



**Clatsop
Community
College**

2020 – 2021 Academic Year

Student Handbook



Non-Discrimination Declaration

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Naomi Garbutt, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, ngarbutt@clatsopcc.edu (link sends e-mail) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Shelly Alford, is located in Towler Hall, Suite 312B, salford@clatsopcc.edu (link sends e-mail) 503-338-2474.


Accommodations

Persons having questions about or a request for special needs and accommodation should contact Mallory Vollner, Director of Student Access Services at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, mvollner@clatsopcc.edu (link sends e-mail) Phone (503) 338-2474 or TDD (503) 338-2474. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación

Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Naomi Garbutt, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, ngarbutt@clatsopcc.edu (link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468. El Coordinador de la Título II/Sección 504, Shelly Alford, se encuentra en Towler Hall, numero 312B, salford@clatsopcc.edu (link sends e-mail) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas

En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, jzahn@clatsopcc.edu (link sends e-mail) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. 

Emergency Numbers on Campus:

911 (also 911 from campus phones)

Non-Emergency Numbers:

503-338-2489 or 503-791-3320 - Maintenance/Facilities

503-325-4411 - Astoria Police Department

503-325-2345 - Astoria Fire Department

Clatsop Community College (Astoria) 503-325-0910

Clatsop Community College FAX 503-325-5738

Clatsop Community College TDD 503-338-2468

Registration/Welcome Center 503-338-2411

South County Campus (Seaside) 503-338-2402

Marine and Environmental Research and Training Station (MERTS) 503-325-7962

Industrial Manufacturing Technology Center (IMTC) 503-338-7670

The online version of this document contains links to referenced documents.

Please report any broken link to the Vice President for Student Success at
studentsuccess@clatsopcc.edu.

The information in this handbook was compiled by Vice President for Student Success in cooperation with college staff. The calendar listings, operating hours, services and policies listed in this handbook are subject to change by the appropriate college officials.

If you require a physical copy of this publication, write or call:

Office of the Vice President for Student Success

1651 Lexington Ave., Astoria OR 97103

503-338-2371

Email: studentsuccess@clatsopcc.edu

COVID-19 AND CCC

Please review CCC's Covid-19 [pandemic response guide here](#).

We want to stress the importance of the procedures and expectations for class and campus activities to keep classes going. CCC is proceeding this term as planned under the COVID-19 Response Plan that details how the college will conduct classes and services while minimizing the spread of COVID-19. The expectation is for all students, employees and visitors to our campuses to abide by these practices so we may continue to offer classes this fall term and avoid a shut down or outbreak scenario at our college. We will continue to monitor the situation and are prepared to make adjustments if necessary.

It is important for students and employees who are participating in on-campus options to self-check for symptoms before coming to campus. If you have any symptoms of COVID-19, are informed that you have been in close contact with a person who has tested positive for COVID-19, or have tested positive yourself, we ask that you do not come to campus. Please reach out to CCC Vice President Jerad Sorber at jsorber@clatsopcc.edu with your situation and he will connect you with appropriate accommodations.

To assist in accommodating students who are in need of quarantining or are experiencing symptoms, faculty are asked to offer virtual and make-up options for classes so students do not feel pressure to attend classes on campus when not well. Employees on campus are also expected to reach out to their supervisors if they are in need of quarantining or are experiencing symptoms. **Please remember that when you are on campus, you are required to wear a face-covering that covers your mouth and nose.**

Our goal is to educate and serve our students in a consistent and safe manner during this pandemic, but that will take everyone working together to minimize the risk and exposure to COVID-19. Let's be diligent in these practices so CCC may continue Enriching Lives, Inspiring Learning, and Creating Opportunities.

Clatsop Community College campus access remains open but restricted to employees and students registered for academic courses, and is otherwise closed to the public. Anyone who is on campus needs to adhere to the guidelines of the COVID-19 Response Plan.

Most campus services are available online.

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Vice President's Welcome

Welcome to Clatsop Community College! We are glad that you chose to join our community of dedicated students, faculty, and staff as you move forward on your educational journey. You are now part of a more than 60 year tradition of student learning and success.

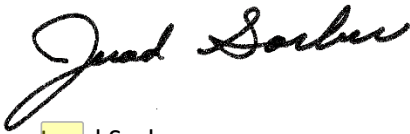
As a community college, founded by our local community, this college exists to make sure that students like you have access to higher education so that you can learn, enrich your life, and open opportunities for yourself and our community as a whole.

I encourage you to take advantage of everything that this college has to offer, whether it's diving deep into a subject that you are passionate about, participating in a student club, or asking for help from our staff when you find yourself working hard but you just don't feel like you're making progress. There are many resources listed inside this handbook that can help you learn where to go for help, inspiration, or to recharge yourself. I also encourage you to know your rights and responsibilities as a student. These will not only help you know the "rules of the road", but also help you advocate for yourself if necessary.

Above all else, remember that your educational path belongs to you. Make sure that you claim it and the faculty and staff of Clatsop Community College will be there to walk alongside you as you move towards your educational goals.

This is an exciting time, and I am glad that you are here. I wish you the best of luck. Go Bandits!

Sincerely,

A handwritten signature in black ink that reads "Jerad Sorber". The signature is fluid and cursive, with the first name "Jerad" being more prominent than the last name "Sorber".

Jerad Sorber
Vice President for Student Success

Important Dates

Fall Term 2020 - 2021

September 28 to December 11, 2020

LAST DAY TO

Register online for term length classes (closes at midnight)	September 27
Drop a course w/refund & no transcript notation	October 2
Pay without \$50 late fee	October 2
Change to audit/credit	November 20
Withdraw from a course	November 20

HOLIDAYS – College Closed

Veterans Day	November 11
Thanksgiving break	November 24- 27
Winter Break	December 21 – 27

END OF TERM

Finals Week	December 7-11
Grades Available (online)	December 11

OTHER IMPORTANT DATES

Graduation petitions due	September
Veteran registration opens	November 2
Priority registration opens (45+ credits)	November 4
Winter registration opens (all students)	November 5
Winter term begins	January 4

Winter Term 2020-21

January 4 to March 19, 2021

LAST DAY TO

Register online for term length classes (closes at midnight)	January 3
Drop a course w/refund & no transcript notation	January 8
Pay without \$50 late fee	January 8
Change to audit/credit	February 26
Withdraw from a course	February 26

