics include; advanced terminology, techniques, and applications of computer generated design as it relates to engineering and product design.

Prerequisite: CADD 217

CADD 219 ADVANCED COMPUTER AIDED DRAFTING 3D MODELING, 3 Credits, 4 Contacts

This is an advanced level course for students to learn 3D modeling using Inventor. Inventor software will be used throughout the course. Topics include; advanced terminology, techniques, and applications of computer generated design as it relates to engineering, and product design.

Prerequisite: CADD 217

CADD 220 ARCHITECTURAL DRAWING, 3 Credits, 4 Contacts

This is a beginning level course for students to learn AutoCAD software to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design.

Prerequisite: None

CADD 221 3D ARCHITECTURAL DRAWING, 3 Credits, 4 Contacts

This is a beginning level course for students to learn AutoCAD software to construct a set of architectural drawings used in construction. A full set of architectural construction documents will be completed. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to architectural design.

Prerequisite: CADD 215

**CADD 222 DESCRIPTIVE GEOMETRY,
3 Credits, 4 Contacts**

This is a beginning level course for students to learn descriptive geometry. AutoCAD software will be used to construct a list of required drawings. Students will learn basic terminology, techniques, and applications of computer generated design as it relates to descriptive geometry.

Prerequisite: CADD 215

**CADD 230 CADD CAPSTONE PROJECT
2 Credits, 2 Contacts**

This is an advanced level course for students to create a final CAD project that will exemplify their knowledge of CAD. Students will select Inventor, Solidworks, or an architectural project to construct a list of required drawings. Students will learn advanced CAD terminology, techniques, and applications of computer generated design as it relates to final CAD project.

Pre-requisite: CADD 215, 216, 217, 218 or 219, 220

COMPUTERS (CIS formerly EDP)

CIS 100 USING THE INTERNET, 1 Credits, 1 Contacts

This course will discuss topics giving students a general understanding of the Internet and its most used applications. The course will focus on the physical and logical makeup of the Internet and World Wide Web. In addition, e-mail management, browser usage, search engine strategies, and online security will be discussed.

Prerequisite: None

**CIS 101 INTRODUCTION TO COMPUTERS AND
SOFTWARE, 4 Credits, 4 Contacts**

A survey course on computer concepts and applications associated with the current generation of computer technology. Students will study terminology as it applies to computers, networks, operating systems, and internet usage. This course includes a hands-on component where students will work with current productivity software such as Microsoft's Word, Excel, and Access within the Windows operating system.

Prerequisite: None

CIS 102 CISCO I, 3 Credits, 3 Contacts

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes This is the first course in the a set of two to prepare students for the CCENT certification exam.

Prerequisite: CIS 101

CIS 103 CISCO II, 3 Credits, 3 Contacts

This course describes the architecture, components, and operations of routers and switches in a small network.

Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, singlearea and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Prerequisite: CIS 102

CIS 104 CISCO III, 3 Credits, 3 Contacts

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network.

Prerequisite: CIS 103

CIS 105 CISCO IV, 3 Credits, 3 Contacts

This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. *Prerequisite: CIS 104*

**CIS 117 VISUAL BASIC PROGRAMMING FOR
MICROCOMPUTERS, 3 Credits, 3 Contacts**

This course will introduce the student to the fundamental concepts and structures in event driven programming using Visual Basic. Topics such as algorithm writing, program logic, program development and program execution will be covered with emphasis on GUI design and object-oriented programming (OOP). This course will improve a student's critical thinking and logical sequencing skills.

Prerequisite: CIS 101

**CIS 171 WINDOWS OPERATING SYSTEMS UTILITIES,
2 Credits, 2 Contacts**

After a short review of the overall concepts of Windows, the course will concentrate on the built-in utility and diagnostic programs that enable the user to perform scheduled computer maintenance. Students will study techniques to diagnose, troubleshoot and maintain computers for optimal performance.

Prerequisite: CIS 101

**CIS 172 LINUX OPERATING SYSTEMS,
3 Credits, 3 Contacts**

This course provides the skills and knowledge necessary to install, configure, and administer Linux desktop operating systems. This course introduces students to the basic skills used by all Linux distributions. Specifically, the course covers the objectives outlined by CompTIA® for its Linux+ exam and certification.

Prerequisite: CIS 101 or permission from instructor

**CIS 200 CONFIGURING WINDOWS DESKTOPS,
3 Credits, 4 Contacts**

This course covers installing and upgrading to Windows 8, configuring hard-ware and applications, configuring network connectivity, configuring access to resources, configuring remote access, monitoring and maintaining windows clients, configuring backup and recovery options. This course covers the MCSA 70-687 exam objectives.

Prerequisite: CIS 243

**CIS 214 PRESENTATION GRAPHICS & PUBLISHING
(POWERPOINT/PUBLISHER),**

3 Credits, 3 Contacts

This course will introduce students to basic concepts of design as they apply to presentations and documents. Major areas of study include layout of text and graphics for various applications, color usage, and audience appropriateness of materials. During this course students will produce both presentations and document using MS PowerPoint/MS Publisher, and use computerized testing software to prepare to pass the nationally recognized Microsoft Office Specialist (PowerPoint) exam. The MOS is incorporated into the course.

Prerequisite: CIS 101

**CIS 219 ADVANCED BASIC PROGRAMMING,
3 Credits, 3 Contacts**

This course is a continuation of CIS 117 Visual BASIC and will concentrate on the following areas of programming: Sequential Access files, menus, Dialog boxes, error trapping, Random Access files, Variable arrays, Database Access, DDE and OLE.

Prerequisite: CIS 117

**CIS 220 COMPUTER TECHNICIAN ESSENTIALS,
3 Credits, 3 Contacts**

The course will give students foundational knowledge of PC hardware, its maintenance, and repair. Students will learn to use, install, and configure current PC Operating systems and learn the fundamental principles of computer networks. In addition, this course will assist the student in preparing for the A+ Certification tests.

*Prerequisite: CIS 101 or permission from the professor/
instructor*

**CIS 224 COMPUTER REPAIR ESSENTIALS,
3 Credits, 3 Contacts**

The course is a continuation of CIS 220 Computer Technician Essentials. Students will learn more advanced skills for installing, configuring, supporting and troubleshooting computer hardware and software. Computer networks and security will be discussed as well as customer service skill. In addition, this course will assist the student in preparing for the A+ Certification tests.

*Prerequisite: CIS 101 or permission from the professor/
instructor*

**CIS 227 CONCEPTS OF SPREADSHEETS LEVEL I, 2
Credits, 3 Contacts**

This course is designed to teach students the basic concepts of spreadsheets using MS EXCEL. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the Core level of a nationally recognized certification test in EXCEL. The certification test is incorporated into the course, so students passing the Core test will receive Core Certification in EXCEL.

Prerequisite: CIS 101

**CIS 230 CONCEPTS OF SPREADSHEETS LEVEL II, 2
Credits, 2 Contacts**

This course is a continuation of CIS 227 designed to teach students advanced concepts of spreadsheet usage. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the Expert Level of a nationally recognized certification test in EXCEL. The certification test is incorporated into the course, so students passing the Expert test will receive Expert Certification in EXCEL.

Prerequisite: CIS 227

**CIS 233 CONCEPTS OF WORD PROCESSING
LEVEL I, 3 Credits, 3 Contacts**

Teaches students to create, edit and print documents using WORD, a word-processing program. Learn formatting techniques, using tables, creating multi-column documents, using graphics and more. This course covers the techniques needed to take the MOS certification, Core Level.

Prerequisite: CIS 101

**CIS 234 DATABASE APPLICATIONS (ACCESS),
3 Credits, 3 Contacts**

This course will investigate concepts relating to the design and use of the relational window based software ACCESS. Students will study data structure, data editing, screen formatting, search queries, report writing and file linking.

Prerequisite: CIS 101

CIS 236 CONCEPTS OF WORD PROCESSING LEVEL II (WORD), 2 Credits, 2 Contacts

This course is a continuation of EDP 233 designed to teach students the advanced concepts of word processing using MS WORD software. Students will learn through demonstration, hands-on activities and computerized testing simulations, all the skills necessary to pass the expert level of a nationally recognized, certification test in WORD. The certification test is incorporated into the course, so students passing the Expert test will receive Expert Certification in WORD.

Prerequisite: CIS 233

CIS 240 INTRODUCTION TO NETWORKING, 3 Credits, 3 Contacts

This course introduces the student to Local Area Networks (LANs), Wide Area Networks (WANs) concepts and topologies, as well as networking hardware, software, and protocols along with the skills necessary to succeed in the dynamic field of networking. The emphasis in this course will be on the NET+ certification objectives.

Prerequisite: CIS 101

CIS 241 INSTALL AND CONFIGURE A WINDOWS NETWORK, 3 Credits, 4 Contacts

This course will provide students with the fundamental skills to install and configure a Windows based server. Students will learn (through hands-on instruction) the various ways to deploy a windows server and configure server components including: storage, server roles, hyper-v, core services, and group policies. The course will also help prepare the student for the latest Microsoft certification exam.

Prerequisite: CIS 101, Co-Requisite: CIS 240

CIS 242 MANAGING & MAINTAINING A NETWORK SERVER (WINDOWS 2003/X), 3 Credits, 3 Contacts

This course introduces student to graphical tools and command-line utilities for installing, managing and maintaining a Windows 2003/X server. Students will learn the procedures to license, install, and configure Windows Server 2003/X. Other topics covered in this course are managing disks and server hardware, configuring and controlling resource access, managing terminal services and web services, using server management tools, monitoring performance and security, and creating and implementing a plan for server disaster recovery.

Prerequisite: CIS 171 and CIS 240

CIS 243 ADMINISRATING A WINDOWS SERVER, 3 Credits, 4 Contacts

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

Prerequisite: CIS 241

CIS 244 ADVANCED MANAGEMENT OF A WINDOWS NETWORK, 3 Credits, 4 Contacts

This course will provide advanced instructions that will provide knowledge and ability to administer, support, and troubleshoot information systems that incorporate Microsoft Windows servers and clients. This course will also provide skills necessary to pass current Microsoft certification exam.

Prerequisite: CIS 243

CIS 245 NETWORK SECURITY, 3 Credits, 3 Contacts

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

Prerequisite: CIS 240

CIS 246 ADVANCED DATABASE APPLICATIONS (ACCESS), 3 Credits, 3 Contacts

This course is a continuation of CIS 234 Database Applications (Access). The advanced course will cover topics similar to those in EDP 234, but at a higher level and in more depth. The course will cover such advance topics as Action Queries, SQL, Complex Forms and Reports, Complex Queries, Customizing User Interfaces, VBA Programming, ADO, DAO, ActiveX Controls, Error Handling, and Security. The course will be presented using several methodologies. For example: lecture, discussion, demonstration, group activities, handouts and exercises.

Prerequisite: CIS 234

CIS 247 IMPLEMENTING AN ADVANCED SERVER INFRASTRUCTURE, 3 Credits, 4 Contacts

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

Prerequisite: CIS 244

CIS 248 COMPUTER NETWORKING CAPSTONE 3 Credits, 3 Contacts

This course serves as the capstone course for all computer networking students and will integrate all of the networking skills acquired throughout the computer networking degree program. In this course, students will design, develop and implement a network design in either server infrastructure or router and switch infrastructure. Students will also prepare for an industry certification exam.

Pre-requisite: CIS 104 and CIS 241

Co-requisite: CIS 105 and CIS 244

CIS 252 WEB PAGE DESIGN LEVEL I, 3 Credits, 3 Contacts

This course is designed to teach students the basic concepts of Web Page creation using HTML programming language. Areas of concentration will be formatting of text, hypertext links, graphic and e-mail links, tables, color usage and basic JavaScript programming. By the end of the course students will have completed a working web page.

Prerequisite: CIS 100 and CIS 101

CIS 253 WEB PAGE DESIGN LEVEL II, 3 Credits, 3 Contacts

This course is a continuation of CIS 252. Students will learn to create more advanced web pages utilizing DHTML and MS Frontpage 2000. Areas of concentration will be, dynamic layout content, special effects, controlling mouse and keyboard events and creating windows and frames.

Prerequisite: CIS 252 Web Page Design Level I

CIS 254 WEB DESIGN AND PROGRAMMING LEVEL III, 3 Credits, 3 Contacts

This course is a continuation of CIS 253. Students will use both Vbscript and JavaScript to create dynamic web applications using client side and server side pages. Areas of study will include script integration, object-oriented programming, data manipulation and storage, control structures, and various client/server applications.

Prerequisite: CIS 253

CIS 270 PC OPERATING SYSTEMS, 3 Credits, 3 Contacts

This course will survey the current operating systems (OS) being used. The course will cover topics such as operating system theory, OS interfaces, installation and configuration, file structures, troubleshooting, and networking. The A+ certification exam objectives will be emphasized in the course.

Prerequisite: CIS 101 or permission of the professor/instructor

CIS 280 WEB DESIGN WITH ADOBE DREAMWEAVER, 3 Credits, 3 Contacts

This course will give the students a solid understanding of web design principles using Adobe Dreamweaver. Students will learn and configure the Dreamweaver environment, and use Dreamweaver to plan, create, and maintain website projects. Students will also learn how to format text, manage images, and use CSS for positioning objectives and controlling layout. Students will learn more advanced topics like rich media, spray elements, and database functionality. Throughout the course, students will be exposed to web design concepts including: Web Typography, color and graphic usage, page layout, navigation, usability, and designing web pages for various display media.

Prerequisite: CIS 100 and CIS 101

CIS 290 COMPUTER SUPPORT TECHNICIAN CAPSTONE 2 Credits, 2 Contacts

This course serves as the capstone course for all computer support technician students and will integrate all of the support skills acquired throughout the computer support technician degree program. In this course, students will design, develop and implement a computer hardware and software support policy for a small business or organization. Students will also prepare of an industry certification exam.

Pre-requisites: CIS 224 and CIS 241

Co-Requisites: CIS 245 and CIS 243

CRIMINAL JUSTICE

(CRJU formerly VTL)

CRJU 110 INTRODUCTION TO LAW ENFORCEMENT, 3 Credits, 3 Contacts

The problems of law enforcement in a democratic society are studied. The agencies involved in the administration of law enforcement – the legislature, the police, the prosecutor, the courts, and the correctional institutions are also studied.

Prerequisite: None

CRJU 111 POLICE ADMINISTRATION, 3 Credits, 3 Contacts

The course covers the basic functions of a police organization; management, communications, recruiting, training, public relations, and coordination.

Prerequisite: CRJU 110 or BUS 111 or placement into ENG 121

CRJU 113 CRIMINAL INVESTIGATION, 3 CREDITS, 3 CONTACTS

Reconstruction of the sequences of a criminal act, including searching, preserving, and evaluating physical evidence including interviewing witnesses and interrogating suspects.

Prerequisite: None

CRJU 114 INTRODUCTION TO CORRECTIONS, 3 CREDITS, 3 CONTACTS

Overview of the criminal justice system's history, development, and evolution including subsystems of police, courts, and corrections.

Prerequisite: None

CRJU 120 CRIMINOLOGY, 3 Credits, 3 Contacts

The course is designed to study the nature and development of criminal behavior. Emphasis is placed on an examination of the leading theories concerning the causes of crime, nature of the criminal offender, and treatment of convicted offenders. A review of the public's reaction toward crime is included.

Prerequisite: CRJU 110

CRJU 145 PHYSICAL FITNESS FOR LAW ENFORCEMENT

2 Credits, 3 Contacts

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES)

Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester.

Pre-requisite: None

CRJU 211 PREVENTION OF CRIME & JUVENILE DELINQUENCY, 3 Credits, 3 Contacts

Analysis of cause and control of crime as well as the problems of juvenile delinquency are studied – causation, control, juvenile courts, institutions, community resources, and federal and state programs.

Prerequisite: CRJU 110

CRJU 212 COMMUNITY RELATIONS, 3 Credits, 3 Contacts

Principles of community policing including youth-focused activities, community-based crime prevention, reorientation of patrol, police/public accountability, and decentralizing police decision making.

Prerequisite: CRJU 110

CRJU 214 PUBLIC SERVICE ADMINISTRATION, 3 Credits, 3 Contacts

This course is designed to assist the learner in enhancing their perspective of the role, functions and purpose of the police organization and management structure. The intent of the course is to integrate the learners' experiences into the larger picture of the police organization and their role in that structure as a supervisor, manager or executive. The format for this class will include readings, online & library research, and other individualized learning experiences.

Prerequisite: CRJU 110

CRJU 216 PROBATION & PAROLE, 3 Credits, 3 Contacts

History and philosophy of probation, aftercare, and other community programs for juvenile and adult offenders; function and philosophy of parole, current laws, and case studies.

Prerequisite: CRJU 110

CRJU 218 SOCIAL JUSTICE, 3 Credits, 3 Contacts

Exploration of job stresses and the social value and ethics of the criminal justice process.