HOLIDAYS - College Closed

Martin Luther King, Jr. Day	January 18
Presidents' Day	February 15

END OF TERM

Finals Week	March 15-19
Grades Available (online)	March 23

OTHER IMPORTANT DATES

Graduation Petitions due	January
Veterans registration opens	February 8
Priority registration opens (45+ credits)	February 9
Spring registration opens (all students)	February 10
Spring Break (campus open)	March 22-April 4
Spring classes begin	April 5

Spring Term 2020- 21

April 5 to June 18, 2021

LAST DAY TO

Register online for term length classes (closes at midnight)	April 4
Drop a course w/refund & no transcript notation	April 9
Pay without \$50 late fee	April 9
Change to audit/credit	May 28
Withdraw from a course	May 28

HOLIDAYS - College Closed

Memorial Day	May 31
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END OF TERM

Finals Week	June 14 - 18
Grades Available (online)	June 22

OTHER IMPORTANT DATES

Graduation Petitions due	April 16
Cap & Gown orders due	April 9
Summer Veterans registration opens	May 3
Summer registration opens (all students)	May 5
Fall Veterans registration opens	May 3
Fall Priority registration opens (45+ credits)	May 4
Fall registration opens (all students)	May 5
Commencement ceremony	June 18
Summer Break (campus open)	June 21-25

Fees

Instate Tuition	\$105	Per Credit
Border State Tuition	\$108	Per Credit
Out of State Tuition	\$210	Per Credit
Technology Fee (see explanation below)	\$10	Per Credit
Consolidated Fee (1-3 Credits / Term)	\$10	Per Term
Consolidated Fee (4+ Credits / Term)	\$30	Per Term

Web: <https://www.clatsopcc.edu/admissions/tuition-fees/>

Course Fees: Most classes have additional fees to help cover the cost of materials or supplies that are used in the class. These fees will be listed as part of the class cost in the current schedule.

Residency: Residents of Oregon will be charged the in-state tuition rate. *Residents of Washington, Nevada, California or Idaho will be charged the border state tuition rate.*

Per Oregon Revised Statute, the following are considered residents:

- Military personnel on active duty and their dependents
- Veterans enrolling within one year of separation from services
- Dependents of parent or guardian who qualifies as Oregon resident

Technology Fee: In order to provide the most up-to-date computer hardware and software for students to utilize in the labs and instructional classrooms, it is necessary to periodically replace both the hardware and software. The technology fee paid by the students helps the College with a portion of these costs. The fee also helps pay for the cost of operating the instructional labs each term. This includes helping pay for lab monitors, internet access, student email accounts, paper, print cartridges, and other current operating expenses. The fee is pro-rated for non-credit classes.

Consolidated Fee: The Consolidated Fee will help cover costs associated with: registration, library services, parking, advising and counseling, career center, tutoring, energy, graduation petition, and Associated Student Government (ASG).

Late Payment Fee: A late payment fee of \$50 will be charged if your account is not paid in full (or an installment plan is not set up) by the first Friday of classes. During the summer term this deadline is moved to the first Thursday. An additional \$15/month will be added to delinquent accounts.

Late Registration Fee: A late registration fee of \$25 will be charged to you if you enroll after the first week of the term for regular term-length credit classes.

Student Services' Departments

Location: Columbia Hall, 1st floor offices

Hours: Monday-Friday, 9 a.m. to 5 p.m. (closed 12 p.m. to 1 p.m.)

First Stop (*Columbia Hall, Room 109*)

- Advising appointments
- Financial Aid questions
- General information
- MyCCC assistance
- New Student Orientation check-in
- Lost & Found

Testing Center (*Columbia Hall, Room 110*)

- GED® Testing
- Proctored exams
- Placement Testing

Registrar's Office (*Columbia Hall, Room 115*)

Student Services Administration Offices (*Columbia Hall, Room 115*)

- Academic Advising
- Admissions
- Registrar
- Vice President for Student Success

Financial Aid & Scholarships Office (*Columbia Hall, Room 116*)

- Veteran's Services

Academic Advising

Location: Columbia Hall 115

Hours: 9 a.m. to 5 p.m.

Phone: 503-338-2411

Email: advising@clatsopcc.edu

Web: www.clatsopcc.edu/academic-planning/academic-advising/

Academic advisors are assigned to all students seeking a degree or certificate. If you wish to request a new advisor or need to change your declared degree/program of study, you must contact Student Services. Student Services can provide you with information necessary to help you plan your class schedule. You will need your advisor's approval prior to registering for classes.

How Can My Advisor Help Me?

Full-time faculty and staff serve as academic advisors in their particular area(s) of expertise. Your advisor is assigned by matching your degree/program major and any special needs you may have with the faculty or staff advisor most qualified to assist you. Even if you are currently undecided about your future major, there are advisors who can help you explore all of your options. All faculty advisors have scheduled office hours posted on their doors.

How Do I Know Who My Advisor Is?

Log-in to your MyCCC account. The home screen will list your advisor name.

Do I need to see an Advisor if I am a non-degree seeking student who takes an occasional class?

No, however if you have questions, please stop by Columbia Hall, room 115 for assistance.

Advisor clearance is required for registration for degree-seeking students.

Academic advisors may:

- Interpret your assessment results
- Help you schedule appropriate classes
- Discuss the importance of completing prerequisites
- Help in locating support resources
- Assist you in understanding college policies and procedures
- Help you seek information regarding transferring to a university
- Help you understand course content and requirements
- Interpret the college schedule and catalog
- Discuss career options and opportunities
- Answer questions and monitor progress toward degree requirements
- Help you complete/review your graduation petition
- Inform you concerning registration dates, add/drop policies, etc.

Admissions

Location: Columbia Hall 115
Hours: 9 a.m. to 5 p.m.
Phone: 503-338-2417
Staff: Ben Palenske, *Recruitment Coordinator*
Email: admissions@clatsopcc.edu
Web: <https://www.clatsopcc.edu/admissions/>

Although you may have completed the general admission procedures to Clatsop Community College, you will find that there are a number of programs that require special admission such as the nursing program. If you receive any type of external funding for college such as financial aid or scholarships, you must be an admitted degree-seeking student.

You must also be admitted to the College in order to graduate from a degree or certificate program. The Admissions application is available online through Clatsop Community College's website at www.clatsopcc.edu/admissions. If you know someone who is interested in attending CCC in need of assistance, please refer them to Student Services.

Career Services

Location: Columbia Hall 115
Hours: By appointment
Phone: 503-338-2480
Web: www.clatsopcc.edu/services/support-services/career-services/

We can assist students with all aspects of their career search. We have the tools and information to connect you with employers for job shadowing, internships and cooperative work experience.

We have many opportunities for students and for those starting on their career path. Current job openings are posted on a bulletin board in Columbia Hall. Employers interested in posting on the board should also contact the career center. Equal Opportunity Posting Requirements apply.

Online sources for job postings:

WorkSource Oregon: www.workinginoregon.org

WorkSource Washington: www.go2worksource.com

Clatsop Community College openings: www.clatsopcc.edu

Jobs Board: Stop by to check out the job board located in Columbia Hall, 2nd floor.

Counseling Center

Location: Towler Hall 104B
Hours: By Appointment
Phone: 503-338-2409
TTY: 503-338-2468
Staff: Anne Mabee, *College Counselor*
Email: counseling@clatsopcc.edu
Appointments: ccc.appointlet.com/b/counseling
Web: www.clatsopcc.edu/services/support-services/counseling-center/

Confidential and professional short-term counseling services are available for those experiencing personal matters that may be interfering with your success at college. Services are provided at no cost to students.

Concerns such as coping with anxiety and depression, stress management, interpersonal problems, suicidal ideation, grief and loss, or substance abuse, test anxiety, etc., can be addressed. Referrals to additional community resources and agencies are provided when appropriate.

Students can consult with the College Counselor for help locating community resources related to primary health concerns and topics. Information sources and a current listing of community resources are available for low cost medical care, health insurance, mental health care, alcohol and other drug abuse evaluation and treatment, physical fitness, tobacco cessation, and other health and wellness concerns. Please note that no medical care from a doctor or nurse is available on campus. Students can contact any college employee to request assistance, and/or can call 911 if you are experiencing a medical emergency.

Disability Services

Location: Towler Hall 312
Hours: Monday through Friday, as posted
Phone: 503-338-2474
TTY: 503-338-2464
Staff: Shelly Alford, *Disability Services Coordinator*
Christine Riehl, *Disability Services Director*
Email: disabilities@clatsopcc.edu
Web: www.clatsopcc.edu/services/support-services/disability-services/

Clatsop Community College is committed to providing equal opportunities for students with disabilities throughout the College community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Our philosophy is to maximize your independence and self-reliance, while making available a variety of support options to assist you in achieving your educational and/or vocational objectives. To initiate support services, please contact Disabilities Services. It is your responsibility to self-identify and make the request for services.

Examples of services include:

- Campus orientation
- Alternative formats of textbooks or other educational materials
- Extended testing time
- Student advocacy
- Resource and referral services
- Reasonable and appropriate classroom accommodations

Financial Aid

Location: Columbia Hall 116
Phone: 503-338-2322

Staff: Lloyd Mueller, *Director of Financial Aid*
Sarah Geleynse, *Financial Aid Coordinator*
Email: finaid@clatsopcc.edu
Web: www.clatsopcc.edu/admissions/financial-aid-scholarships/

For general Financial Aid questions and document drop off, visit the Student Services Welcome Center.

The Financial Aid Office is dedicated to providing information on the application process, financial aid options, assisting you with filling out financial aid forms, and providing financial counseling upon request.

Financial aid provides assistance with job placement for work-study students in campus jobs and at community service work sites.

Staff will assist you with the reinstatement process if you have lost financial aid due to not maintaining “academic progress,” and with Direct Loan applications and debt counseling.

Important Consideration:

If you find yourself in the dilemma of having to either drop a course or risk your cumulative GPA dropping below the required minimum for academic progress, contact the Financial Aid Office and/or your academic advisor for help in making your decision on what to do. It may be to your advantage to drop a class, rather than having your cumulative GPA drop, which may affect your aid eligibility for a longer period.

Disqualification:

You will be disqualified from financial aid if you complete zero credits in any term or fail to maintain the academic progress requirements. See the Satisfactory Academic Progress Guidelines below. If you lose Financial Aid eligibility you may be eligible for Financial Aid by raising your GPA or by making up the required credits. In addition, you can petition for reinstatement. Forms are available on the website or from the Financial Aid Office.

Important Consideration:

It is to your advantage to do a total withdraw from all classes rather than just stop attending class. You will still be disqualified from receiving aid under the Academic Progress guidelines; however, a withdraw “W” on your grade transcript does not lower your cumulative GPA like all “F’s,” and will make your return to college in the future much easier.

NOTE: If you withdraw before 60% of the term has been completed, you may have to repay part of the financial aid you received. See the college website for more information on Refunds and Return of Title IV Funds or contact the Financial Aid Office at 503-338-2322.

Satisfactory Academic Progress Guidelines

(Satisfactory Academic Progress Policy available in the Financial Aid Office)

Clatsop is required by federal and state regulations to define and enforce standards of satisfactory academic progress (SAP) which students must maintain to continue receiving financial assistance. SAP is determined each term based on your cumulative GPA and the total credits you have earned at Clatsop. Refer to the following chart:

<i>Cumulative GPA</i>	<i>Percent of Credits</i>
2.00	Complete 66.67% of your attempted credits

Students who do not meet the minimum CGPA and/or complete the required number of credits listed above will be disqualified from financial assistance. Other guidelines also apply. See the Financial Aid website for further details.

Maximum Credit Limit: Federal regulations require that a school define a maximum number of credits within which a student must complete his/her program. At Clatsop a student is expected to complete a one-year certificate within 150% of the published length of the certificate or a two-year degree within 135 credits. All credits attempted at Clatsop and any credits a student attempted at other institutions will be used in the calculation.

Appeals: If you are disqualified for the following: not maintaining the appropriate cumulative GPA and/or not completing the required number of credits by the end of a term; completing zero credits any term; not completing your program within the maximum credits allowed, and you believe you have extenuating circumstances that caused you to be disqualified, you may petition the for a review of your situation. Petitions will be reviewed by the Director of Financial Aid and may be forwarded to the Financial Issues Committee for further review. Petitions are available at the Financial Aid Office, and must be submitted by Monday, 5 p.m., the first week of classes. No petitions are accepted for summer term.