Prerequisite: CRJU 110

ECONOMICS (ECON formerly BAE)

ECON 203 PRINCIPLES OF ECONOMICS-MICRO, 4 Credits, 4 Contacts

Introductory course in economics. This course builds upon the qualitative aspects of terminology, formulas and models to the quantitative application of these concepts. The four types of competition: perfect competition, monopolistic competition, oligopoly, and monopoly, will be covered in depth. Influential components of the U.S. market, such as labor, unions, wages and income distribution, will give the student a sound foundation toward understanding our complex economy.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073 and test into MATH 117

ECON 204 PRINCIPLES OF ECONOMICS-MACRO, 4 Credits, 4 Contacts

This course is a continuation of Microeconomic. A shift from single businesses to the inter-relationship between businesses, consumers and investors will be covered. The aggregate economy will also see the effects of government spending, taxation, inflation, interest rates, fiscal and monetary policy. This inter-relationship will be expanded to the global economy and the United States' role in this economy through international trade and financing.

Prerequisite: ECON 203

EDUCATION (EDU formerly SSE)

EDU 101 EARLY CHILDHOOD DEVELOPMENT I: AGES 0-3, 3 Credits, 3 Contacts

This course will focus on typical and atypical developmental milestones of physical, cognitive, language, and social/emotional development of infants and toddlers (age 0 to 3) from diverse backgrounds and observation of children in early care environments. Theories of child development and contributions of theorists are reviewed in the context of application to developmental milestones. Emphasis is placed on caregiving skills, curriculum planning, appropriate environments, and strategies to enhance development.

Prerequisite: ENG 063 and ENG 073

EDU 102 EARLY CHILDHOOD DEVELOPMENT II: AGES 3 - 8, 3 Credits, 3 Contacts

This course will focus on typical and atypical developmental milestones of physical, cognitive, language, and social/emotional development of preschool and early elementary children (age 3 to 8) from diverse backgrounds and observation of children in early education settings. Theories of child development and contributions of theorists are reviewed in the context of application to developmental milestones. The effects that multiple interrelated environmental factors have on the growth and development of the child will be explored.

Prerequisite: ENG 063 and ENG 073

EDU 120 INTRODUCTION TO EARLY CHILDHOOD EDUCATION, 3 Credits, 3 Contacts

This survey course introduces students to various theories and philosophies of child care, developmentally appropriate practice, and critical periods of development for children ages newborn to age 8, and CDA functional areas. Students will apply knowledge based on either an infant-toddler or preschool emphasis.

Prerequisite: ENG 063 and ENG 073

EDU 121 COLLEGE TUTORING, 1 Credit, 1 Contact

This course trains students to become tutors. The role of the tutor is to help the tutee become an independent learner.

Prerequisite: None

EDU 122 TUTORING STUDENTS WITH LEARNING DISABILITIES, 1 Credit, 1 Contact

This course trains students to tutor students with learning disabilities. This course will emphasize study skills, test taking techniques, and other skills necessary to help the tutee to become an independent successful student.

Prerequisite: EDU 121 or approval of Director of Testing and Tutoring

ELECTRICAL TECHNOLOGY (ELEC formerly VTE)

ELEC 110 BASIC ELECTRICITY, 4 Credits, 6 Contacts

Students are enrolling in an open entry open exit program and have one calendar year to complete coursework from the date of registration. All modules must be completed with a 2.0 gpa minimum competency level. Students completing VTE 110 will study basic electrical circuits, applied electrical math, electrical safety and fundamentals of electricity necessary to be safe and competent when working with electricity.

Prerequisite: None

ELEC 111 INTRODUCTION TO AC/DC CIRCUITS, 4 Credits, 6 Contacts

This is an open entry open exit program students may register at anytime. Modules must be completed with a minimum of 2.0 gpa for credits to be awarded. Students have one calendar year from registration date to complete the module. This class will provide the student with an introduction to AC and DC circuitry. Students will design, draw, build, test and troubleshoot these circuits.

Prerequisite: ELEC 110

ELEC 116 RESIDENTIAL ELECTRICITY

4 Credits, 6 Contacts

Students are enrolling in an open entry open exit program and have two semesters to complete coursework from the date of registration. All modules must be completed with a 75% minimum competency level. Students completing ELEC 116 will study basic electrical residential circuits, installation procedures, and codes. The student will be safe and competent when working with electricity in a residential setting. Students will wire various switching circuits, GFCI's, AFCI's, panels, fuse boxes, luminaires, and low voltage wiring. Upon completion of this course, the student should have the knowledge and ability to wire a residence according to the National Electrical Code.

Pre-Requisite: None

ELEC 119 INTRODUCTION TO THE NATIONAL ELECTRICAL CODE, 4 Credits, 6 Contacts

This is an open entry open exit class students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 gpa unless otherwise stated for credit to be awarded. Students will work with the National Electrical Code a text that is updated every three years with several hundred changes. Student will learn to reference the NEC for answers to specific electrical questions and to back up why or how a special electrical job must be done using this information.

Prerequisite: ELEC 111

ELEC 120 ELECTRICAL MOTOR CONTROLS I, 4 Credits, 6 Contacts

This is an open entry open exit class students may enroll at any time. Students have one calendar year from enrollment to complete the class. All modules must be completed with a minimum of 2.0 gpa unless otherwise stated for credit to be awarded. Students will gain a basic understanding of motor controls. Students shall draw, design, build and troubleshoot motor control circuits.

Prerequisite: ELEC 119

EMERGENCY MEDICAL TECHNICIAN

EMT 101 MEDICAL FIRST RESPONDER/EMERGENCY MEDICAL RESPONDER

3.6 Credits, 4.5 Contacts

The MFR is the first level of responder to an emergency. The MFR course is a study of the topics and skills necessary to make life saving interventions and stabilize patients in a prehospital environment while awaiting the arrival of more advanced care. Students who are successful in this course are eligible for licensing as a Medical First Responder through the Michigan Department of Community Health via the National Registry of EMT's exam. Course also includes the opportunity to encounter the care of patients not only at the scene of an emergency, but during the transport and transfer of patients to higher levels of care. This clinical experience

requires that MFR's serve as an EMS team member during emergency care for 16 hours of patient care utilizing an Advanced Life Support agency.

EMT 103 EMERGENCY MEDICAL TECHNICIAN

7.4 Credits, 9.2 Contacts

Emergency Medical Technician is a fundamental course that is designed to provide you with the knowledge, skills and experience to function as a competent, entry-level practitioner. EMT's are the first level of care in the transport of patients from the prehospital setting. The EMT course is a study of the topics and skills necessary to make life saving interventions and stabilize patients during transport to a medical facility. Successful students are eligible for licensing as an EMT Basic through the Michigan Department of Community Health via the National Registry of EMT's certification exam.

ENGLISH

(ENG formerly COM & HUL)

ENG 063, 073 and 074 have the following characteristics:

1. Grades – The following grades will be used:
"CR" = Credit – Credit for course, does not affect grade point average.
"IP" = In Progress – No credit, student may continue progress with the instructor the next available semester.
"NC" = No Credit – Student will not receive credit because of non completion of the course requirements necessary for the "IP" grade.
2. Graduation – Course credit toward graduation will depend on the degree or certificate.
3. Transferability – These courses generally will not transfer to four-year colleges.

ENG 063 READING FOR COLLEGE, 4 Credits, 4 Contacts

This course presents techniques for improving reading analysis, comprehension and rate by means of reading exercises and essays. Emphasizes vocabulary development, understanding of main ideas and levels of meaning.

Prerequisite: Placement into ENG 063

ENG 073 ESSENTIAL COLLEGE WRITING I, 4 Credits, 4 Contacts

This course is designed to help the student achieve competency in standard writing skills through the study of grammar, sentence structure and paragraph development.

Prerequisite: Successful completion of ENG 071

Fundamentals of College Writing I/ ENG 072

Fundamentals of College Writing II, or placement test

**ENG 074 ESSENTIAL COLLEGE WRITING II,
4 Credits, 4 Contacts**

This course is designed to address student-specific problems with the writing process. The goal of the class is sufficient, consistent writing improvement to allow students to qualify for enrollment in ENG 121 or BUS 111.

Prerequisite: Enrollment is limited to students who have received an "IP" grade in ENG 073

**ENG 121 ENGLISH COMPOSITION I,
3 Credits, 3 Contacts**

A research based writing course in which students will work to develop their command of language as a means of shaping and ordering their experience and ideas, to develop their critical thinking skills, and to develop thought, organization, and clarity in their written work.

Prerequisite: Appropriate placement based on assessment (ACT, SAT or placement) or successful completion of ENG 073 or ENG 074. For special sections which include a lab requirement, a writing sample is required.

**ENG 122 ENGLISH COMPOSITION II,
3 Credits, 3 Contacts**

This course extends the ENG 121 English Composition I emphasis on expository writing and critical thinking to research writing. American Psychological Association (APA) format is introduced and applied to a primary research project.

Prerequisite: Successful completion of ENG 121 with a 2.0 or better

ENG 126 CREATIVE WRITING I, 3 Credits, 3 Contacts

This course will be devoted to writing both poetry and short stories. Class will include both workshops of student works and analysis of published authors.

Prerequisite: ENG 121

**ENG 201 WOMEN & LITERATURE,
4 Credits, 4 Contacts**

This course will study feminine sensibility as revealed in literary themes and characterizations through a study of works written by women.

Prerequisite: ENG 121

**ENG 226 CREATIVE WRITING II,
3 Credits, 3 Contacts**

A survey course in which students work to develop their command of language as a means of shaping and ordering their experience and ideas through creative writing focused on poetry and prose; to develop critical, yet creative, thinking skills, and to develop thought, organization, and clarity in written work.

Prerequisite: ENG 126 with a 2.0 or better

**ENG 233 CHILDREN'S LITERATURE,
4 Credits, 4 Contacts**

This course is an introduction to narrative, biographical, and nonfictional reading materials for children from pre-school

age to age twelve. The course is structured so that students will have an adequate bibliography of materials for nursery school teaching, the elementary school classroom, or for lay introduction of reading to children. Guest speakers and useful projects focus on understanding the needed ingredients for stimulating a reading interest in children. In addition to an exploration of current reading materials, the course presents a brief, historical survey of children's literature and discussion of possible adaptation to present classroom use.

Prerequisite: ENG 121

**ENG/HUM 234 WORLD MYTHOLOGIES,
4 Credits, 4 Contacts**

This course is intended to acquaint students with the myths, legends and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course is designed to increase students' critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.

Prerequisite: ENG 121.

GENERAL EDUCATION

**GEN 102 COLLEGE AND LIFE STRATEGIES
1 Credit, 1 Contact**

This course is designed for general education students at the college readiness level to explore the strategies and skills needed to make a successful transition into and through college, the workplace, and life. These strategies include identifying learning styles, self-awareness, managing motivation, setting goals, managing time, and applying study skills. Additional strategies include reading and studying textbooks, using critical thinking skills, taking notes, and preparing for and taking tests.

Pre-requisite: None

GEOGRAPHY (GEOG formerly NSG)

**GEOG 142 PHYSICAL GEOGRAPHY,
4 Credits, 5 Contacts**

An integrated study of the nature of man's physical environment with emphasis on understanding the forces that create and shape our landforms. Lectures and laboratory experiences also include the study of earth materials, analysis of characteristic landforms, and interpretation of maps.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

GEOLOGY (GEOL formerly NSG)

GEOL 145 PHYSICAL GEOLOGY, 4 Credits, 5 Contacts

This course is a study of the rocks and minerals that make up the Earth along with the processes that form the Earth's features and structure. Additionally, it will cover the glacial processes that have shaped much of Michigan. The course will include two field trips to sites of geologic interest in southern Michigan.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

GOVERNMENT (PSI formerly SSG)

PSI 110 AMERICAN GOVERNMENT & POLITICAL SCIENCE, 4 Credits, 4 Contacts

This course familiarizes students with various important aspects of American Government and the general study of political science. The prominent topics covered include identifying the ideological origins and functional components of the U.S. Constitution; investigating first amendment and civil rights and their extension to historically "non-mainstream" groups; reviewing significant political ideologies; analyzing public opinion polling, voting behavior and special interest group activities; defining public and foreign policy formation, and the role of political leadership. Critical thinking skills will be developed through applying course material to consideration of practical political situations.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

PSI 111 STATE & LOCAL GOVERNMENT, 3 Credits, 3 Contacts

A study of structure and functions of states, municipalities, and other units of local government.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HISTORY (HIST formerly SSH)

HIST 101 WESTERN CIVILIZATION I: ANCIENT WORLD-1715, 4 Credits, 4 Contacts

Defines the basic political, economic and social trends influencing western cultural development including Mesopotamia, Egypt, Greece, Roman Republic and Empire, the Christian Era (c. 1000 - 1500), the Reformation, and the Wars of Religion. Instruction employs critical analysis of significant historical eras and societies effecting western civilization.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HIST 102 WESTERN CIVILIZATION II, 4 Credits, 4 Contacts

The course continues the development of Western Civilization from c. 1700 to the 20th Century. Major political, economic, and social developments reviewed include the Scientific, French, and American revolutions, the Industrial Revolution, the European Balance of Power (c. 1815-1870), the origins of World War I and II, and the Cold War era (c. 1945-1990). Instruction develops critical thinking skills relevant to understanding complex historical trends of the era.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HIST 201 U.S. HISTORY I: EUROPEAN COLONIZATION TO 1877, 4 Credits, 4 Contacts

Instructional focus involves identifying significant political, economic and social trends in American development c. 1490's through U.S. Reconstruction, 1877. Primary concentrations include review of European colonization, the British colonial rebellion, U.S. nation building, 1780's - 1830's and delineating the course of prominent events leading to the American Civil War and Reconstruction, 1865-1877. The course develops critical thinking skills through inquiry into broad overarching themes of historical activity.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HIST 202 U.S. HISTORY II: RECONSTRUCTION TO THE PRESENT, 4 Credits, 4 Contacts

Course instruction investigates dominant political, economic, foreign policy, and social trends in U.S. development from Reconstruction through the 20th century. The main focus identifies the movement of America from rapid, post-Civil War industrialization, to emergence as a competitive world power; culminating in its becoming a preeminent global force after 1945. This inquiry involves refining critical thinking skills through analyzing overlapping and interconnected themes or modern U.S. development.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

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HIST 204 HISTORY OF MICHIGAN, 4 Credits, 4 Contacts

This course presents significant phases of the history of Michigan from a primitive wilderness to a complex, industrialized society. Political, economic, social and cultural aspects are discussed with emphasis on the relation to the history of the state to that of the nation. Special emphasis is given to the modern period.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HIST 230 WOMEN IN THE WESTERN PAST, 3 Credits, 3 Contacts

This course examines the condition of women in western civilization from Pre-history to 1815 with particular attention to woman's changing status and experiences in the family and work. Study of various institutions, associations, and activities in which women expressed themselves becomes the basis for conclusions about women's contributions to history and culture. Special attention is given to the influence of women in society: their arts, sciences, and literature; and their political activities. This course allows students an opportunity to broaden their knowledge of the geography and culture of different countries while fulfilling the basic course learning objectives. This course is intended for students of all majors. 3 credit hours.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HUMANITIES (HUM formerly HUH)

HUM 101 MODERN CULTURE & THE ARTS, 4 Credits, 4 Contacts

An introduction to art, music, photography, film, dance and architecture. Major emphasis is on the inter-relationship between art and culture. Designed to help students describe and analyze works of art and to understand that art does not "just happen," but evolves in a cultural-historical context.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

HUM/ENG 234 WORLD MYTHOLOGIES, 4 Credits, 4 Contacts

This course is intended to acquaint students with the myths, legends and folklore of a variety of world cultures, both ancient and modern. Special attention will be focused on the historical and cultural context in which specific myths have developed. The course is designed to increase students' critical thinking through the analysis of myths leading to a better understanding of some of the universal concerns of humankind that have been creatively expressed in myth throughout the world.

Prerequisite: ENG 121.

INDUSTRIAL STUDIES (INDS formerly VTI)

INDS 151 MANUFACTURING PROCESSES, 3 Credits, 3 Contacts

This course focuses on the processes that occur in a manufacturing system to change resources into products. These processes include the appropriate use of tools and machines, as well as human-made systems for planning, organizing, directing and controlling activities. Special emphasis will be placed on automation and its impact on a manufacturing system.

Prerequisite: None

INTERNSHIP

A course designed to give on-the-job experience that is commensurate with the student's career objectives. It is intended to provide the student with a practical, experiential learning situation in a supervised professional work environment. Internships vary in length but are normally for one semester after 75% of coursework is completed. Required are 135 to 240 hours of on-the-job experience plus attendance in a scheduled seminar. Some programs of study require an internship placement and others recommend it as an elective. Students usually arrange for their own internships. Contact the Executive Assistant to the Dean of Academics and Extended Learning/Faculty for more information.

Prerequisite: 75% of coursework completed in the students major and a GPA of 2.5 or better. Students wishing to start an internship need to apply.

*This course does not typically transfer to 4-year institutions.
**Internships are normally taken near the end of your degree/certificate program.

General Requirements:

1. A minimum of 45 hours for every credit, or no less than 9 hours a week to obtain a total of 135 hours. The internship is to extend over a 15 week period.
2. It is the student's responsibility to negotiate a mutually acceptable work schedule with the agency.
3. A student will also determine, with the supervisor at the work station, the duties and requirements of the Internship experience.
4. The student may receive financial remuneration for services rendered.
5. At least 75% of your major coursework is completed, as determined by the Executive Assistant to the Dean of Academics and Extended Learning/Faculty, with an overall 2.5 grade point average or above.

Procedure for Enrollment:

1. An internship must be planned in advance of registration and has the same drop/add deadline dates as any other course beginning on the first day of the semester. Internship credit may not be granted on a retroactive basis.

2. A student will need to meet with the Executive Assistant to the Dean of Academics and Extended Learning/Faculty to obtain approval and necessary forms.
3. The student must complete an internship application, submit a resume and obtain one (1) faculty recommendation from a current or previous instructor in the student's major area.
4. Determine with the employer/supervisor a mutually acceptable work schedule, written objectives/duties of the job (signed by both student and employer/supervisor) and a start and finish date (some employers may require a student to commit to more than 135 hours). You must turn in verification of hours worked and a completed student evaluation of the internship experience.
5. After acceptance by the Executive Assistant to the Dean of Academics and Extended Learning/Faculty and the agency involved and after returning to the Dean of Academics and Extended Learning/Faculty the completed Internship Learning Contract, a student may then officially register and begin the course.

**There may be additional requirements mandated by the department.

Possible Courses:

Following is a list (not intended to be all-inclusive) of possible internship courses. Each is 3 credit hours and 3 contact hours.
 BUS 271 Internship I Business
 BUS 272 Internship II Business
 TECH 271 Internship I Tech
 TECH 272 Internship II Tech

INTERNATIONAL STUDIES (TRAV formerly SSF)

TRAV 200 TRAVEL AND STUDY ABROAD, 2 Credits, 2 contacts

This class provides students with an opportunity for hands-on participation in cultural studies through national and international travel. In order to receive credit, students must take part in a tour led by full-time Glen Oaks faculty member(s). The course will include a three-hour orientation on the GOCC campus with additional meetings and group discussion at designated tour sites. Follow-up session will take place upon returning to the Glen Oaks campus.

Prerequisite: None

LANGUAGES (LNG formerly HUF)

LNG 110 CONVERSATIONAL SPANISH FOR BUSINESS I, 3 Credits, 3 Contacts

This course is designed for business professionals who seek to develop basic conversational skills but are not interested in majoring in Spanish. Lessons include greetings and farewells, introductions, travel-related expressions, making long-

distance phone calls, tips on food and eating out, making wholesale and retail purchases, making hotel reservations, cross-cultural communication, and general business terms. Not intended for major/minor; may not transfer as Spanish credit.

Prerequisite: None

LNG 111 CONVERSATIONAL SPANISH FOR BUSINESS II, 3 Credits, 3 Contacts

This course is a continuation of Spanish for Business I. Topics explored include interviewing Spanish-speaking personnel, business correspondence in Spanish, accounting terms, tax terms, banking terms, and insurance terms. Cross-cultural communication is also examined.

Prerequisite: LNG 110

LNG 112 SPANISH FOR TEACHERS, 3 Credits, 3 Contacts

This course is an elementary introduction to the Spanish language and Hispanic culture with an emphasis on the particular needs of the classroom teacher and educational personnel. It seeks to provide students with basic communicative competence through an approach that focuses on the four essential skills of reading, writing, speaking, and listening. Educational topics presented include: greeting children, giving classroom directions, correcting behavior, encouraging and praising children, communicating in parent-teacher conferences, filling out registration information, explaining educational programs and talking on the phone.

Prerequisite: None

LNG 125 SPANISH FOR HEALTH CARE WORKERS, 2 Credits, 2 Contacts

This is a Spanish course for the healthcare workers. LNG 125 is a course with a lot of memorization of words and learning basic expressions that are used in the medical field. The course will make less emphasis on Spanish grammar and verb conjugations and more emphasis on medical terms such as triage, lab work, daily care of patient, maternity and body parts etc... as well as medical expressions and cultural information.

Prerequisite: None

LNG 161 SPANISH I, 4 Credits, 4 Contacts

This class offers an introduction to the Spanish language and culture. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will be introduced to some cultural and historical information about the Hispanic World. LNG 161 is equivalent to two years of high school Spanish or the first semester of 100-level Spanish at a four-year institution. Students with more than two years of Spanish must take LNG 162.

Prerequisite: None

LNG 162 SPANISH II, 4 Credits, 4 Contacts

This class is a continuation of LNG 161 Spanish I. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will continue to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third and fourth year of high school or the second semester of 100-level Spanish at a four-year university.

Prerequisite: That you have completed LNG 161 and passed the course and/or instructor approval.

LNG 163 SPANISH III, 4 Credits, 4 Contacts

This class is a continuation of LNG 162 Spanish 2. It is a course with an emphasis on reading, writing, speaking and listening in the target language. The student will memorize many phrases, verbs and vocabulary words. In addition the student will develop conversation skills while continuing to learn cultural and historical information about the Hispanic World. This course is the equivalent to the third semester of 100-200 level Spanish at a four-year university and/or you must have completed 4 years of high school Spanish.

Prerequisite: That you have completed LNG 161 and LNG 162 and you have passed the courses and/or instructor approval.

LNG 261 SPANISH IV, 4 Credits, 4 Contacts

This course is a continuation of the grammar review and cultural study offered in HUF 163 Spanish III and provides additional refinement of a student's speaking, listening, reading and writing skills. HUF 261 Spanish IV is equivalent to a second semester 200-level Spanish course at a four-year institution.

Prerequisite: LNG 163 or permission of the instructor/professor

MACHINE TOOL

**MACH 105 MACHINE TOOL BASICS,
.17 Credits, 4 Contacts**

The manufacturing worker must effectively and efficiently use the Machinery's Handbook to reference technical information. This module will provide the student information necessary for the development of these skills and abilities as they apply to using the Machinery's Handbook.

Prerequisite: None

**MACH 110 MACHINE TOOL SAFETY
.17 Credits, 4 Contacts**

The manufacturing worker understands that safety is the most important concern, primarily in regards to proper dress, housekeeping, safe machine operation, managing chips, and making machine adjustments. This module will provide the student with information necessary for the development of this knowledge as it applies to the machining industry.

Prerequisite: None

**MACH 115 BLUEPRINT READING,
1.16 Credits, 28 Contacts**

The manufacturing worker must effectively and efficiently interpret engineering drawings. This module will provide the student with information necessary to develop these skills and abilities as they apply to reading blueprints and understanding GD&T symbols and feature control frames on blueprints.

Prerequisite: None

**MACH 120 FUNDAMENTAL SKILLS,
1.98 Credits, 48 Contacts**

The manufacturing worker must effectively and efficiently perform fundamental machining technology skill operations. These modules will provide the student with information necessary for the development of these skills and abilities.

Prerequisite: None

**MACH 125 PRECISION MEASUREMENT,
2.75 Credits, 65 Contacts**

The manufacturing worker must effectively and efficiently use measurement devices and apply precision measurement processes and practices. These modules will provide the student with information necessary for the development of these skills and abilities as they apply to using the various measurement devices.

Prerequisite: None

**MACH 130 DRILL PRESS AND BAND SAW,
2.51 Credits, 60 Contacts**

Modules will provide the student with the information necessary for the development of these skills and abilities as they apply to determining proper speeds and feeds in operating the drill press and band saw.

Prerequisite: None

**MACH 135 TURNING ON THE LATHE
4.61 Credits, 110 Contacts**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the set-up, operation and maintenance of manual lathes to manufacture parts that meet specifications.

Prerequisite: None

**MACH 140 ELECTRONIC DISCHARGE MACHINING,
.79 Credits, 19 Contacts**

Modules will provide the student with information necessary for the development of skills and abilities as they apply to the principles of electronic discharge machining.

Prerequisite: None

**MACH 145 VERTICAL/HORIZONTAL MILLING,
5.84 Credits, 140 Contacts**

Modules will provide the student with information necessary for the development of these skills and abilities as they apply to the set-up and operation of manual milling machines to manufacture parts that meet specifications.

Prerequisite: None

**MACH 150 SURFACE GRINDING,
2.75 Credits, 66 Contacts**

Modules will provide the student with information necessary for the development of the skills and abilities necessary when using a surface grinder and associated fixtures to manufacture parts that meet specifications.

Prerequisite: None

**MACH 155 CYLINDRICAL GRINDING,
1.50 Credits, 36 Contacts**

Modules will provide the student with information necessary for the development of the skills and abilities to effectively and efficiently set-up and operate cylindrical grinding machines to manufacture parts that meet specifications.

Prerequisite: None

**MACH 160 TOOL AND CUTTER GRINDER,
3 Credits, 72 Contacts**

Modules will provide the student with information necessary for the development of skills and abilities to effectively and efficiently set-up and operate cutter grinding machines to sharpen and/or manufacture cutting tools that meet specifications.

Prerequisite: None

**MACH 165 CNC PROGRAMMING AND MACHINING,
6.25 Credits, 150 Contacts**

Modules will provide the student with information necessary for the development of skills and abilities necessary to effectively and efficiently program, set-up and operate computer numerically controlled (CNC) machine tools to manufacture components that meet customer and print specifications.

Prerequisite: None

**MACH 170 MACHINE TOOL PROJECTS,
5.58 Credits, 134 Contacts**

Modules will provide the student with information and hands-on training necessary to effectively and efficiently set-up and operate machines to produce precision gages, fixtures, tooling and other associated devices.

Prerequisite: None

MACH 175 MASTERCAM 4.5 Credits, 108 Contacts

Modules will provide information necessary to effectively and efficiently work with CAD/CAM software.

Prerequisite: None

**MACH 180 PLASMA CUTTER,
1.84 Credits, 44 Contacts**

Modules will provide students with the understanding and skills necessary as they relate to plasma and oxy-fuel metal cutting processes including CNC plasma oxy fuel cutting, CNC plasma machine components, CNC plasma controls and advanced CNC plasma.

Prerequisite: None

MATHEMATICS (MATH formerly NSM)

**MATH 060 BASIC MATHEMATICAL SKILLS
1 Credit, 1 Contact**

This course is designed to provide students with the skills necessary to be successful in Algebra. The self-paced course will lead students through three areas as needed; fractions, decimals and percentages.

Pre-requisite: None

**MATH 100 INTRODUCTORY ALGEBRA,
4 Credits, 4 Contacts**

This course is designed to provide students with a strong foundation in basic algebra skills. Topics include operating with rational numbers, solving first degree equations and inequalities, graphing linear equations, write linear equations, operating with polynomials, solving quadratic equations by factoring, solving systems of linear equations, multiplying, dividing and simplifying rational algebraic expressions.

Prerequisite: MATH 060 previously or concurrently

**MATH 104 INTERMEDIATE ALGEBRA,
4 Credits, 4 Contacts**

This course is an extension of Introductory Algebra and prepares students for College Algebra or Calculus. Topics include operations with polynomials and rational algebraic expressions, graphs, rational exponents and radicals, complex numbers, equations and inequalities of the first and second degree, exponential and logarithmic functions, systems of linear and second-degree equations and inequalities, and conic sections. This class may be taught in an open lab or traditional classroom environment.

Prerequisite: MATH 100 or placement test

**MATH 105 MATHEMATICAL CONCEPTS FOR
ELEMENTARY TEACHERS, 4 Credits, 4 Contacts**

This course is designed primarily for elementary teaching majors. The topics include fundamentals of problem solving, elementary concepts of sets, mathematical and numeration systems, elementary number theory, operations, properties and computation of real numbers, proportions, percent and measurement. Development of topics will focus on conceptual understanding.

Prerequisite: MATH 100 or placement test

**MATH 109 MATH FOR TECHNICIANS I,
3 Credits, 3 Contacts**

This course is designed to give students a review of basic mathematics: whole numbers, fractions, decimal numbers, percentages, measurement and pre-algebra. Practical problem-solving experiences covering a variety of topics in industrial technology will be used.

Prerequisite: None

MATH 117 FINITE MATHEMATICS,**4 Credits, 4 Contacts**

Provides the non-calculus mathematics background necessary for students in business, management and the life and social sciences. Emphasis throughout is to enhance student understanding of the modeling process and how mathematics is used in real world applications. A TI-83 graphing calculator is highly recommended for this course.

Prerequisite: MATH 104 Intermediate Algebra or placement test

MATH 119 MATH FOR TECHNICIANS II,**3 Credits, 3 Contacts**

This course is a continuation of NSM 109 Math for Technicians I. Students will continue to complete problem-solving exercises related to a variety of industrial careers. Topics covered will include algebra, geometry and trigonometry.

Prerequisite: MATH 109

MATH 151 COLLEGE ALGEBRA, 4 Credits, 4 Contacts

Intended to prepare students for further science and business courses. A study of functions and their graphs, including linear, exponential, logarithmic, periodic, and power functions. Emphasis on applications, problem solving and using graphic, numeric and symbolic methods to solve equations. Regression is used to construct linear, exponential, power, and quadratic functions from data. Additional topics include exponents, radicals, complex numbers, conic sections, and systems of equations.

Prerequisite: MATH 104 or placement test

MATH 161 CALCULUS I & ANALYTIC GEOMETRY,**4 Credits, 4 Contacts**

This course is designed to provide an introduction to calculus for students majoring in mathematics, engineering, and physical sciences, or the social sciences. Topics include analytic geometry and differential and integral calculus.

Prerequisite: MATH 151 or placement test

MATH 162 CALCULUS II & ANALYTIC GEOM,**4 Credits, 4 Contacts**

This course is designed to follow MATH 161 Calculus I and Analytic Geometry, providing mathematics and science majors with further background in analytic geometry and in differential and integral calculus.

Prerequisite: MATH 161 or its equivalent

MATH 201 STATISTICS,**4 Credits, 4 Contacts**

An introductory course in statistics to include: sampling, probability, descriptive statistics, probability distributions, regression, correlation, confidence intervals and hypothesis testing. This course is for any student who will need a course in basic statistics. In this course students will be expected to use current technology to complete much of the course work. Instructors will also use these technologies in

present lesson material. This might include graphing calculators, statistics software and/or MS Excel. Students who are not familiar with any of these technologies should be prepared to spend additional time both in and out of class on learning the technology.

Prerequisite: MATH 100 Introductory Algebra or placement score

MATH 990 INDEPENDENT STUDY IN MATH,**2 Credits, 2 Contacts**

This course will cover selected topics from a wide range of mathematical areas. The emphasis will be on exploring new mathematics and developing mathematical research ideas and methods. Topics will vary and students may repeat this course for credit.

Prerequisite: Permission of the instructor/professor

MUSIC

(MUS formerly HUM)

MUS 150 MUSIC APPRECIATION,**4 Credits, 4 Contacts**

A survey course to give the student a broad interpretation of our music heritage. Content will include Western Art Music, Jazz, Non-Western Music and the American Musical Theatre. The elements of music will be utilized to analyze each of these musical styles.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

MUS 154 WIND/PERCUSSION ENSEMBLE I,**1 Credit, 1 Contact**

This course is designed to provide exemplary musical experiences that enable wind/percussion ensemble players and audience members to be engaged, actively and reflectively, with the finest examples of wind/percussion ensemble performances.

Prerequisite: Successful audition with the Sturgis Wind Symphony.

MUS 156 WIND/PERCUSSION ENSEMBLE II,**1.5 Credits, 1.5 Contacts**

This course is designed to provide exemplary musical experiences that enable wind/percussion ensemble players and audience members to be engaged, actively and reflectively, with the finest examples of wind/percussion ensemble performances.

Prerequisite: Successful completion of Wind/Percussion Ensemble I with the Sturgis Wind Symphony.

NURSING

NUR 104 FUNDAMENTALS OF NURSING, 5 Credits, 8 Contacts

This course is designed to develop beginning knowledge of skills related to the holistic health needs of the client. It provides beginning nursing students with the foundation upon which other courses build and expand. Assessment via the nursing process, problem identification and communication skills necessary for therapeutic client care are emphasized. Caring and sensitivity to the client's unique cultural, ethnic, and age-related needs are incorporated throughout. A short period of directed learning activities in the College laboratory takes place before students care for selected clients in long-term health care facilities. Clients are assigned and their care supervised by professors/instructors from the College. Provision is made for post-conferences during which selected topics/procedures are presented and students share their learning experiences.