For additional information [visit the Financial Aid Satisfactory Academic Progress webpage](http://www.clatsopcc.edu/student-resources/financial-aid/award-information/satisfactory-academic-progress) at www.clatsopcc.edu/student-resources/financial-aid/award-information/satisfactory-academic-progress.

Scholarships

Scholarship announcements are available on the college web site at: www.clatsopcc.edu/scholarships.

Other external scholarships may be found on the internet. Some sites you may want to check out are:

- **www.oregonstudentaid.gov** Oregon Student Access Commission - over 150 scholarships listed.
- **www.fastweb.com** All types of awards - searchable data base. (180,000 private sector scholarships).
- **www.collegeboard.org** Type in "Scholarships"
- **www.fafsa.ed.gov** FAFSA on the Web (Free Application for Federal Student Aid).

Registrar's Office

Location: Columbia Hall 115
Hours: Monday through Friday, 9 a.m. to 5 p.m.
Phone: 503-338-2411
Staff: Siv Serene Barnum, *Registrar*
Email: registrar@clatsopcc.edu
Web: <https://www.clatsopcc.edu/records/>

The Registrar's office provides many services to students including:

- Maintenance of student course changes and student transcript records
- Processing of graduation petitions (see "Graduation Petition" for deadlines)
- Miscellaneous enrollment verification for loan deferments and insurance discounts
- Outgoing transcripts (for Clatsop students transferring to other institutions)
- Maintenance of student files, including address and phone number changes
- Transcript evaluation (how prior credits will be used toward a CCC degree)
- Providing student ID cards
- Processing student payments
- Assistance with MyCCC login

Enrollment Verification

Commonly used by students to establish student status for scholarships, auto insurance or health insurance this official document is provided by the Registrar's Office. Available after the first week of each term, the form verifies you remain an enrolled student at the college. There is no charge for this verification. Requests can be made by emailing registrar@clatsopcc.edu.

Graduation Petition/Commencement Ceremony

You must initiate the Graduation Petition. The following steps will help ensure your graduation petition is reviewed and you are eligible to participate in the commencement ceremony.

Petition Process:

- Pick up a graduation petition from the Student Services Welcome Center or the website: <https://www.clatsopcc.edu/records/forms>
- Verify that all prior institution transcripts have been received
- Fill out the Graduation Petition
- Submit the graduation petition during the term in which you are graduating. To have your name listed in the commencement program, your petition must be submitted by April 17, 2020.
- The Registrar's Office will review your petition to see that you meet all the degree requirements for the degree you are seeking.
- Once you have successfully completed all requirements for your degree, your diploma will be mailed to you.

Commencement Details

The ceremony will be held on June 18, 2021 at CMH Field.

There is a \$35 fee to purchase a cap & gown. The cap and gown order form is available at the College Bookstore, and must be turned in to the College Bookstore no later than 3 p.m. April 9, 2020.

Commencement announcements may be purchased at the College Bookstore.

Release of Student Information

It is the policy of Clatsop Community College to release student information known as “directory” information. Directory information at Clatsop is defined as: name, address, major field of study, terms of attendance, degrees and awards received. In addition to the College’s directory information, the Solomon Amendment requires by law that the College release your name, address, telephone number, date of birth, education level, major, and degrees received, upon request from recruiters of the branches of the United States military. If you do not want this information released, you must indicate so in writing by completing a *Request for Non-Disclosure of Student Information Form*. These forms are available in the Student Services Welcome Center.

The Family Education Rights and Privacy Act (FERPA) gives students the right to:

- Access their educational records
- Consent to release a record to a third party
- Challenge information in their records
- Be notified of their privacy rights

Details are published in the student brochure titled “Your Student Records.” You can pick this information up at the Student Services Welcome Center or request it by phone at 503-338-2411, or by email at registrar@clatsopcc.edu.

Testing Center

Location: Columbia Hall 110

Hours: See monthly online calendar: www.clatsopcc.edu/academics/learning-resource-services/testing-center

Contact: **GED® testing information:** 503-338-2481, GEDTesting@clatsopcc.edu.

Placement testing: Sign up online at www.clatsopcc.edu through your MyCCC account. If you need assistance, call 503-338-2411 or drop by the Student Services Welcome Center (Columbia Hall 109).

Distance Ed. Proctoring or ODA Pesticide exam information: 503-338-2426 or email testingcenter@clatsopcc.edu.

The Testing Center administers a variety of tests, including college placement, GED®, Tax Board and Pesticide exams (fees apply). The Testing Center also proctors exams for students involved in Distance

Education classes for a \$20 fee per test. You should contact the Testing Center via email (testingcenter@clatsopcc.edu) to set up exam appointments at least two weeks in advance.

A \$15 fee is charged for the complete college placement testing battery: reading, writing and mathematics, or a \$10 fee for tests administered individually.

A fee is charged for GED® testing. For students without a credit card or bank card, a GED® test voucher may be purchased at the Student Services Welcome Center. Visit www.GED.com for test information and to sign up for a test.

Veteran's Benefits

Location: Columbia Hall 116
Phone: 503-338-2414
Staff: Sarah Geleynse, *School Certifying Official*
Email: sgeleynse@clatsopcc.edu
Web: www.clatsopcc.edu/services/support-services/va-education-benefits/

The Veteran's School Certifying Official (SCO) is located in Columbia Hall and assists veterans in the process of applying for and maintaining educational benefits through the Veteran's Administration. The SCO provides information about veteran's educational programs, policies, benefits and other resources.

The Veteran's educational benefit programs include: The Montgomery GI Bill® (Chapter 30), Vocational Rehabilitation (Chapter 31), Post 9/11 GI Bill® (Chapter 33), Dependents Educational Assistance (Chapter 35), Selected Reserve (Chapter 1606), and Oregon Educational Aid for Veterans.

Veterans must initiate educational benefits through the VA at www.gibill.va.gov or 1-888-442-4551. The VA will determine eligibility and mail a Certificate of Eligibility. Submit this document to the School Certifying Official.

Student Life

Associated Student Government (ASG)

Location: Services Building
Hours: As posted
Phone: 503-338-2527
Email: asg@clatsopcc.edu

The Associated Student Government officers are your advocates and representatives on campus. The officers provide direction and guidance for student government, assisting each member in developing leadership potential.