Prerequisite: Acceptance into Level I of the Nursing Program

NUR 109 PHARMACOLOGY I, 2 Credits, 2 Contacts

This course is designed to provide a systematic method for calculations of medications, and to provide practice in solving drug, solution and dosage problems. A beginning survey of the sources of drugs, legal aspects regarding drug prescriptions, the effects of drug therapy, modes of administration and the use of references in the acquisition of information about drugs.

Prerequisite: Acceptance into Level I of the Nursing Program

NUR 111 MEDICAL-SURGICAL NURSING, 6 Credits, 15 Contacts

This course is an introduction to the theory and practice of providing nursing care for adult clients having common health care needs. Objectives are met through classroom theory and activities, a short period of directed learning activities in the Nursing Skills laboratory, and assignments in clinical agencies. The nursing process is emphasized in classroom theory and in the practical application of client care. A caring attitude and sensitivity to the client's unique cultural, ethnic, and age-related needs are considered.

Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by instructors from the College. Provision is made for post-conferences which reinforce the learning process.

Prerequisite: Completion of first semester Level I courses: NUR 104, NUR 109, BIO 212

NUR 112 MEDICAL-SURGICAL NURSING II, 7 Credits, 14 Contacts

This course is a continuation of Medical/Surgical Nursing, building upon previous knowledge, principles, and skills. Disease processes and their effects on the body are discussed as they relate to nursing care. There will be a special focus

on transcultural nursing both in the classroom and clinical setting. Clinical experience in health care agencies is provided. Clients are assigned and their care supervised by instructors from the college.

Prerequisite: Completion of second semester Level I courses: NUR 111, NUR 119, NUR 131, ALH 103

NUR 119 PHARMACOLOGY II, 2 Credits, 2 Contacts

This is a structured systemic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing of Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Prerequisite: Completion of NUR 104 and NUR 109

NUR 129 PHARMACOLOGY III, 2 Credits, 2 Contacts

This is a structured systemic approach to the study of drug therapy as it relates to the management of disorders included in NUR 111 Medical-Surgical Nursing of Adults I which is taught concurrently. Elements of the nursing process are included as they apply to drug administration.

Prerequisite: Completion of NUR 119

NUR 130 MATERNITY NURSING, 3 Credits, 6 Contacts

Obstetrics NUR 130 is an introductory course that focuses on a holistic approach to the study of basic maternity and newborn care. The nursing process is used as the foundation for following a family along a continuum beginning with pregnancy and progressing through childbirth, postpartum care and care of the newborn. The student is introduced to the complications of childbearing and other reproductive issues. Clinical experience under the supervision of a professor/instructor is provided.

Prerequisite: Completion of second semester Level I courses

NUR 131 PEDIATRIC NURSING, 3 Credits, 6 Contacts

Pediatric NUR 131 is an introductory course that focuses on Holistic health needs from infancy through adolescence. The focus is on common conditions and illnesses of children. The clinical focuses on the nursing care of the ill child. Developmental concepts, health promotion and prevention are emphasized in clinical and theory. Clinical experience is provided under the supervision of a Professor/Instructor.

Prerequisite: Completion of first semester Level I courses

NUR 201 HEALTH CARE ETHICS, 2 Credits, 2 Contacts

This course provides the student with various ethical principles that may form the foundation for rationales relative to nursing decisions and actions. The student will be encouraged to examine current biomedical and conflict issues in a logical manner applying philosophical reasoning.

Prerequisite: Completion of first level courses and first and second semesters of Level II.

Co-Requisite: Third semester Level II courses.

**NUR 213 COMPLEX PARENT-CHILD NURSING,
4 Credits, 10 Contacts**

This course builds upon the beginning concepts of NUR 130 Maternity Nursing and NUR 131 Pediatric Nursing. The content will focus on an in-depth assessment of the family's health needs. The course will assist the student to identify complex emotional needs of the family and its individual members, complications of the maternity cycle, seriousness of health problems affecting children or combinations of these processes. Clinical experiences will attempt to utilize high-risk clients as a means of facilitating student understanding of complex nursing needs and appropriate nursing intervention. Comprehensive nursing care of the client in maternal-child nursing requires a thorough understanding of human development, pathological and congenital conditions, psychosocial influences, and principles of nursing diagnosis and care, with application of knowledge gained in basic science and nursing courses.

Prerequisite: Completion of first semester Level II courses

**NUR 214 COMMUNITY MENTAL HEALTH NURSING,
3 Credits, 9 Contacts**

The focus of this course is to provide students with knowledge and skills related to the individual with emotional and/or mental health needs. The course will attempt to help the student identify aberrations in personality and behavior as well as techniques or methods available in the community to restore mental health. The clinical experience will utilize available community resources and support the student to develop therapeutic communication and interaction techniques.

Prerequisite: All nursing and non-nursing courses required at Level I of the Nursing Program

**NUR 215 COMPLEX MEDICAL-SURGICAL NURSING,
4 Credits, 10 Contacts**

This course is designed to provide a more advanced integration of the pathophysiology of common conditions that affect adults. The student will be provided opportunities to utilize the nursing process in depth in relation to the care of adults with high risk health problems or combination of multiple health problems which indicate complexity.

Prerequisite: Successful completion of first semester Level II courses within the Nursing Program.

Co-Requisite: NUR 213 Complex Parent-Child Nursing and BIO 230 Microbiology

**NUR 216 LEADERSHIP IN NURSING, 2 Credits,
8 Contacts**

This course is designed to assist the student to develop beginning skills in assuming leadership for the direction of the care of small groups of clients. The student will be provided experience in setting priorities in nursing care, delegating appropriate tasks to others, evaluating the accomplishment of goals, and developing problem solving skills in an effort to develop independent accountability. Clinical experience under the supervision of a professor/instructor is provided.

Prerequisite: Completion of Level I courses and first and second semester of Level II

Co-Requisite: Third semester Level II courses.

**NUR 220 NURSING ROLE TRANSITION,
2 Credits, 5 Contacts**

This course supports the student through role transition to the registered nurse level of practice. Opportunities to learn and practice advanced nursing skills will be provided.

Prerequisite: Acceptance into Level II of the Nursing Program.

PHILOSOPHY (PHIL formerly HUP)

PHIL 210 ETHICS, 4 Credits, 4 Contacts

A study of ethical terminology, standards of ethical and moral decisions and types of ethical and ethical value systems. Issues such as right and wrong responsibility, accountability and whistleblowing are addressed. A case study approach is utilized to emphasizing practical decision making in terms of personal, professional and social morality.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

**PHIL 230 INTRODUCTION TO PHILOSOPHY,
3 Credits, 3 Contacts**

An introduction to the study of philosophy emphasizing the examination of issues that have been the focus of thinkers of various cultures and civilizations. This course will challenge students to foster a greater understanding, tolerance and appreciation for diversity of alternative views and approaches to philosophical thought.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

PHYSICAL EDUCATION/ ACTIVITY

(PHED formerly NSH)

PHED 100 FITNESS/WELLNESS LAB, 1 Credits, 2 Contacts

This course is designed for individuals interested in improving total fitness through our super circuit program. This is for students who have little or no workout experience. A qualified instructor will develop a specific program for the student with special health concerns. Will include an individual fitness assessment. Following the scheduled orientation session, students will be allowed meet course requirements through an open schedule.

Prerequisite: None

PHED 104 FITNESS/WELLNESS LAB, 1 Credits, 2 Contacts

Designed for individuals with previous experience and knowledge of an exercise program. This course will include an individual fitness evaluation, analysis of results, and a program using various weight training and aerobic equipment. Following the scheduled orientation session, students will meet course requirements through an open schedule.

Prerequisite: PHED 100 or PHED 106 or workout experience

PHED 105 FITNESS/WELLNESS LAB, 1 Credits, 2 Contacts

An extension of PHED 104 Fitness/Wellness Lab, but with a greater involvement to maintain/improve physical fitness. Will include an individual fitness evaluation and analysis of results. Following the scheduled orientation session, students will meet course requirements through an open schedule.

Prerequisite: PHED 104

PHED 106 WELLNESS & LIFESTYLE, 2 Credits, 3 Contacts

This course presents inventories of levels of cardiovascular fitness, flexibility, and muscular endurance and methods for improving each factor through exercise, nutrition and stress management intervention strategies. Through lecture and activity in lab a wide variety of methods for improving personal health and well being is presented, discussed, and practiced.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

PHED 107 FITNESS/WELLNESS LAB, 1 Credits, 2 Contacts

Similar to PHED 105 Fitness/Wellness Lab, but individuals will write and engage in their own personalized fitness program. Will include an individual evaluation and analysis of results. Students will meet course requirements through an open schedule.

Prerequisite: PHED 105

PHED 110 WELLNESS, LIFESTYLE AND FITNESS FOR MIDDLE AGED WOMEN/MEN

2 Credits, 3 Contacts

This course is designed to learn about the unique fitness and wellness challenges of middle-aged women and men. Workouts will be catered to the age and fitness level of each student. The middle age demographic will defined as ages 35-55, but all ages of students are allow taking the course. The course present inventories of levels of cardiovascular fitness, flexibility and muscular endurance and methods for improving each factor through exercise, nutrition, and stress management intervention strategies. Through lecture and activity in lab a wide variety of methods for improving personal health and well-being is presented, discussed and practices. Fitness for a lifetime will also be presented, discussed and practiced.

Pre-requisite: None

PHED 119 AEROBIC I, 1 Credit, 1 Contact

Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity in to their lifestyle.

Prerequisite: None

PHED 120 AEROBIC II, 1 Credit, 1 Contact

Instruction will cover the fundamentals of aerobics. This class is designed to assist the student in implementing the fundamentals of aerobic activity into their lifestyles.

Prerequisite: None

PHED 130 BEGINNING YOGA, 2 Credits, 2 Contacts

This course provides an introduction to basics of Yoga. It focuses on breathing and relaxation techniques; improving coordination, balance, posture, and alignment; and enhancing strength and flexibility. In this class, students will progress at their own pace and will be urged to listen to their own bodies and let go of competition, judgment and expectations. All poses will be introduced with modifications so that students may progress at their own levels.

Prerequisite: None

PHED 145 PHYSICAL FITNESS FOR LAW ENFORCEMENT

2 Credits, 3 Contacts

This course is intended to prepare students for the physical rigors of the Police Academy and physical challenges of a career in criminal justice. It includes an introduction to and practice of the techniques of physical fitness necessary in law enforcement. Students will participate in stretching to increase flexibility, running to improve cardiovascular fitness, various calisthenics and weight training to increase upper and lower body strength as well as a variety of mental emotional health concepts in which to strengthen the mind body spirit connection. Overall health to include mental emotional health, diet, exercise and life span fitness are examined. The class is designed primarily to prepare students for the mandatory Michigan Commission on Law Enforcement (MCOLES) Fitness Agility Test in order to successfully be accepted into the police academy. However, all students are eligible for this course. This class will be offered winter semester.

Pre-requisite: None

PHYSICAL EDUCATION/ LECTURE

(PHED formerly NSH)

PHED 212 COACHING PRINCIPLES,

2 Credits, 2 Contacts

Designed to cover the fundamental techniques of coaching major sports. The coaching principles of conditioning, drills, team organization and game strategy will be stressed.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

PHYSICS

(PHYS formerly NSP, NSS)

PHYS 144 ASTRONOMY, 4 Credits, 5 Contacts

Introductory laboratory based astronomy course for those who desire an exploratory experience covering a wide range of astronomical topics. The course coverage will include: our solar system, stars, constellations, galaxies and theories of the universe. The theory and use of astronomical telescopes will be a prominent part of the course.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073

PHYS 251 PHYSICS I, 5 Credits, 7 Contacts

This is the first semester of calculus-based physics that covers the laws of motion, work and energy.

Prerequisite: MATH 161

PHYS 253 PHYSICS II, 5 Credits, 7 Contacts

This is the continuation of PHYS 251 that discusses electricity, magnetism, and electromagnetic radiation.

Prerequisite: PHYS 251

PHYS 275 PHYSICAL SCIENCE RESEARCH PROJECT, 2 Credits, 2 Contacts

The Physical Science Research Project is a capstone experience in the Physical Sciences for the student seeking an Associate of Science Degree. In this course the student will pose a question or problem in physical sciences, design and conduct an experiment or investigation, and report the results of their experiment or investigation to an appropriate student-level publication or present their results at a student-level science conference. The course will allow the student to bring together their college course experiences in science, mathematics and communications while pursuing advanced work in an area of their own interest. A departmental exam covering skills learned in the science core will be administered at the end of this course.

Prerequisite: Permission of instructor/professor

PSYCHOLOGY

(PSY formerly SSP)

PSY 101 PSYCHOLOGY, 4 Credits, 4 Contacts

A scientific study of behavior is examined which leads to a greater understanding of human behavior, insight into mental processes and a better comprehension of the inconsistencies between human feelings and actions. Topics include learning, memory, the nervous system, perception, motivation, social interaction, attitudes, intelligence and abnormal behavior.

Prerequisite: ENG 121 or concurrent enrollment in ENG 121

PSY 201 PSYCHOLOGY & PERSONALITY,

3 Credits, 3 Contacts

This course is designed to give us a better understanding of ourselves and others and help us to develop our resources for effective living in today's world. Topics include an inquiry into man's basic nature and potentialities, his intellectual, emotional and social development, how he perceives himself in relation to his environment and is motivated to act, the kinds of problems he faces and how he goes about trying to solve them and the nature of individual and group relationships.

Prerequisite: ENG 121 or concurrent enrollment in ENG 121

PSY 210 HUMAN GROWTH & DEVELOPMENT,

4 Credits, 4 Contacts

This course is a life span study of the influences and processes in the physical, social, emotional and mental growth and development of individuals.

Prerequisite: PSY 101, ENG 121 or concurrent enrollment in ENG 121

PSY 220 ABNORMAL PSYCHOLOGY, 4 Credits, 4 Contacts

This course places primary emphasis on clinically significant behavioral and psychological patterns associated with distress and impairment. Symptoms, suspected causes and treatment will be examined.

Prerequisite: PSY 101, ENG 121 or concurrent enrollment in ENG 121

PSY 250 HUMAN SEXUALITY, 4 Credits, 4 Contacts

This course is an introduction to the biological, psychological and social aspects of human sexuality. Topics to be covered include sexual values, sexual development, male and female anatomy and physiology, the sexual responses cycle, sexual health and diseases, pregnancy, contraception, abortion issues, sexual gender orientation issues, intimate relationships, sexual dysfunction, and sexual abuse.

Prerequisite: ENG 121 or concurrent enrollment in ENG 121

PSY 260 SOCIAL PSYCHOLOGY, 4 Credits, 4 Contacts

Studies psychological principles and research pertaining to individual social behavior and the social influences on behavior and mental processes; covers attitude formation and change, conformity, social exchange, prejudice, conflict, influence, structure and function of groups, persuasion, motivation, prejudice, aggression, and interpersonal attraction; examines culture's impact on social behavior and human interactions.

Prerequisite: ENG 121 or concurrent enrollment in ENG 121

PSY 280 PSYCHOLOGY OF SOCIAL COMMUNICATION, 3 Credits, 3 Contacts

This course will explore the history, growth and behavioral issues within social media. Through this class, students will learn the psychology behind social media communications, its application toward personal and professional development as well as how to create and maintain a social media presence. Social media venues such as Facebook, Google+, Snapchat, LinkedIn, YouTube, Pinterest, Instagram along with others will be integrated throughout this course.

Prerequisite: ENG 073 or equivalent Accuplacer score

RELIGION
(REL formerly HUR)

REL 231 COMPARATIVE RELIGION, 4 Credits, 4 Contacts

A study of the major world religions--Hinduism, Buddhism, Judaism, Christianity, and Islam--their history, beliefs, festivals and practices as well as their place in the contemporary world. The nature of religion and its place in the human experience will also be considered.

Prerequisite: ENG 121

REL 232 OLD TESTAMENT, 4 Credits, 4 Contacts

An introductory study of the Old Testament, focusing attention on the authorship, date and contents of the Old Testament. Attention will be given to recent historical and archaeological discoveries as they relate to Biblical writings.

Prerequisite: ENG 121

REL 233 NEW TESTAMENT, 4 Credits, 4 Contacts

A survey of the New Testament. Consideration will be given to the data and authorship; the historical, political and cultural background of the New Testament; and the bearing of archaeological discoveries on New testament studies. The Apostolic Fathers and other post-New Testament literature will be reviewed.

Prerequisite: ENG 121

SOCIOLOGY
(SOC formerly SSS)

SOC 120 PRINCIPLES OF SOCIOLOGY, 4 Credits, 4 Contacts

This course provides a broad introduction to the field of sociology with an emphasis on the fundamental concepts of sociological study. Sociological perspectives will be emphasized to allow for critical analysis of research and theories pertaining to culture, society, the social construction of self, social control, social change, inequalities in society and social institutions.

Prerequisites: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

SOC 121 MODERN SOCIAL PROBLEMS, 4 Credits, 4 Contacts

A contemporary survey of some of American society's major social problems. Included in the study are problems involving crime, population, family life, social class, minority groups, urban life, and mass communications. A sociological frame of reference will be used in considering the origins of, the development of, and attempts to control social problems. This is a continuation of SSS 120 Principles of Sociology, but may be taken separately.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

SOC 220 MARRIAGE & FAMILY, 4 Credits, 4 Contacts

This course is an introduction to marriage and family life with an emphasis on family structure and interpersonal relationships in a rapidly changing world. Sociological perspectives and theories will be used to critically analyze family organization, composition, values, diversity and current trends in family living.

Prerequisite: Placement beyond or satisfactory completion of ENG 063 and ENG 073/074

SPECIAL TOPICS

997 SPECIAL TOPICS,

1 Credit, 1 Contact

This investigation provides an opportunity for the student to concentrate on an area of individual interest.

Prerequisite: Permission of instructor, Registrar and Dean of Academics and Extended Learning

998 SPECIAL TOPICS,

2 Credits, 2 Contacts

This investigation provides an opportunity for the student to concentrate on an area of individual interest.

Prerequisite: Permission of instructor, Registrar and Dean of Academics and Extended Learning

STUDENT SUCCESS

SLS 100 COLLEGE AND LIFE STRATEGIES,

1 Credit, 1 Contact

If you have been placed into 2 or more Developmental subjects, this course is designed to help you create greater success in college and in life. This is achieved by helping students explore who they are, understand where they come from, and decide where they are going. By applying the strategies of active learning, self-motivation, self-management, self-awareness, and interdependence you will create greater academic, professional, and personal success. The most important part of this course, however, is learning more about yourself...learning who you are as a college student and human being, and learning what it take for you to keep yourself balanced and on course for success.

WELDING **(WELD formerly VTW)**

WELD 105 BASICS OF WELDING, .5 Credits, 10 Contacts

Course will review welding shop safety rules, American Welding Society specifications for the welding joint numbering system and how to properly use a square and tape measure in accordance with industrial standards.

Prerequisite: None

WELD 110 OXYACETYLENE WELDING, 2 Credits, 37 Contacts

Modules will provide students with a basic knowledge of the oxyfuel welding process including how to properly set up an oxyfuel welding station, establish a welding puddle with and without filler rod and production of basic welds in the flat position using the oxy-fuel gas welding process in accordance with the American Welding Society standards.

Prerequisite: None

WELD 115 CUTTING PROCESSES, 1 Credit, 19 Contacts

Modules will review oxy-fuel cutting process and fundamental skills necessary in production and non-production settings. Students will also further develop oxy-fuel cutting techniques to cut materials and review the plasma cutting process to be used in production and non-production settings.

Prerequisite: None

WELD 120 BRAZING AND SOLDERING, 1 Credit, 22 Contacts

Modules will include knowledge and skills necessary to set up a brazing and soldering station, perform basic brazing techniques, perform a braze weld on ¼" plate, identify and silver-braze copper to stainless steel, and solder copper fittings using 95-5 solder all as defined by the American Welding Society.

Prerequisite: None

WELD 125 SHIELDED METAL ARC WELDING, 4 Credits, 96 Contacts

Modules will include a basic understanding of the history and fundamentals of the shielded metal arc welding process, the electrode numbering system as established by the American Welding Society, as well as striking the arc and running stringer beads with E6010 and E7018 electrodes. Materials will also overview the characteristics that allow operators to produce quality welds in order to meet the American Welding Society standards.

Prerequisite: None

**WELD 130 ADVANCED ARC WELDING,
6 Credits, 138 Contacts**

Modules include knowledge and skills for student to effectively complete various advanced arc welding functions including the vertical, horizontal and overhead tee joints and butt joints to meet the specific standards as determined by the American Welding Society.

Prerequisite: None

**WELD 135 WELDING METALLURGY,
1.5 Credits, 30 Contacts**

Modules contain an introduction to metallurgy, including blueprint reading, the differences between non-ferrous and ferrous metals, the numbering systems associated with metals, repairing cast iron, repairing stainless steel and the weld testing procedures as determined by the American Welding Society.

Prerequisite: None

**WELD 140 GAS METAL ARC WELDING,
3 Credits, 67 Contacts**

Modules contain information necessary to acquire the knowledge and skills students need to effectively perform gas metal arc welding in accordance with standards set by the American Welding Society. Modules will explain the GMAW, arc run beads, all positions of weld joints and GMAW of aluminum.

Prerequisite: None

**WELD 145 GAS TUNGSTEN ARC WELDING,
5 Credits, 120 Contacts**

Modules will consist of teaching the basics of the gas tungsten arc welding process including the TIG process and equipment maintenance, welding aluminum in the flat position (GTAW), and the knowledge and skills necessary to run beads in three positions when welding the four basic joints: butt, tee, lap and corner.

Prerequisite: None

**WELD 150 PIPE WELDING,
4 Credits, 105 Contacts**

Modules in this course contain knowledge and practice to equip students to accurately identify all aspects of pipe welding techniques and applications. Students will develop the skills to produce various quality pipe welds in accordance with the American Welding Society.

Prerequisite: None

**WELD 155 SPECIAL APPLICATION,
2 CREDITS, 40 Contacts**

Modules will provide a comprehensive knowledge of special welding applications including fabricating a project, cast iron repair, hard surfacing, and tool and die welding.

Prerequisite: None

**WELD 190 APPLIED WELDING FOR SKILLED
TRADES**

4 Credits, 4 Contacts

This course provides basic welding skills for students in the skilled trades programs (such as Automotive and Agricultural Equipment Technology). American Welding Society specifications and proper selection and use of welding processes for specific trade applications are covered.

Prerequisite and Co-requisite: None



Graduate Rate Survey - Student Right to Know

Cohort Group Fall, 2015 - First Time/Full Time Degree/Certificate Seeking Students (As reported to IPEDS) in 2017.

- 2015 Cohort Graduation Rate: (Completers with 150% of Normal Time)28%
- 4-Year Average Student-Right-to-Know Completion or Graduation Rate Calculation (Total Completers within 150%/Adjusted Cohort)27%
- 4-Year Average Student-Right-to-Know Transfer Out Rate Calculation (Total Transfer-out Students/Adjusted Cohort).....29%

REPORT INFORMATION:

4-Year Average Rates found on IPEDS report, last page. Available through the Office of the Registrar are the following:

- Glen Oaks' full statistical report, with ethnicity, gender and program breakdowns.
- Complete definitions and date delineations, which are part of the full report.
- All information required by the Student-Right-to-Know legislation.
- Information on the student cohorts back to Fall, 1991.

BRIEF DEFINITIONS:

The Student Cohort contains all students who:

1. Enrolled for the first time in the indicated semester.
 2. Took 12 or more credit hours of coursework in their first Fall semester/term (identified as full-time) or less than 12 credit hours of coursework in their first Fall semester/term (identified as part-time).
 3. Indication they are seeking a Certificate or Degree.
 4. Are enrolled in majors that have a certificate or degree awarded at the completion of an equivalent number of credit hours.
- "Transferred students" are those we are aware of who have changed their enrollment to another institution.
 - "Still attending" includes all students who are enrolled for at least 1 credit hour in the reporting semester/term indicated and are not counted in any other category.
 - Graduation Rate (Graduated) (Initial Cohort-Transferred).
 - 150% Time Period is set by the Federal Government at three (3) semesters for one-year certificate programs, six (6) semesters for two-year certificate/degree programs.

Note: This counts two (2) semesters per year as a normal lead.

Unduplicated Count - This report represents an unduplicated count by category of students in the cohort. If a student can be counted in more than one category, they are ONLY in the lowest number category listed (i.e. graduated takes priority over transferred).

Leave the driving to SJCTA

St. Joseph County's bus service has the ability to bring you to and pick you up from Glen Oaks Community College. The buses transport people from 6 a.m. to 6 p.m. (Saturday 7 a.m. to 5 p.m.). The fee is \$2 each way for Glen Oaks students with student ID. Emergency announcements about closing for any reason will be posted on radio and television. For definite information and to be sure of the current schedule call the transportation office at 273-7808 or 1-800-964-5700. (Rates subject to change).



Online Learning

Glen Oaks Community College has Online Learning to meet the needs of learners who cannot or prefer not to attend traditionally-scheduled courses. The courses are delivered using CANVAS, an Internet-based online learning platform.

Online Learning courses are conveniently available on the Internet 24 hours a day/7 days a week and provide the flexibility to work within unique schedules without the need to come to campus regularly. Students are able to work and study in a relaxed atmosphere and use a variety of educational technologies to meet course requirements.

If you are looking for a specific course and can't find it at Glen Oaks Community College, you can check out the MCO -- a project of the Michigan Community College Association that distributes online class offerings from member colleges to students with support services provided by the host college. To view the selection of web-based courses being offered, go to: micolleges.org.



For more information about Glen Oaks Community College's Online Learning courses, as well as MCO classes, call the Online Learning Center office at (269) 294-4306, or toll-free at: (888) 994-7818, or e-mail: distancelearning@glenoaks.edu.

Fitness/Wellness Center

The Glen Oaks Fitness/Wellness Center is a student-based facility that also caters to the needs of the community. The Center is equipped with a variety of cardio equipment as well as state of the art weight machines and free weights. Students may enroll in fitness classes for credit, or choose to utilize the student membership and work one on one with Center staff to develop a personally designed workout plan.

The Center employs a highly trained staff that is friendly, knowledgeable, and prepared to provide assistance to all Center students and patrons. The Center operates between the hours of 8 a.m. to 8 p.m., Monday through Thursday, 8 a.m. to 4 p.m. on Fridays, 8 a.m. to 3 p.m. on Saturdays,

and 1 p.m. to 7 p.m. on Sundays. (Hours are subject to change with college schedule.) All students enrolled on at least a part-time basis are able to use the Center for no additional charge as Fitness/Wellness Center membership is included in student fees.

The Fitness/Wellness Center's community usage fees are competitive with others in the area. Please check the Glen Oaks website for the most up-to-date pricing and schedule. Additional questions about the Center can be directed to the Fitness/Wellness Center at (269) 294-4307 or toll free at (888) 994-7818 extension 307.



Business & Community Services



The Glen Oaks Community College, Business Outreach and Services department offers a broad range of courses designed for an individual's professional growth and development, to customizing training providing education and training tailored to businesses' specific needs. With changing technologies and changing markets, it is more important than ever to invest in an organization's most important resource—its people. The Business Outreach and Services Training department provides quality workforce training and development to help St. Joseph County grow and prosper.

Through innovative assessment, delivery and evaluation, Glen Oaks Community College is able to assist organizations with training, development and implementation. Today's workplace is inundated with change as new technologies, processes and equipment emerge every day. To keep up with all these changes, an organization's employees need ongoing training. Glen Oaks provides efficient and effective training keeping an eye on the bottom line and on developing a company's most important asset -- its employees. Examples of

training programs developed at GOCC: supervisory skills, working with millennials, communication skills, project management, lean manufacturing, metrology, blueprint reading, short-term computer classes and more.

All training is available at the workplace, so employers are paying employees for training time, not commuting time. Also, we arrange training according to your schedule including early morning and evenings to accommodate the complex schedules of today's workplace.

Instructors are licensed professionals experienced in the classroom and the workplace. Training content meets your business goals, whether immediate, short-term or long-term and includes hands-on experience, participant involvement and plenty of time for questions and answers.

Our experienced staff, instructors and consultants work in partnership with you to ensure every aspect of the training process is tailored to your exact requirements—from the development of custom-tailored training to post-course evaluation.

The Business Services and Outreach office collaborates with Southwest Michigan First, the Three Rivers and Sturgis Chambers of Commerce, Michigan WORKS! Southwest and other groups and individuals interested in the economic development for St. Joseph County. Contact the Business Outreach and Services office to learn of the latest courses at 269-467-9945.



FACULTY

In addition to these full-time professors and instructors, Glen Oaks employs many part-time instructors who are not listed in the catalog.

Alyse Bannister - Instructor <i>Welding Certificate</i>	Welding	Michelle McNamara - Professor <i>MA, Business, Spring Arbor University; MA, Communications, Spring Arbor University; BAS, Davenport University; AA, Glen Oaks Community College</i>	Communications
Gerald Barkley - Professor <i>MS, Western Michigan University; BS, Western Michigan University; AS, Glen Oaks Community College</i>	Math/Science	Carol Naccarato - Instructor <i>MFA, University of Notre Dame; BFA, Siena Heights; MA Cert., Glen Oaks Community College; BSN, Spring Arbor; AASN, Glen Oaks Community College; PNC, Glen Oaks Community College</i>	Director of Allied Health/ Medical Assisting
Sara Boylan - Instructor <i>MSN, Michigan State; BSN, Bethel College; ADN, Glen Oaks Community College</i>	Nursing	Nick Nollinger, Instructor <i>BS, Eastern Illinois University</i>	CAD
Rebecca Burch - Professor <i>MA, BA, Western Michigan University</i>	Psychology/Student Success	Michael Northrop - Professor <i>MFA, Western Michigan University; BM, Olivet College</i>	Art
Pam Carrel - Professor <i>MSN, Goshen College; BSN, Goshen College; Nursing Home Administration Certificate, MSU; AS, Southwestern Michigan College; LPN, Glen Oaks Community College</i>	Nursing	Steven Proefrock - Professor <i>MA, Eastern Kentucky University; BS, Central Michigan University</i>	Physical Education
Kevin Conner - Professor <i>MS, Capella University Michigan; BAS, Davenport Univ. AASB, Glen Oaks Community College</i>	Information Technology	Stephen Ryno - Professor <i>MA, Western Michigan University; M. Ed. and Secondary Teaching Certificate, Aquinas College; BA, Western Michigan University; Additional study, Western Michigan University</i>	English
Jim Deroshia - Instructor <i>Computer Support Technician Certificate/AAS, Glen Oaks Community College; Hydraulic maintenance and repair certificate, Vickers Hydraulic School</i>	Automotive Technology	Michael Sandelin - Professor <i>MA, Miami University; BS, Taylor University</i>	Mathematics
Karen Goodman - Instructor <i>MSN, Capella University; BSN Goshen College</i>	Nursing	Cheryl Schmitt <i>MBA, Davenport University; MCTE, BBA, Western Michigan University; Teacher Education Certification</i>	Business
Dr. Ren Hartung - Professor <i>PhD, University of South Carolina School of Medicine; BA, Albion College</i>	Science	Sarah Simmons - Professor <i>MS, University of Michigan; BA, Albion College</i>	Science
Lori Hatfield - Professor <i>Coursework, Adrian College & Michigan State Univ.; MA, National University; BA, Thomas Edison; AA, Kalamazoo Valley Community College</i>	English	Linda Walker - Instructor <i>MEd, Grand Valley State University, BA Studio Art - Northern Illinois University</i>	Graphic Arts
Jeffery Hucko - Professor <i>MS, Eastern Kentucky University; MS, University of Louisiana at Lafayette; BS, University of Kentucky</i>	Biology	Carol Weatherford - Instructor <i>MA, Andrews University; BS, Western Michigan University</i>	English
Dr. Maria Jose Rodriguez Mora - Professor <i>PhD, University of Louisiana; BS, Universidad Simon Bolivar in Caracas, Venezuela</i>	Microbiology	Chad Worthington - Professor <i>MA, North Central University; MA, Western Michigan University; BA, Trinity International University</i>	Psychology
Dr. Lester Keith, CM - Professor <i>DBA, Argosy University, Sarasota; MBA and BBA, University of Texas at San Antonio; AA, AS, San Antonio College; additional study at Western Michigan University</i>	Business Administration		
Reid Leaverton - Instructor <i>Caterpillar Equipment Mechanic, Reedley College; CAT/John Deere training</i>	Agricultural Technology	Marlene Livingston <i>ADN, Grace College School of Nursing; LPN, Grand Rapids Community College</i>	Allied Health
William Lederman - Professor <i>MSN, CNL-C (Certified Clinical Nurse Leader), Goshen College; MA, Western Michigan University; BSN, Purdue University; ADN, New Mexico State University; LPN, Glen Oaks Community College</i>	Nursing	Dr. Roshini Pimmacharige <i>PhD, Wayne State University</i>	Chemistry
Susan Louis - Instructor <i>MSN, Western Michigan University; BSN, Western Michigan University; RN, LPN, Kalamazoo Valley Community College</i>	Nursing		

Annual Faculty

College Administration & Administrative Staff

Dr. David H. Devier **President/Professor**

Ph.D, The Ohio State University; MA, Kent State University; BA, Ohio Northern University