Events, leadership activities, and representing the interests of students are the primary responsibilities of student government. They also plan special events, encourage club development, and seek to facilitate communication of student interests and concerns to college administrators. Officers are assigned to college committees or task forces, serving as a bridge between the student body and the college community. If you enjoy planning and organizing activities, want to develop leadership skills, want to meet people, or just have fun, volunteer to help with one of the following activities:

- Entertainment for Students
- Events & Fundraisers
- Voter Registration

Bandit Burrow

Location: Services Building
Hours: Varies by term, see posted hours
Contact: asg@clatsopcc.edu

Established by your student government, the Bandit Burrow is a student lounge. Designed as a place to relax and have fun, the Burrow features couches, computers, phone charging station and games. Contact the Associated Student Government if you have an interest in holding a student event in this space.

Clubs and Student Organizations

Location: Services Building
Hours: As posted
Phone: 503-338-2527
Contact: asg@clatsopcc.edu

Clubs and student organizations are a great way to develop leadership skills, meet other students with common interests, or share knowledge that you have. Any student can begin the process of forming a student club. Clubs are approved by the Associated Student Government and you can find the process later on in this handbook.

Phi Theta Kappa Honor Society

Staff:

Deac Guidi, *PTK Advisor/Faculty Instructor*, 503-338-2476

Celeste Petersen, *PTK Advisor/Faculty Instructor*, 503-338-2312

Phi Theta Kappa (PTK) is an international honors society for two-year colleges. The purpose of the Pi Phi Chapter of Phi Theta Kappa at Clatsop Community College is to promote scholarship, the development of leadership and service and the cultivation of fellowship among qualified students.

Members must have completed 12 semester hours of course work leading to a degree, with a cumulative Grade Point Average of 3.5 on a 4.0 scale, and adhere to the school conduct code and possess recognized qualities of citizenship. Part-time students must complete 12 credit hours in two consecutive terms to qualify and must have the same GPA as full time students to qualify. Grades for courses completed at other postsecondary institutions will be considered when determining membership eligibility. A cumulative Grade Point Average of 3.0 must be maintained to remain in good standing.

Academic Success Resources

Dora Badollet Library

Location: 1680 Lexington Ave
Hours: Check the library's website for the most current information
Phone: 503-338-2462
Web: www.clatsopcc.edu/library/

Library services are available by appointment and online only during the Covid-19 Pandemic.

The Clatsop Community College Dora Badollet Library is the gateway to the world of information. Services available at the Library include online databases with journals, magazines, eBooks, streaming video, and books; as well as internet access, distance education, and more. The library staff is available to help students with research questions and projects. Study spaces include quiet areas, as well as areas for group and collaborative study. Three study rooms are available for checkout, in addition to a media room for individual or group viewing of DVDs and VHS.

The Learning Commons on the top floor of the library provides writing tutoring, interactive study areas, technology for checkout, as well as the student computer lab.

Resources: Online databases, Streaming video, Books, Periodicals, Newspapers, DVDs, VHS, Music

Special Services: Interlibrary Loan, Writing tutoring, Copy machine, Reserve items for classes, Internet Access/Wireless, Distance Education assistance.

To search library resources, renew items, or find out more about the Library & Learning Commons, including current hours, visit: www.clatsopcc.edu/library/.

Lives in Transition (LIT)

Location: Alder Hall 200
Hours: Monday through Friday, 9 a.m. to 5 p.m. (September – June)
Phone: 503-338-2377
Web: www.clatsopcc.edu/services/support-services/lives-in-transition-lit/
Staff: Margaret Frimoth, *Director of Lives in Transition*
Rinda Johansen, *Program Assistant II*

The Lives in Transition (LIT) program assists individuals with setting and achieving goals through personal development and career exploration. The tuition-free program is centered around overcoming personal barriers, discovering career possibilities, exploring educational/vocational options, transition planning, self-care and stress management. Two ten-week courses provide six transferable credits. Day program completes both classes in one term. Night classes complete both classes in two terms. Contact the LIT office for class information and an application.

Transiciones Costa

The Lives in Transition (LIT) Program specifically for the Latina Community.

Transiciones Costa is taught in Spanish. The culturally-appropriate program provides an educational forum for Latina adult learners. Topics covered include: learning about Clatsop Community College resources, exploring career and work possibilities, developing basic computer skills, enhancing self-esteem, improving communication skills, exploring life goals, and establishing educational goals.

Para obtener más información en Español: 503-338-2379.

Math Assistance Center

Location: Towler Hall 211
Hours: As posted
Phone: 503-338-2526
Staff: Kellie Musgrove, *Math Instructional Assistant*
Email: kmusgrove@clatsopcc.edu
Web: www.clatsopcc.edu/services/tutoring-center/math-assistance-center-mac/

Need help with your math homework? At the Math Assistance Center (MAC), qualified tutors can assist you with any level of mathematics. There are textbooks and solution guides available, as well as a bank of computers where students in MTH 60, 70, or 95 can work on ALEKS. To use the MAC, you just need to sign up for a 0-credit, no-cost class. See a MAC tutor for details. You can sign up at any point during the term. Hours are posted outside the classroom.

TRIO Student Support Services (TRIO SSS)

Location: Towler Hall 312
Hours: Monday through Friday, 8 a.m. to 5 p.m. (*other hours by appointment*)
Phone: 503-338-2346
Email: trio_program@clatsopcc.edu
Web: www.clatsopcc.edu/services/support-services/trio-student-support-services-program/
Staff: Christine Riehl, *Director of Student Support Services*
Amy Magnussen, *Guidance Coordinator*
Shelly Alford, *Guidance Coordinator*
Shaun Ford, *Program Assistant*

TRIO Student Support Services (SSS) supports students in becoming successful at Clatsop, graduate, and/or transfer to a university. TRIO SSS students must be degree seeking at Clatsop and must meet one of the following criteria: 1) First generation (the adults in the student's childhood household do not have a bachelor degree or higher), 2) low income, and/or 3) have been diagnosed with a disability.

TRIO SSS services include:

- Academic advising and career exploration

- Transfer assistance and campus visits
- Financial literacy training
- Tutoring
- Technology support
- Laptop computers and graphing calculators to check-out
- Textbook lending library
- Math Boot Camp
- Scholarships

TRIO SSS is 100% funded (\$336,279 annually) by the U.S. Department of Education. All TRIO SSS services are free to eligible students. Contact the TRIO SSS office at 503-338-2346, or stop by Towler Hall, Room 312. You can also visit our website at www.clatsopcc.edu/Plus and complete the online application.