Diane Zinsmaster **Executive Associate to President and Board of Trustees**

Coursework, Glen Oaks Community College

Paul Aivars **Director of Business Outreach and Services**

MA, Spring Arbor University; BS, Western Michigan University

Valorie Juergens **Executive Director of Communications and Marketing**

MEd, BS, The University of Toledo

Lauren Sterling **Communications and Marketing Assistant**

MSW, Western Michigan University; BS Trine University

Vonda Marrow **Executive Director, Glen Oaks Foundation**

JD, Valparaiso University School of Law; BA, Adrian College; AA, Southwestern Michigan College

Dr. Tammy Russell **Executive Director of Institutional Planning, Assessment and Research**

PhD, Western Michigan University; MSW, Western Michigan University; BA, Hope College

Amanda Yearling **Institutional Research Assistant**

MLS, Wayne State University; BLS, Robert B. Miller College; AGS, Kellogg Community College

Megan Hess **Instructional Designer (Title III Program)**

MA, Michigan State University; BA, Oakland University

Robert Kuhlman **Director of Institutional Innovation**

MS, Central Missouri State; BA, University of Minnesota

Academic Affairs/Instruction

Dr. Michael Goldin **Interim Dean of Academics**

Ph.D, Mendeleev University of Chemical Technology; MS, Michigan State University; BS, Western Michigan University; AS, Kellogg Community College

Dr. Maria Jose Rodriguez Mora **Interim, Assistant Dean of Academics**

PhD, University of Louisiana; BS, Universidad Simon Bolivar in Caracas, Venezuela

Sara Birch **Director of Nursing**

MSN, MBA, BSN, Spring Arbor University; ADN, Kellogg Community College

Trista Nelson **Director of Learning Commons & Library**

MLIS, Wayne State University; BA, Western Michigan University; AGS, Glen Oaks Community College

Shaphan Lavinghouse **Director of Testing and Tutoring**

MA, BA, AS, University of Mississippi

Julie Cottin **ECM Administrator**

MA, BBA, BS, Western Michigan University

Cindy Batten **Executive Assistant to the Dean of Academics**

College Operations

Bruce Zakrzewski **Dean of Finance and Administrative Services**

BBA, Notre Dame

Sharon Nichols **Controller**

BBA, Davenport University

Jennifer Dodson **Sr. Accountant**

BS, Ferris State University; AAS, Southwestern Michigan College

Larry Diekman **Director of Building and Grounds**

Michigan State Police Academy

Larry Mericle **Custodial Supervisor**

Coursework, Glen Oaks Community College

Jamie Bennett Yesh **Director of Human Resources**

BBA, Robert B Miller College; AB, Glen Oaks Community College

Candy Bohacz **Human Resources Coordinator**

BBA, Western Michigan; AB, Glen Oaks Community College

Courtney Ivan **Athletic Director/Director of Fitness and Wellness**

MEd, Mercyhurst University; BS, Olivet College

Jesse Salazar **Director of IT**

BSME, Universidad Santiago Mariño, Venezuela; AAB, Glen Oaks Community College

Eric Connelly **Web & Information Systems Associate**

AAS, LPN Certificate, Computer Technician Certificate, Glen Oaks Community College

Evan Dembskey **System/Data Analyst**

MA, University of South Africa; METCH, Tshwane University of Technology

Student Services

Tonya Howden **Dean of Students**

MSEd, Capella University; BA, Fort Hays State University, Kansas

Adrienne Skinner **Director of Admissions**

MS, Walden University; BA Communications, Western Michigan University

David Victor **Admissions Representative**

BS, Psychology, Wayne State University; Glen Oaks Community College

Anne Springsteen, LPC, NCC **Trio SSS Project Director, Student Support Services**

MA, BS, Western Michigan University; AA, Southwestern Michigan College

Jaime Raifsnider **Trio SSS Project Advisor, Student Support Services**

BAS, Western Michigan University; AB, Kalamazoo Valley Community College

Hannah Fries **Trio SSS Project Advisor**

MA, Spring Arbor University; BA, Western Michigan University

Jean Zimmerman **Director of Financial Aid/Scholarships**

BS, University of Illinois

Leanne Barnell **Assistant Financial Aid Director & Academic Advisor**

MS, Marygrove College-Detroit; BS-Criminal Justice/ Psychology, BS-Social Studies Education, Trine University; Certified in Psychology/Sociology

Anita Lopez Schlabach **Early Middle College Advisor**

BA, Spring Arbor; AA, Weston Mennonite College

Benjamin Fries **Director of Student Success and Advising**

MSL, Trine University; BS, Indiana University - South Bend

Rachel Templin **Student Success Advisor**

BA, Hope College

Nina Dickerson **Special Populations Coordinator/ Counselor/Academic Advisor**

MA, Spring Arbor University; BA, Michigan State University

Amy Young **Registrar**

BA, Cornerstone University

Support Staff

Ken Anway Custodian
Coursework, Glen Oaks Community College

Mark Arrington Custodian

Lindsey Batten Executive Assistant to the Registrar
AA, Glen Oaks Community College

Christopher Dao Computer Lab Assistant
Coursework, Glen Oaks Community College

Larry Evans Maintenance Assistant

Judy Fetch Library Technician
AAS, Ferris State University; Coursework, Glen Oaks Community College

Anne Fries Executive Assistant to the Director of Allied Health/Medical Assisting
AAS, Glen Oaks Community College

Kelly Gates Learning Commons Clerk
MA, Western Michigan University; BA, Siena Heights University

Ric (Ken) Gilson Document Management Scanning Technician
M.Ed, Western Michigan University; BA, Grand Rapids Baptist College; BS, Calvin College

Jordan (Levi) Gowan Maintenance Assistant

Clarice Green Executive Assistant to the Director of Admissions
BS, Spring Arbor University; AB, Glen Oaks Community College

Stacie Hart Accounts Receivable Assistant
MBA, BS, Trine University; AB, Glen Oaks Community College

Theresa Hawkins Registration and Records Clerk
AB, Glen Oaks Community College; Coursework, Franklin University

Lynne Holtz Staff Technician-Tutoring & Testing Center
BS, Western Michigan University; AA, Glen Oaks Community College

Fran Howard Executive Assistant to the Director of Nursing
AASB, Glen Oaks Community College

Angelina Lau Custodian
Coursework, Glen Oaks Community College

Amanda Ludwig Custodian/Maintenance Helper

Tom Miller Maintenance Assistant

Tonya Miller Media/Computer/Library Assistant
AASB, AB, Management/Marketing Certificate, Glen Oaks Community College; Coursework, Western Governors Univ.

Barb Murk Early Middle College Assistant
BS, Spring Arbor; AGS, Glen Oaks Community College; AA, Davenport College

Kathleen Patrick Exec. Asst. to Athletic Director
Business studies coursework, Glen Oaks Community College

Misty Sanderson Executive Assistant to the Director of Financial Aid
AASB Glen Oaks Community College

Carolyn Schwemer Custodian

Robert Stuck Network Administrator
BS, Baker College of Jackson

Lori Templin Evening Receptionist/Switchboard Operator
Coursework, Glen Oaks Community College

Barbara Thole Accounts Payable/Payroll Asst.
AAS, Glen Oaks Community College; Business Administration diploma, Argubright Business College

Robin Weekly Day Receptionist/Switchboard Operator
Coursework, Glen Oaks Community College

Dawn Wood Asst. to the Dean of Academics and Extended Learning/Faculty
Diploma, Int'l Business College; Assoc. Degree, Davenport University; AASB, AASAH, Health Insurance Coder/Biller Certificate, Glen Oaks

On-Campus Partners

Capstone On-Campus Management -

Devier Student Suites

April Yost Director of Student Housing
MA, Western Michigan University; BA, Albion College

Sophia DePalma Assistant Director of Student Housing
BA, Alverno College

Michigan State University

Mark Trowbridge Program Coordinator
BS, Michigan State University

Trine University

Amber Titus Education Center Director - Trine Online

Professors Emeritus

James Cook, Professor	Computer-Aided Design & Drafting
Richard Cripe (D) - Professor	Counselor
Harvey Gordon - Professor	Art
David Gosling (D) - Professor	Biology
Robert Gray (D) - Professor	Music/Data Processing
Daryl Herrmann - Professor	Communications
Janel Lederman, Professor	Nursing
James Martin (D) - Professor	Data Processing/Electronics
Wayne Moss - Professor	Science
JoAnne Purlee - Professor	Nursing
Jeanne Reed - Professor	Social Science, Humanities and Study Abroad
Richard Schlinggen - Professor	Counselor
Kenneth Schuler (D) - Professor	Physical Education
David G. Smith (D) - Professor	Business
Sharon Smith - Professor	Business
Thomas Soper - Professor	English/Physical Education
Bernard Swartz - Professor	Mathematics
Leland Thornton - Professor	History
Barbara Timby - Professor	Nursing
Donald Van Zuilen (D) - Professor	Science
Lucy Zimmerman - Professor	English
Glenn Oxender	President
Dr. Philip Ward	President
Dr. Gary Wheeler	President

You're Invited...

THE ALPS: GERMANY & SWITZERLAND

MUNICH, NEUSCHWANSTEIN, INNSBRUCK, LIECHTENSTEIN, LUCERNE REGION,
FREIBURG, HEIDELBERG, EXTENSION TO RHINELAND AND COLOGNE
11 DAYS. MAY 2020

For More Information, Contact Michael Northrop at:
mnorthrop@glenoaks.edu

Students, Staff & Community
Welcome!



Foundation Scholarships benefit students and community

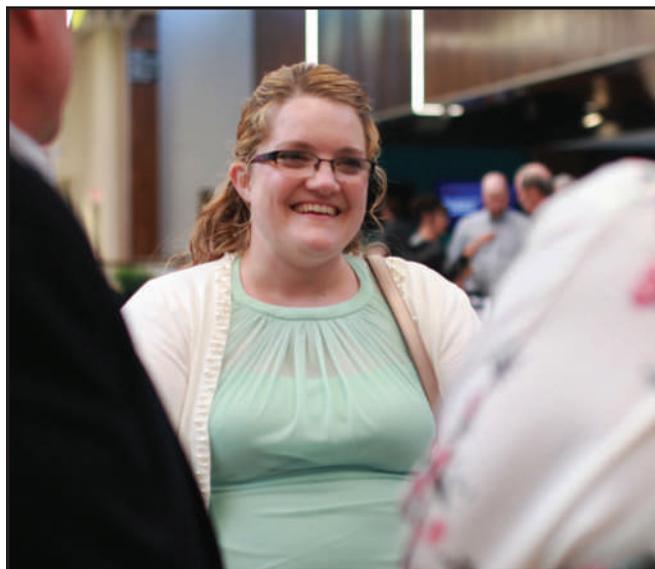
The Glen Oaks Community College Foundation was established in 1979 as a 501 C(3) non-profit organization with a governing Board of Directors made up of local community members. The Glen Oaks Foundation accepts charitable donations to support the College's mission.

These gifts are given by supporters because they know a strong community is fostered by educated citizens. The Foundation has created lifelong partnerships with our contributors that can support our goals and help Glen Oaks Community College meet its core mission. Beyond direct student assistance, contributions to the Foundation help support targeted funds for equipment and other curriculum improvements that result in an even higher quality educational experience.

Each year students are awarded Foundation scholarships. Some of the students are pursuing goals of enrichment, training for a technical career, or preparing to transfer to a university. All of these students will achieve a higher quality of life and contribute to the community.

Be sure to visit the Glen Oaks Foundation site at www.glenoaks.edu/foundation for more information on these scholarships. Some are aimed at students pursuing education, nursing, business, general studies, technologies and student athletics.

(See page 2 for a complete list of members of the Glen Oaks Foundation Board of Directors)



The Foundation awarded \$81,000 to 76 students in 2018-19. Additionally, the athletic program received a \$25,000 grant to award scholarships to student athletes who are participating on one or more of the Viking sports teams.

The Oaks Store carries more than just textbooks!



Forget to bring a pen to class? Or maybe you'd like to send a GOCC sweatshirt to your Dad for his birthday... No problem. The Oaks Store carries more than just your course materials!

The Oaks Store is located in the main hall just before you reach the Student Services Department and proudly

serves students, faculty and staff by providing essential course materials, textbooks, school supplies, candy and snacks. The Oaks Store also carries a wide variety of GOCC apparel and gifts for the entire college community.

Buy your books with confidence from The Oaks Store!

When you get your books from The Oaks Store, you can be sure you are getting exactly what you need to be prepared for class. The Oaks Store staff works closely with your faculty members to ensure you obtain the right books for all of your courses. The online bookstore offers you the option of ordering your books and having them ready for pickup at the bookstore or having them shipped to you. All book information is available on-line: <https://www.bkstr.com/glenoaksstore/home/> at the beginning of each term.

The Oaks Store accepts cash, check, MasterCard, VISA, Discover and American Express.

College Policies and Procedures

Equal Opportunity and Non-Discrimination Policy Statement

Policy 2.60

I. Purpose

Glen Oaks Community College is committed to a policy of providing equal access to education and employment for all persons regardless of race, national origin, color, age, religion, sex, sexual orientation, gender identity, disability (physical or mental), veteran status, status as a parent, or genetic information, or other status as protected by law.

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

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

II. Scope

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

III. General

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

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

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

Adopted by Board of Trustees September 14, 1983, revised June 12, 2001, October 13, 2004, November 14, 2007, and June 11, 2014.

Glen Oaks Community College Closing Procedure

Policy 2.50

When inclement weather warrants the possibility of closing day, evening classes, or create a school day delay at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the President will contact the Dean of Finance & Administrative Services and the Maintenance Manager as well as selected staff, to determine general conditions. If State Police or the Sheriff officially closes the roads, no one is expected to travel. The President or designee will make any other decision as to whether or not to begin classes later in the day or cancel school for the day or evening or create a school day delay. For School Closing (entire day) and/or a delay notification of the decision will be made by the Executive Associate to the President by 5:50 a.m. over radio stations WLKM (96FM), WMSH (99.3FM), WNWN (98.5), WKFR (FM 103.3), WKFR (103.3) WRKR (107.7), WTHD (105.5 LaGrange), WKZO (96.5) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), FOX 28 and WNDU (Channel 16). In the event of early dismissal and/or afternoon or evening closure, similar protocol as outlined above will be followed. (evening closures = notifications by 4:00 p.m.). The only deviation from this would be IF there was an immediate change of weather and/or orders by the St. Joseph County Sheriff's Department banning travel. For delay of the start of school day (usually 2 hours) the day will begin at the opening time in the day for students, faculty and staff. Example: 2 hour delay – all students and faculty report to the class where they would normally be at 10:00 a.m. even if it is in the middle of that class time.

In the event that the college will be closed or have a delayed start time, the President or designee will initiate a phone fan-out call list to employees notifying them accordingly. An e-mail or text alert will be sent out to those who have signed up to receive that method of communication from GOCC.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions

overall. In all situations the best judgment and information available will be utilized. However, in the final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.

October 29, 1999, revised October 13, 2004, October 25, 2007, June 11, 2014 and February 26, 2015, May 13, 2015.

Due Process Procedure

Policy 3.43

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

ACADEMIC PROBATION	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.
APPEAL FORM	A form to be used by the student to appeal a decision by the trier of the fact.
DISCIPLINARY PROBATION	A decision to suspend a student's privileges.
DISCIPLINARY RECORD	A summary of the action taken during a particular case, including the disposition thereof.
DISMISSAL	A decision which permanently suspends a student from College.
EVIDENCE	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.
GUILTY	A verdict of the trier of fact which indicates that there has been a violation of the college code, rule, regulation, policy or procedure.

HEARING DISPOSITION SHEET	A record of the disposition which was made after a hearing of the case.
INCIDENT REPORT	A report of the incident in which a student allegedly violated College code, rule, regulation, policy or procedure.
NOTICE OF VIOLATION OF COLLEGE REGULATIONS	Written notification to a student which states specifically the alleged violation of a College code, rule, regulation, policy or procedure.
PROBATION	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.
REPRIMAND	An official written censure.
RESTITUTION	The restoration of anything to its rightful owner; the act of making good or giving equivalent for any loss, damage or injury; indemnification.
SUSPENSION	A decision which dismisses a student from the College community for a specified period of time, or until a stated condition is attained.
TRIER OF FACT	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.
WAIVER OF HEARING	A form which is utilized by a student who desires to waive his right to a hearing before a trier of fact.
WARNING	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 Chief Operations Officer (notifying 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 be 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 violations(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 violations(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.

Access To Student Academic Records, Files, And Data

Policy 3.48

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

The release and disclosure of student records maintained by Glen Oaks are in 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 must be presented with a copy of the records if requested.

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

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

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

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

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

- (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.)

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 certificate(s) 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.

Procedure for Retention and Disposal of Records (Student Services)

Policy 3.49

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

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

July 1992, revised 9/14/05, reviewed 9/17/14.

Children on Campus

Policy 3.55

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.

Social Security Number Policy

Policy 3.70

It may be necessary for the College to use an employee's or student's social security number for business purposes. The College respects its employees' and students' privacy and will keep all social security numbers confidential to the extent 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, whichever date comes first.

Adopted 9/14/05, reviewed 9/17/14.

Right to Know

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

Sexual Misconduct Policy

Policy 3.95

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 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.
- 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).
- 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/public-safety/college-concerns-report>). 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/public-safety/college-concerns-report>). 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;
5. If there is insufficient evidence to support reasonable cause, the complaint should be closed with no further action;
6. 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 underage 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 to be informed in advance of any public release of information regarding the complaint;
- 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 obligate 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.

Student Code of Conduct

Policy 3.42

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.

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.

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. 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.

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

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 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 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 administrators; 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



Internet/Technology Use Policies

Glen Oaks Community College Responsible Use Of Information Technology Policy

Policy 2.71

I. Purpose

The College Network incorporates all electronic communication systems and equipment at Glen Oaks Community College (the "College"). This Network Acceptable Use Policy ("AUP") sets forth the standards by which all Users may use the shared College Network. The College Network is provided to support the College and its mission of education, service, and research. Any other uses (other than permitted personal use as discussed below), including uses that jeopardize the integrity of the College Network, the privacy or safety of other Users, or that are otherwise illegal are prohibited. The use of the College Network is a revocable privilege.

By using or accessing the College Network, Users agree to comply with this AUP and other applicable College policies which may be implemented from time to time, as well as all federal, state, and local laws and regulations. Only Users are authorized to use and/or access the College Network. The term "User" refers to any faculty, staff, or student associated with the College, as well as any other individual with access to computers or other network devices that have been approved by the Network Administrator or Dean of Finance and Administrative Services (DFA) for connection to the College Network. This definition includes, but is not limited to, contractors, visitors, and temporary affiliates.

II. Principles

General requirements for acceptable use of the College Network are based on the following principles:

1. Each User is expected to behave responsibly with respect to the College Network and other Users at all times.
2. Each User is expected to respect the integrity and the security of the College Network.
3. Each User is expected to behave in a manner consistent with College's mission and comply with all applicable laws, regulations, and College policies.

4. Each User is expected to be considerate of the needs of other Users by making every reasonable effort not to impede the ability of others to use the College Network and show restraint in the consumption of shared resources.
5. Each User is expected to respect the rights and property of others, including privacy, confidentiality and intellectual property.
6. Each User is expected to cooperate with the College to investigate potential unauthorized and/or illegal use of the College Network.
7. Each User is expected to respect the security and integrity of College computer systems and data.

III. Prohibitions

Without limiting the general guidelines listed above, unless expressly agreed to by the Network Administrator, the following activities are specifically prohibited:

1. Users may not attempt to disguise their identity, the identity of their account or the machine that they are using. Users may not attempt to impersonate another person or organization. Users may likewise not misuse or appropriate the College's name, network names, or network address spaces.
2. Users may not attempt to intercept, monitor, forge, alter or destroy another User's communications. Users may not infringe upon the privacy of others' computer or data. Users may not read, copy, change, or delete another User's data or communications without the prior express permission of such other User.
3. Users may not use the College Network in a way that (a) disrupts, adversely impacts the security of, or interferes with the legitimate use of any computer, the College Network or any network that the College connects to, (b) interferes with the supervisory or accounting functions of any system owned or managed by the College, or (c) take action that is likely to have such effects. Such conduct includes, but is not limited to: hacking or spamming, placing of unlawful information on any computer system, transmitting data or programs likely to result in the loss of an individual's work or result in system downtime, sending "chain letters" or "broadcast" messages to lists or individuals,

or any other use that causes congestion of any networks or interferes with the work of others.

4. Users may not distribute or send unlawful communications of any kind, including but not limited to cyber stalking, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
5. Intentional access to or dissemination of pornography by College employees, temporary staff, contractors, or vendors is prohibited unless (1) such use is specific to work-related functions and has been approved the respective manager or (2) such use is specifically related to an academic discipline or grant/research project. This provision applies to any electronic communication distributed or sent within the College Network or to other networks while using the College Network.
6. Users may not attempt to bypass network security mechanisms, including those present on the College Network, without the prior express permission of the owner of that system. The unauthorized network scanning (e.g., vulnerabilities, port mapping, etc.) of the College Network is also prohibited. For permission to perform network scans, user must receive prior approval by calling the Network Administrator.
7. Users may not engage in the unauthorized copying, distributing, altering or translating of copyrighted materials, software, music or other media without the express permission of the copyright holder or as otherwise allowed by law. Information on the Digital Millennium Copyright Act can be found at:

<http://www.copyright.gov/legislation/dmca.pdf>
and the Copyright Act at:
<http://www.copyright.gov/title17/>.
8. Except as allowed under the Personal Use Policy or the Policy on Use of College Resources in Support of Entrepreneurial Activities. Users may not use the College Network for private business, commercial or political activities, fundraising, or advertising on behalf of non-College organizations, unlawful activities, or uses that violate other College policies.
9. Users may not extend or share with public or other users the College Network beyond what has been configured accordingly by Network Administrator.

Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, and firewalls) to the College Network without advance notice to and consultation with the Network Administrator. To contact the Network Administrator, users must call Extension 315 and submit an IT request form.

10. Users are responsible for maintaining minimal security controls on their personal computer equipment that connects to the College Network, including but not limited to: current antivirus software, current system patches, and strong passwords.
11. Users may not violate any laws or ordinances, including, but not limited to, laws related to copyright, discrimination, harassment, threats of violence and/or export controls.

IV. Review and Penalties

The College reserves the right to review and/or monitor any transmissions sent or received through the College Network. Access to other transmissions sent or received through the College Network may occur in the following circumstances:

1. in accordance with generally accepted, network-administration practices;
2. to prevent or investigate any actual or potential information security incidents and system misuse, if deemed necessary by authorized personnel;
3. to investigate reports of violation of College policy or local, state, or federal law;
4. to comply with legal requests for information (such as subpoenas and public records requests); and
5. to retrieve information in emergency circumstances where there is a threat to health, safety, or College property involved

Penalties for violating this AUP may include:

1. Restricted access or loss of access to the College Network;
2. Disciplinary actions against personnel and students associated with the College,
3. Termination and/or expulsion from the College, and
4. Civil and/or criminal liability.

The College, in consultation with its legal counsel, may contact local or federal law enforcement authorities to investigate any matter at its sole discretion.

V. Policy Updates

The College reserves the right to update or revise this AUP or implement additional policies in the future. Users are responsible for staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies. The College shall provide notice of any such modifications or amendments by email to the College community. Any such modification shall be effective immediately upon notice being provided regardless of whether subscriber actually reads such notice.

Adopted by Board of Trustees April 9, 1997, revised June 9, 1999, January 12, 2000, October 13, 2004, and June 11, 2014.

Web Accessibility

2.95 Policy

I. Policy Statement

Glen Oaks Community College will promote and monitor the accessibility of its web-based information, which includes third-party sites with whom GOCC contracts or links. All of GOCC's web content should conform to W3C WAI's Web Content Accessibility Guidelines 2.0, Level AA conformance.

II. Reason for the Policy

The Americans with Disabilities Act (ADA) and the 1998 amendment to the Rehabilitation Act of 1973 (Section 508) requires agencies and government supported organizations to provide individuals with disabilities access to information that is comparable to the access and experience available to others.

III. Entities Affected by this Policy

This policy affects all of GOCC's faculty, staff, students, board members, contractors, and guests of the college.

IV. Who Should Read this Policy

All GOCC faculty, staff, students, board members, contractors, and guests.

V. Related Documents

1. GOCC's Acceptable Internet Use Policy
2. Public Law 105-220, "Section 508 of the Rehabilitation Act of 1973, as amended in the Workforce Reinvestment Act of 1998"
3. Section 503 of the Rehabilitation Act of 1973, as amended
4. Web Content Accessibility Guidelines – <http://www.w3.org/TR/WCAG/>

5. Title 44, U.S.C., § 3501, "E-Government Act of 2002"
6. Title 36, Code of Federal Regulations (CFR), Part 1194, "Electronic and Information Technology (EIT) AccessibilityStandards"
7. Title 48, CFR, 39.204, Federal Acquisition Regulations (FAR), "Acquisition of Information Technology"
8. Federal Acquisition Regulation, Final FAR Ruling 48, CFR Parts 2, 7, 10, 11, 12 and 39 (FAC 97-27; FAR Case 1999-607)
9. Public Law 105-220, Workforce Investment Act of 1998, Amendment to Section 508 of the Rehabilitation Act (29 USC 794d)
10. GOCC-specific policies and directives that relate to accessibility, equal opportunity, and reasonableaccommodations

VI. Contacts

Policy Owner: Dean of Academics and Extended Learning

General Counsel

ADA Compliance Officer

VII. Definitions

1. Compliance: adherence to the web accessibility standards and practices detailed in the Web Content Accessibility Guidelines 2.0 WCAG Priority 2, AA web accessibility standards.
2. Remediation: the process undertaken to retrofit, redesign, or remove the content from the website found to be out of compliance.
3. Content owner:
 - a. Any individual capable of accessing and posting content on any of GOCC's online content.
 - b. Any third party responsible for posting content on behalf ofGOCC.
 - c. A web-based service contracted by GOCC that serves a GOCC business and the GOCC employees responsible for administering those sites.

VIII. Procedures

1. Responsibility
 - a. ADA Compliance Officer or designee (hereinafter "Compliance Officer") shall be responsible for ensuring that information and services offered via GOCC's websites are compliant.

2. Proactive Monitoring

- a. The Compliance Officer will monitor the websites and services in order to evaluate compliance with accessibility standards and practices according to the Americans Disability Act of 1990 and the Americans Disability Act Amendment Act of 2009, Section 503 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act 1998 and the W3C/WAI/WCAG AA web accessibility standards.
- b. Monitoring tools can be run at any interval but no less than each quarter. The Compliance Officer will then send a web-based information check sheet stating the degree of compliance to the Dean of Extended Learning and Workforce Development. If non-compliant, remediation will apply.
- c. Anyone posting content must review content to ensure it meets the accessibility standards prior to publication or notification of any substantial change in accessibility standards.

3. Accountability

- a. The Compliance Officer will regularly report, track, and evaluate the status of the websites and contracted web services to ensure compliance with Priority 2, AA accessibility standards. The ADA Compliance Officer will review web pages that are reported as non-compliant.
- b. Where possible, the websites will have a link to report accessibility problems to the ADA Compliance Officer.
- c. The Compliance Officer will notify the content owners of any instance of non-compliance. The content owner shall be responsible for remediation according to the guidelines and time lines established by the agreement with the ADA Compliance Officer. The Compliance Officer shall ensure that the remediation steps are taken in a timely manner or the Compliance Officer will remediate the issue directly. Lack of remediation on the part of contracted services could lead to termination of contract services and/or a hold on payment.
- d. The Compliance Officer will be responsible for maintaining a record of reported instances of non-compliance and their ultimate resolution.
- e. The IT Department may initially provide assistance to departments concerning content development. The IT Department will coordinate faculty training for those departments regarding

the development and publication of accessible content. In addition, the IT Department will also train staff and faculty content developers.

4. Remediation

- a. The Compliance Officer shall ensure that the website and contracted web services that fail to comply with accessibility will receive remediation in a timely manner.
- b. When web pages cannot be made accessible in a timely manner, the content owner will be responsible for providing alternative access to the information.
- c. If not remediated in a timely manner, the IT Department will bring the content into compliance and inform the Compliance Officer of the changes made. The Compliance Officer will follow up with the content owner(s) of these pages to ensure proper training is administered, so future issues of this nature do not occur.
- d. If remediation is not possible, and alternative access is not an option, content will be published with information on available assistive services (Phone number, fax, email options).

5. Retrofit Accessibility

- a. Content owners shall provide alternative ways for persons with disabilities to obtain services and information during any period of time where a website or contract web service is undergoing retrofit in order to comply with accessibility standards.

6. Training

- a. Content owners are required to maintain a working knowledge of accessibility standards. Glen Oaks Community College will provide mandated and on-going training for content owners who develop and maintain GOCC's websites in order to ensure that those who post content understand accessibility standards.

IX. Effective Date

March 26, 2018

X. Policy History

This is an updated policy created to address accessibility for persons with disabilities.

XI. Next Review/Revision Date

February 1, 2019

Approved by Board of Trustees: April 12, 2018

Glen Oaks Community College Acceptable Internet Use Policy

Policy 3.60

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; College policies or any applicable state or federal law; and
 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
 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 Dean of Finance and Administrative Services 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, tortious 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 and Community Services. Allegations of faculty or staff conduct that is believed to violate this Acceptable Use Policy should be reported in writing to the Dean of Finance and Administrative Services 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 Policies

Student Policies - General

Policy 3.51

- 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 Dean of Finance and Administrative Services 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

Smoke-Free Campus

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

No smoking is allowed in the parking lots, however, persons may smoke inside their vehicles within the parking lot. The Michigan legislature passed a no smoking law, the Dr. Ron Davis Smoke Free Air Law in 2009 with final implementation on May 1, 2010.

Student Dress Code

Students are expected to dress appropriately and in keeping with the adult community of which the college student is a part. The college reserves the right to make specific recommendations.



Glen Oaks Community College Grievance Procedures

Policy 2.61

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

Section I

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

Candy Bohacz
Civil Rights Coordinator
62249 Shimmel Rd.
Centreville, MI 49032
(269) 467-9945

Section II

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

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
Step 2: A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

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

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, U.S. Department

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

Adopted by the Board of Trustees Feb. 20, 2008, revised June 11, 2014.

Student Concern Procedure

Policy 3.65

Informal Process

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

If the conflict is not resolved, students should be referred to the Dean of the area which the concern applies.

Dean of Students

If the issue is an infraction of the Student Code of Conduct, refer the student to the Dean of Students or 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 Academics and Extended 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.

Procedures

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 Academics and Extended 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 Academics and Extended 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.

Alcohol and Drug Abuse Policy

Policy 3.40

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).

Recreational Marijuana and 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 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 drugs. The failure to submit to a breathalyzer test for alcohol or a urinalysis test for 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, 1/10/19.

Transgender Policy

Policy 3.75

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 Dean of Students (for students, community members, and visitors) and the Director of Human Resources (for College employees):

Tonya Howden
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 or 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. WebAdvisor 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.

Missing Student Policy

Policy 3.90

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.

Campus Security

Policy 3.41

- 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 Dean of Finance and Administrative Services' Office.

- D. Occurrence Statistics
Upon request, data is available in the Dean of Finance and Administrative Services' Office for the following criminal offenses which could be reported on the campus or to the St. Joseph County Sheriff's Office:

Offenses Reported

1. Murder
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft

Arrests

1. Liquor Law Violations
2. Drug Abuse Violations
3. Weapons Possessions

Adopted by Board of Trustees March 11, 1992, revised 9/14/05, reviewed 9/17/14.

Due Process Procedure

Policy 3.43

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

ACADEMIC: A decision to limit the number of credit hours which a student takes

PROBATION: in any one semester until he/she improves their point average to a stated level.

APPEAL FORM: A form to be used by the student to appeal a decision by the trier of the fact.

DISCIPLINARY PROBATION: A decision to suspend a student's privileges.

DISCIPLINARY RECORD: A summary of the action taken during a particular case, including the disposition thereof.

DISMISSAL: A decision which permanently suspends a student from College.

EVIDENCE: 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.

GUILTY: A verdict of the trier of fact which indicates that there has been a violation of the college code, rule, regulation, policy or procedure.

HEARING DISPOSITION SHEET: A record of the disposition which was made after a hearing of the case.

INCIDENT REPORT: A report of the incident in which a student allegedly violated College code, rule, regulation, policy or procedure.

NOTICE OF/ VIOLATION OF: Written notification to a student which states specifically the alleged violation of a College code, rule, regulation, policy or procedure.

COLLEGE REGULATIONS PROBATION: 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.

REPRIMAND: An official written censure.

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

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

TRIER OF FACT : 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.

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

WARNING: 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 and Administrative Services (notifying 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 have attached to it a copy of the Due Process Procedure which is set for the herein.
4. The notice shall set forth a forewarning of the possible consequences (recommended action) if the student is found to have committed the violation(s).

5. 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 in writing.

6. 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 be 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 violations(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 violations(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.

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.

Policy On Campus Unrest, Dissent, And Protest

Policy 3.44

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

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

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

Every attempt must be made to establish effective communications so that policy questions, grievances

and/or disciplinary problems can be aired by the college community. To this end, violations and/or violators of individual or group freedom will be referred to the President to hear, weigh, evaluate, and recommend as is necessary by the evidence at hand in solving the problem and attaining the objective.