Tutoring

Location: Library, 3rd floor
Hours: As posted
Phone: 503-338-2455 (leave a message)
Staff: Kinga Sanders, *Tutor Coordinator*
Web: <https://www.clatsopcc.edu/library/writing-tutoring-center/>

The Writing Center and Tutoring Center in the Library is a free service for all Clatsop Community College students. Tutoring is available in all subjects, both long- and short-term. Tutoring generally occurs in the Tutoring Center, however, in cases of special needs such as lab classes, other arrangements can be made. The following services are offered:

- Individualized tutoring in all classes offered at Clatsop
- Tutor led study groups
- Writing assistance for all classes at any stage of the writing process

The Writing Center works with students to improve their writing skills in any subject area, at any stage of the writing process. The goal is to help students become a better writer. The center offers students one-to-one help with any type of writing project: Essays, Research Papers, Works Cited/Annotated Bibliographies, Reports, Presentations, and more.

Scheduled appointments and drop-in tutoring is available. Drop-in tutoring is ideal for students seeking feedback as they work through the writing process. Students with a paper that is longer than three pages, or who have complex questions, should schedule a longer session.

See the “Math Assistance Center” heading for information on math tutoring.

Academic Information (Courses)

Adding/Dropping/Withdrawing from a Class

Use MyCCC to add or drop from a course. Review the Important Dates & Deadlines section in this handbook for add, drop, and withdrawal deadlines. If you are receiving financial aid, you should check with the Financial Aid Office prior to dropping a course to avoid losing funding. Funding from scholarships or outside agency sources may also be adversely affected by dropping a course.

Class Cancellations

Daily class cancellations are listed on the college website under *ALERTS: Daily Class Cancellations*, and may also be accessed by calling 503-338-2309. This list is updated by 7:30 a.m. daily and will be updated as any classes are cancelled throughout the day. For college closure notifications see the “Alerts” section.

Courses

The Clatsop Community College catalog provides information about all college courses, including courses that transfer to the Oregon universities. Consult your academic advisor regarding courses applicable to AAOT, AGS and AAS degrees. To ensure that you are taking the courses required for your degree or certificate, it is essential to maintain regular contact with your advisor.

Note - Consult your advisor to plan your class schedule each term. It also is important to make contact with the admissions or advising office of the institution to which you plan to transfer. The College offers resources and assistance, but ultimately it is your responsibility to make sure you are taking the correct courses necessary for your degree program and for transferring.

Degree Partnership Programs

Clatsop Community College offers degree partnerships with several Oregon institutions that provide benefits such as co-enrollment, access to many more online classes, the ability to apply financial aid at more than one institution, four-year bachelor’s degree completion from Astoria, and a distance Bachelor of Science in Nursing option.

- **Eastern Oregon University** - Bachelor’s Degree in Business offered in Astoria
- **Linfield College** - Online RN to BSN program
- **Portland State University** – Dual Enrollment, Transfer Track
- **Oregon State University** - Dual Enrollment, Transfer Track

Degree Partnership programs have application fees, deadlines, and academic qualifications. Visit Student Services or call 503-338-2411 for program information.

Dropping a Course

You may want to officially drop a class that you think you will be unable to successfully complete and avoid a grade of “F” or “NC” for the term. You may consider dropping a course that will not apply to your degree/certificate, is not holding your interest or not working in your schedule. Use your MyCCC account to drop any of your courses.

Drop a course by the Friday of the first week of the term to be eligible for a refund and to prevent the class from appearing on your official transcript. If you drop a class after the first Friday of a term, the class will be listed on your transcript with an official withdraw designation.

Account holds may prevent you from making changes online. If you cannot drop a class online, you have the responsibility to drop the class in-person by completing a drop/add form and submitting it to a registration staff member at the Student Services Welcome Center.

You are advised to discuss any changes in your schedule with your advisor. Also, if you are currently on financial aid, check with the Financial Aid Office to see if dropping a class will affect your financial aid status. Other funding sources, such as scholarships, may also be affected by dropping a class.

Fines and Holds

If you have outstanding debts to the College such as student loan defaults, unpaid fees, equipment that has not been returned or was damaged, library books that have not been returned, etc., you'll be placed in the College's "hold file." This means you will not be allowed to register for classes until you have taken care of the outstanding debts. You will need to meet with the administrator of the department that placed you in the "hold file" in order to have the hold on registration removed.

A registration hold will also be placed on your student file if you are suspended from a class or classes or otherwise denied access to Clatsop Community College for violations of the Student Code of Conduct.

Grades

You will be provided, by your instructor, with a course syllabus listing grading guidelines for each course by the end of the first week of the term. The following guidelines apply at Clatsop Community College. Grade point value is also indicated. *For a complete review of grades and grading policies, see the Clatsop Community College Catalog.*

A = Excellent (4.0)

B = Commendable (3.0)

C = Satisfactory (2.0)

D = Minimal (1.0)

F = Unacceptable (0.0)

AU = Audit (N/A)

I = Incomplete (0.0)

NC = No Credit (0.0)

W = Withdrawal

P = Pass

MyCCC – Registration

MyCCC can be used to register for classes, view your grades, pay your bill, view your class schedule, and more.

All students now register for classes online using MyCCC. Access MyCCC online registration via the Clatsop website at www.clatsopcc.edu. You can download complete instructions for using the online registration system by clicking on MyCCC Instructions at this location:

www.clatsopcc.edu/resources/student-login-help.

If you forget your username or password, click on the “forgot my password” link to reset it to the default. The default password is your birthday as a two-digit month and day. For example, if your birthday is January 27, your password would be 0127.

Degree-seeking students will need to meet with their academic advisor before registering for classes.

There are computers in the Student Services Welcome Center for students to use to register for classes, pay their CCC bill, view class schedules or course grades, or print unofficial transcripts all through MyCCC.

Refunds

(For withdrawal from classes)

Students dropping/withdrawing from courses must do so through their MyCCC account, or in-person at the Student Services Welcome Center, in accordance with published deadlines. To qualify for a tuition refund, you must withdraw from a regular term length course by 5 p.m. Friday of the first week of classes. There is no refund for courses dropped after the end of the first week. Refunds exclude non-refundable deposits, late registration fees and late payment fees. For more information about refunds contact Student Accounts at 503-338-2330.