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

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

Act #26 Of The Public Acts Of 1970

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

The People of the State of Michigan enact:

- Sec. 1. A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:
- (a) When the chief administrative officer of a publicly owned and operated institution of higher education, or his designee, notifies the person that he is such officer or designee and the person is in violation of the properly promulgated rules of the institution; and
 - (b) When the person is in fact in violation of such rules; and
 - (c) When, thereafter, such officer or designee directs the person to vacate the premises, building or other structure of the institution; and
 - (d) When the person thereafter willfully remains in or on such premises, building or other structure; and
 - (e) When, in so remaining therein or thereon, the person constitutes (1) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (2) an unreasonable prevention or disruption of the customary

and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.

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

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

This act is ordered to take immediate effect.

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

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

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

Disruption of or undue distracting 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 distracting 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

Policy 3.44A

- 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.

Firearms on Campus

Policy 3.45

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

Policy 3.46

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

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

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

Student Housing Policy

Policy 3.39

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 8/10/2017.

Service Animal Policy

Policy 3.80

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/>.

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 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 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

Policy 3.85

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.

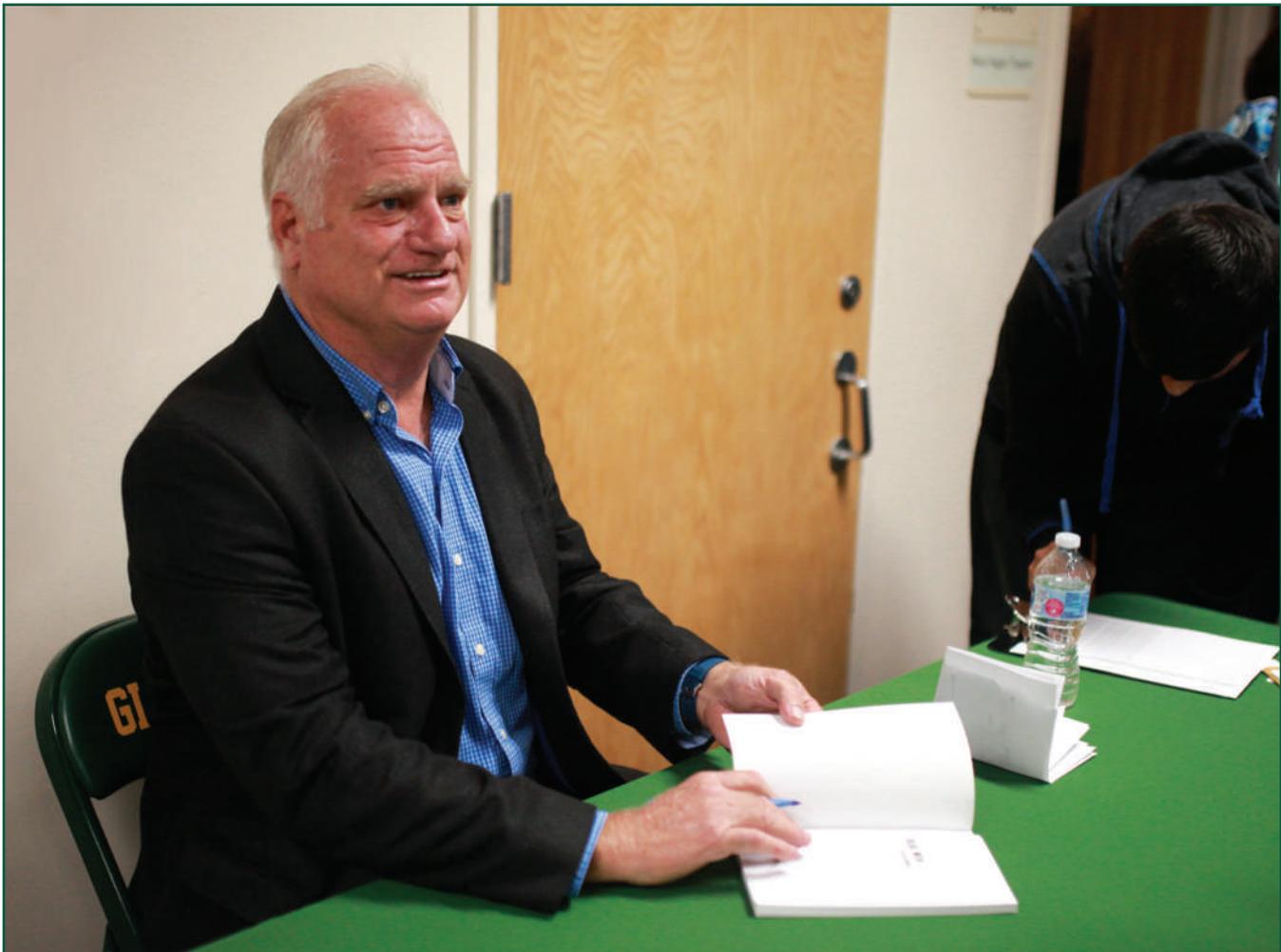
VI. Dispute Resolution Procedure

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 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.



POINTS OF PRIDE

- In 2019, the college celebrated the 50th anniversary of the campus building as well as a major renovation of the grand concourse.
- The \$6.5 million David H. and Patricia A. Devier Student Suites opened in August 2017 and features two- and four-bedroom suites. There are 106 beds in all and the facility was the first of such project in Michigan to be funded by a USDA Rural Development loan.
- Glen Oaks recently launched the only Agricultural Equipment Technology program in the state of Michigan where students learn to repair and maintain farm related equipment and machinery.
- The college hosts the largest Job Fair in St. Joseph County each year with over 50 area employers in attendance.
- Students in the Glen Oaks agricultural programs, in conjunction with Michigan State University, are engaged in hands-on learning by farming over 65 tillable acres on the campus.
- Glen Oaks opened a food pantry to assist students with both food and necessity items.
- The Goshen College RN to BSN program is held on the Glen Oaks campus, making the four-year nursing degree more accessible to registered nurses in St. Joseph County.
- Glen Oaks recently reinstated the Viking Speaker Series and hosts inspiring speakers on a wide range of topics. The series is co-sponsored by the Glen Oaks Foundation and the Sturgis Media Group.
- In early 2018, Glen Oaks reported a 7.3 percent increase in student headcount and a 10.1 percent increase in credit hours resulting in enrollment increases over six straight semesters.
- Glen Oaks launched a Nursing Hall of Fame in 2018 to recognize Glen Oaks alumni as well as those who have made valuable contributions to the nursing program over the years.
- Members of the community are invited to join students and faculty on an annual Study Abroad program each year. Recent trips have included Peru, France, the British Isles, etc., and will include Greece in 2019.

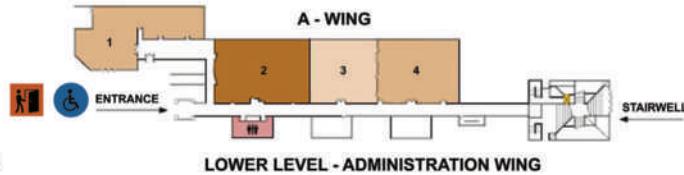
- In 2017, the Glen Oaks Foundation provided 75 students with over \$83,000 in scholarship funding.
- Each year the college hosts St. Joseph County College night with admission representatives from over 55 institutions of higher education in attendance.
- The College recently established the Epsilon Pi Tau honorary society for students in the technology professions.
- The Glen Oaks Pi Theta Kappa Chapter has one of the highest percentage of inducted PTK students in the state of Michigan.
- Glen Oaks annually hosts the MI Career Quest Southwest Michigan program for all of the ninth grade students in St. Joseph County, offering them the opportunity to explore different career pathways through engaging activities presented by area employers.
- Each year students in each of the eight area high schools in St. Joseph County receive the President's and Dean's scholarships.
- Glen Oaks, in conjunction with the St. Joseph County ISD, offers high school students the option to participate in the Early Middle College program which provides students the opportunity to earn an associate degree or occupational certificate program in their "13th" year of high school, with funding paid for by the state.
- The College partners with the Intermediate School District to offer student Career and Technical Education programs including Graphic Design, Welding, Computer Coding and Gaming, Medical Occupations, Automotive Technologies, Computer-Aided Design, Marketing, and Information Technology.
- The College enrolls more than 600 high school students each year and this generates the highest percentage of dual enrollment of any Michigan community college.
- Over the last five years, high school dual enrollment students have transferred to 127 different colleges and universities.



GLEN OAKS COMMUNITY COLLEGE

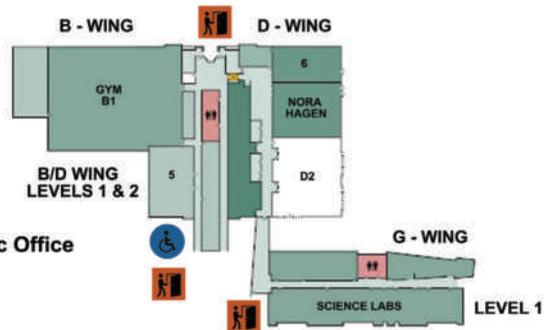
STUDENT SUCCESS HALLWAY

- 1 Dresser Business Development Center
- 2 Administrative Offices
- 3 The Oaks Store
- 4 Student services, Admissions, Financial Aid



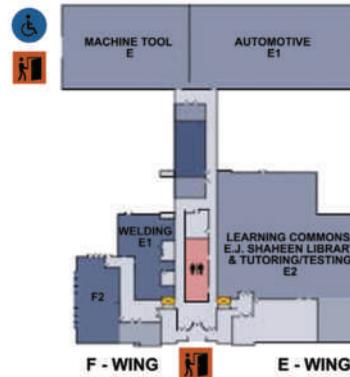
LEVELS 1 & 2 - B, D, & G WINGS

- 5 Athletic Media Room
- 6 Athletic Offices
- B1 Level 1 - Gym, Locker Rooms, Athletic Offices
- D2 Level 2 - Nora Hagen Theatre, Nursing Labs, Athletic Office
Rooms D22 - D250, D255 - Nursing Office
- G1 Level 1 - Science Labs, Rooms G128 - G227



ALL LEVELS - E WING

- E1 Level 1 - Automotive, Machine Tool and Welding Labs
- E2 Level 2 - Learning Commons, E. J. Shaheen Library & Tutoring and Testing Center



LEVEL 2 - F WING

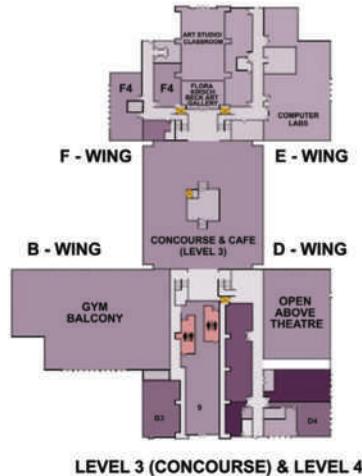
- F2 Level 2 - Allied Health Offices/Labs
Rooms: F203 - F208

LEVEL 3 - CONCOURSE LEVEL

- North Side - Art Studios, C304
- South Side - Health & Wellness Center, Gym balcony
Rooms C326 - C331

LEVEL 4 - D, E, & F WINGS

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- F4 Level F4 - Business Department Rooms F457 - F465
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Current Information:

About procedures, policies, calendars, curriculum and costs is available from the Student Services Office during business hours. Current tuition and fee schedules are published on the College website: www.glenoaks.edu

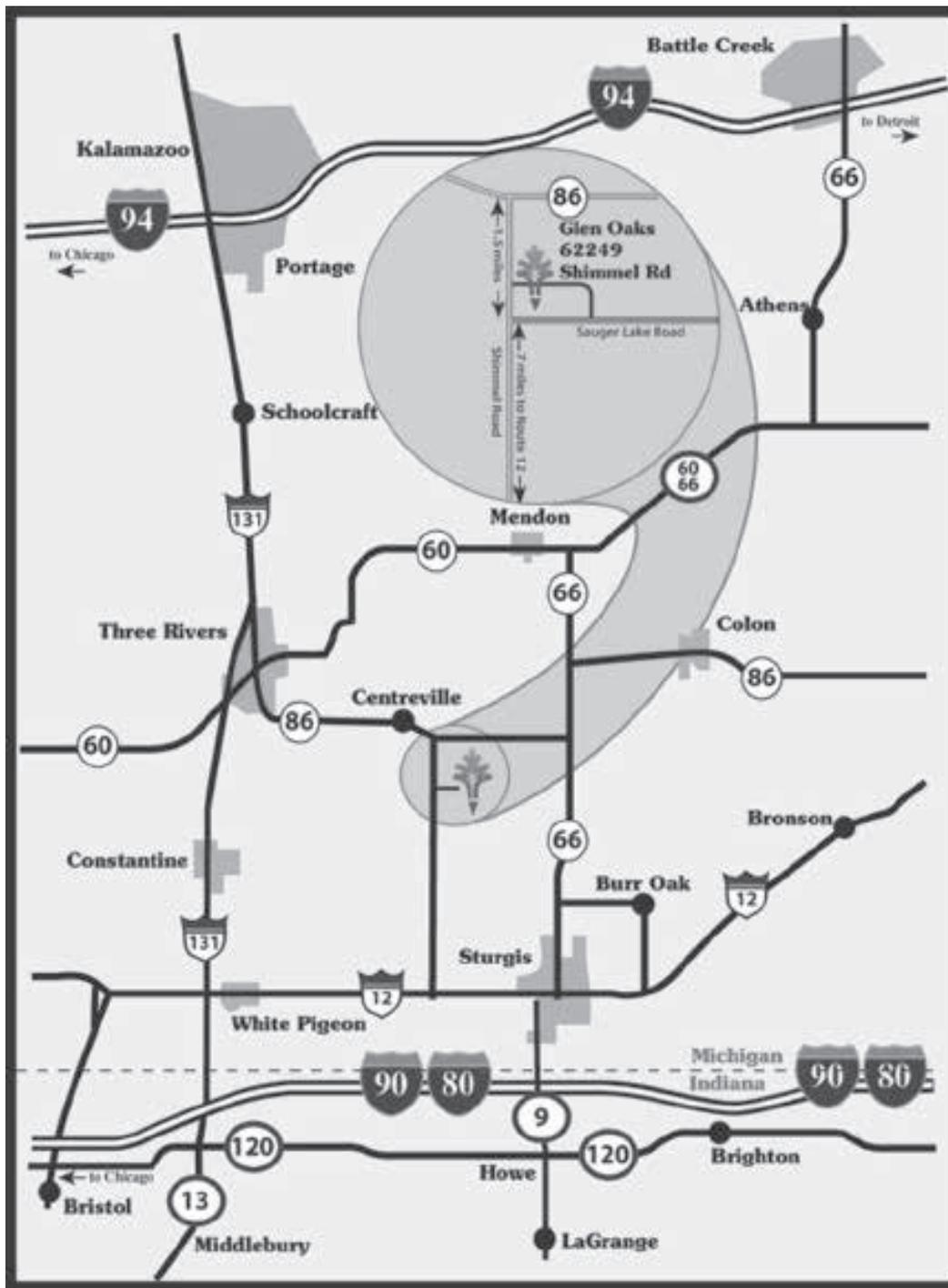
Disclaimer:

The community college is a dynamic institution, constantly changing, constantly adjusting, constantly in flux. The goal: to change with the needs and demands of its constituents (the students, the academic community, the wider community). The result: In a catalog designed for a "one year shelf life," much of the information, while accurate at the time of printing, will change. Glen Oaks Community College reserves the unrestricted right to make changes in any policies, procedures, course offerings, educational programs, class schedules, tuition/fees, or personnel, at any time, without notice. This catalog is published for general information purposes only and does not constitute or establish a contract of any kind between the college and a student or prospective student. The college reserves the privilege to change, without notice, any information in this catalog.

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This catalog is official, beginning with the fall semester 2019, for the 2019-2020 academic year or until superseded by a more recent edition. See page 47 regarding Catalog in Effect for Graduation Requirements.

Directions to Glen Oaks Community College



Coming from the north: Take U.S. 131 south from Kalamazoo to Three Rivers. At Three Rivers take Business 131 into the city. Stay on Main Street to M-86 (at south end of city). Take M-86 to Centreville (10 miles). At the east end of Centreville, take Shimmel Road south about 1.5 miles. Glen Oaks is on the left. **OR** from Battle Creek, take Hwy 66 to M 86 (right or west) to Shimmel Road south at Centreville. Go 1.5 miles south to Glen Oaks on left side.

Coming from the south (Indiana): If on S.R. 13 through Middlebury, go north (turns into U.S. 131) in Michigan to U.S. 12. Go east toward Sturgis on U.S. 12 past Klinger Lake Country Club, turn left (north) on Shimmel Road for seven miles. GOCC is on right side. **OR** take Hwy 9 north into Sturgis and turn left (west) on U.S. 12 to Shimmel Road. Then go right (north) seven miles. GOCC is on right side.



Glen Oaks
COMMUNITY COLLEGE