Refund Petition

Clatsop Community College acknowledges that occasionally a student will be forced to withdraw from classes outside of the refund period due to circumstances beyond their control (job relocation, medical emergencies, etc.). Therefore, the College provides a tuition and fee refund petition process. The Petition for Refund form can be picked up at the Student Services Welcome Center. A partial or full refund may be granted after review of all documentation by the Director of Accounting. The review may

involve speaking to the student's advisor, or an on-campus counselor. A written decision will be mailed to the student.

Additional Student Resource Information

AED Locations (Automated External Defibrillator)

Lexington Campus:

Towler Hall First & third floor, near the elevators
Columbia Hall First and second floors, near the elevators
Patriot Hall All floors, near the elevators
Library First floor reception desk
Services Bldg. Bandit Burrow, near door

MERTS Campus:

Marine Science Center

Alumni & Members Association

Phone: 503-338-2306
Staff: Sunny Klever
Email: sklever@clatsopcc.edu
Web: [https://www.clatsopcc.edu/campus-life/volunteer-opportunities/.](https://www.clatsopcc.edu/campus-life/volunteer-opportunities/)

Join the CCC Alumni & Members Association. Open at no cost to all CCC graduates and current and former students.

Art Center

Location: 1799 Lexington Ave - The Royal Nebeker Art Gallery
Hours: Monday through Friday, 8 a.m. to 5p.m. (*days/hours may vary with exhibition*)
Phone: 503-338-2472

The Art Center contains studios for sculpture, painting, ceramics, printmaking, drawing, photography and computer graphics; instructor offices and lecture rooms. The Art Center also houses the Royal Nebeker Art Gallery, located just inside of the main entrance. Exhibition events are held throughout the year showcasing local, regional, national, and international artistic talent by professional and CCC student artists. The exhibit schedule is posted at [https://www.clatsopcc.edu/community-resources/royal-nebeker-art-gallery/.](https://www.clatsopcc.edu/community-resources/royal-nebeker-art-gallery/)

Bookstore

Location: Columbia Hall 1st Floor
Hours: Monday through Friday, 9 a.m. to 3 p.m.
 First week of term: 9 a.m. to 6 p.m. (9 to 3, Fri)
Phone: 503-338-2447

The Bookstore provides new, used, and rental textbooks and other supplies required for your classes. When coming to the Bookstore remember to bring a copy of your class schedule. The Bookstore staff can then assist you in finding the correct course materials.

After purchasing your items save your receipt. If you should need to return any items, you must have your receipt in order to receive full credit for them. Without your receipt no refunds are given. During the second week of classes an add/drop form or proof of course change is also required. Returned items must be unopened and unused. If the item came prepackaged, don't open it until you attend the first class where your instructor will verify all items required for the course. **Remember, returns are only accepted during the first two weeks of the term on selected course materials.**

Rental books must be returned by the Thursday of finals week. If rentals are returned late, you will be charged a late fee.

After the term ends, you may wish to sell your books back to the Bookstore. The Bookstore pays up to 50% of the purchase price for those textbooks that remain current and adopted by the college faculty for the following term. (If a book is no longer current or is not re-adopted, a lesser price may be offered, depending.) Buyback periods occur during Finals Week of each term. Check the posters around campus for the actual dates, or visit the Bookstore webpage at: www.clatsopcc.edu/bookstore.

Bulletin Boards

Public and departmental bulletin boards are located throughout the campus. Departmental bulletin boards may include job listings and ride share information. Unless the bulletin board is designated for department or college business use, you may post lost and found notices; advertisements to buy or sell; work wanted or services available; housing, day care, and/or transportation announcements; current events around the area; or special class information and other college opportunities.

All postings must be removed within two weeks. All posters and notices must be dated and include the sponsoring group or individual identified by valid name, address, and phone number. All posters and notices must comply with Affirmative Action, Equal Educational Opportunity, and other applicable state and federal laws. You may not post any materials to any painted or glass surface on campus. Unauthorized materials will be removed.

Café

Location: Columbia Hall 2nd floor
Hours: Monday through Friday, 7:30 a.m. to 3 p.m.
Reduced days/hours during summer term
Phone: 503-338-2338

The Bandit Café offers a variety of foods and beverages for students, faculty, staff and campus visitors when classes are in session. Daily breakfast and lunch specials.

Computer Labs

Locations: Library - Lab Hours: Open regular library hours: <https://www.clatsopcc.edu/library/>
Towler Hall 105 and 108: (Instructional use only)
MERTS Campus: IMTC bldg.
South County - Lab Hours: Mon through Fri, 8 a.m. to 5 p.m. (closed as posted)

Phone: Lexington & MERTS Campus: 503-338-2416
South County: 503-338-2402

Staff: Greg Riehl, *Director of Computer Services*

Email: griehl@clatsopcc.edu

The computer labs are available for your use if you are a currently registered student. The Library Lab is equipped with PC compatible computers running Windows and multifunction B&W scanner/copier/laser printer. The South County Campus lab has Macs running OS X and Windows with B&W laser printers. A color flatbed scanner is also available.

Computers – Login Failure

If you are experiencing problems logging into lab computers, student email and Office 365, Brightspace, or MyCCC, please fill out the Login Failure Report Form. This form can be found online at www.clatsopcc.edu/student-resources/student-login-help or available in the Student Services Welcome Center. Completed forms can be submitted to Computer Services in the following ways:

- Give to a Lab Monitor
- Email to Computer_Services@clatsopcc.edu
- Computer Services office in Columbia Hall 102
- Computer Services mailbox near the elevator on the first floor of Columbia Hall

If this login problem is not resolved within 24 hours, contact Computer Services at 503-338-2416.

Fire Extinguisher Locations (Main Campus)

Patriot Hall	Hallways, all floors
Towler Hall	Hallways, all floors
Library	Hallways, all floors
Art Center	108, Ceramics Lab; 114, Print room
Columbia Hall	First & second floor hallways; Third floor: 301, 302, 311
Alder Hall	Physical Plant; First & second floors
Services Bldg.	Bandit Burrow, near doors

Lockers

Location: Throughout Lexington campus
Phone: 503-338-2411

Lockers are located throughout the campus and provide a safe and convenient place to store your books when you're not using them. You can rent a locker with lock for \$5 through Student Services Welcome Center. Lockers are rented per term. Contents of lockers found after the term ends will be disposed.

Lost and Found

Location: Columbia Hall 109
Hours: Monday through Friday, 9 a.m. to 5 p.m.

Items found on campus should be turned into the Student Services Welcome Center. Items not picked up by the end of the term will be disposed of by the College. Direct inquiries about lost items to the Welcome Center staff.

MERTS/IMTC Campus

Marine & Environmental Research & Training Station (MERTS)

Location: 6550 Liberty Lane (Approximately three miles east of Astoria on Highway 30 See campus map at end of Student Handbook)
Hours: Monday through Friday, 8 a.m. to 5 p.m., *evening hours vary*
Contact: Maritime Science Center: (MSC) 503-325-7962 or 503-338-7600
Fire Response & Research: Center (FRRRC): 503-325-7962
Industrial & Manufacturing Tech. Center (IMTC): (503)338-7670
OHSU/CMOP School of Science & Engineering: (503)338-6574

MERTS Locations:

Maritime Science Center (MSC) – 6550 Liberty Lane, Astoria
Fire Response & Research Center (FRRRC) - 6552 Liberty Lane, Astoria
Industrial & Manufacturing Technology Center (IMTC) - 6540 Liberty Lane, Astoria
Wastewater Treatment/Demonstration & Training Laboratory (Living Machine®)

The MERTS Campus includes:

The Maritime Science Center includes the College's Maritime Science department, office space for OHSU/CMOP School of Science & Engineering field representatives, and office space for the Dean of Workforce Education & Training.

The Industrial & Manufacturing Tech Center includes the Welding, Fabrication, Automotive Technology, Historic Preservation and Restoration, and Computer Aided Drafting and Design programs in addition to other specialized industrial courses.

The Fire Response and Research Center is a state-of-the-art training facility that offers US Coast Guard approved basic, advanced, combined and tank barge firefighting courses; training and certification in shipboard and land-based fire training.

The Living Machine® is a wastewater treatment/demonstration & training laboratory.

Mother Friendly Room

Location: Columbia Hall 304

Phone: 503-338-2406

Students who are nursing mothers have the ability to utilize the College's "Mother Friendly" room where they may breastfeed or express milk in privacy. Advance notice if possible is preferred. Please contact Human Resources, Towler Hall 110, 503-338-2406 to arrange to borrow the key when needed.

Parking

1. Observe signs designating reserved parking & all other non-parking areas.
2. If you park off campus (along residential streets), please observe no parking signs, etc.
3. Arriving early does help you find a more desirable parking location.

Campus Speed Limit is 10 MPH, unless otherwise marked.

Disabled Parking

Disabled parking areas are marked with signage or surface painting. Vehicles found illegally parked in a designated disabled space may be ticketed or towed. You must have a disabled license or disabled parking permit in your car if you park in any disabled parking space.

Fire Lanes

Fire Lanes are marked with signage and surface painting. These areas **MUST** be kept clear to allow access for emergency vehicles. Any vehicle found illegally parked in a designated Fire Lane will be towed at the owner's expense.

Phones

Black Courtesy Phones (local and 911)

Locations: Towler Hall, hallway of each floor
Columbia Hall, first and second floors

Bandit Burrow, Services building 1717
Library
Art Center
MERTS

Adult Basic Education

English as a Second Language (ESL)

Locations: Lexington campus (Astoria), Columbia Hall 114
South County campus (Seaside), Rm 1
Cannon Beach Library
Days/hours: May change based on the needs of the program. See current class schedule.
Phone: 503-338-2557

English as a Second Language (ESL) classes are for adults who want to learn English or improve their English skills. Para información sobre clases de GED® en español, llame al 503-338-2347.

GED® (General Educational Development)

Locations: Lexington campus (Astoria), Columbia Hall Rm 114
South County campus (Seaside), Rm 1
Clatskanie High School, Rm 200
Phone: 503-338-2347
Email: GED@clatsopcc.edu

GED® Preparation class hours: Class meeting days/hours can be found in current class schedule. *May change based on the needs of the program.*

The GED® consists of four tests: Reasoning Through Language Arts; Social Studies; Science; and Mathematical Reasoning. It is available in English and Spanish versions. Upon successful completion of the tests, the GED® credential is awarded by the Oregon Department of Education.

Preparation classes are held in Astoria, Seaside, Clatskanie and Cannon Beach.

Testing is done at the CCC Testing Center, Lexington campus, Columbia Hall 110. Registration and scheduling for GED® testing is done online through MyGED® at www.GED.com. For students without a bank card or credit card, vouchers for online payment of tests may be purchased at Student Services Welcome Center, Columbia Hall 109.

Learning Skills Center

Location: Columbia Hall 114
Days/hours: May change based on the needs of the program. See current class schedule.

Phone: 503-338-2347

The Learning Skills Center offers instruction in reading, writing, math, and GED® preparation for students who wish to improve their basic skills. There is no cost for these classes and they are non-credit. Students attend these classes for a variety of reasons, to increase workplace skills, English language acquisition or to fulfill a desire to raise their personal educational level.

Other Campus Departments and Services

Community Education & Workforce Training

Location: Towler Hall 109C
Hours: Monday through Friday, 8 a.m. to 5 p.m.
Phone: 503-338-2408
Staff: Leah Olson, *Workforce Development & Community Education Coordinator*

Community Education provides countywide non-credit self-improvement and personal enrichment course offerings, as well as customized workforce training courses for local businesses.

Facilities/Physical Plant Services

Remember: You are responsible for your own personal conduct and safety and that of any guests you invite on campus, as well as the safety of your property. College provided services—which are only meant to enhance, not replace personal responsibility—are greatly affected by the level of care taken by students and guests.

Hours: Every day students are typically on campus (*on-duty hours fluctuate based on need*)
Phone: 503-791-3320, or 503-338-2489, For emergencies dial 911

Clatsop Community College is committed to providing a safe and healthy environment for staff, students and guests in an atmosphere of open access to all College facilities. These objectives must be balanced with adequate levels of supervision and control so as not to compromise College owned and operated facilities and equipment. To achieve this goal, the college maintains a trained Physical Plant staff consisting of full and part-time employees providing a wide range of services. These persons are skilled in providing personal assistance, handling potential safety situations, and responding to emergencies.

Services Provided:

During hours of operation, the following services are provided:

- Making sure doors are unlocked for college classes and activities.
- Securing college facilities at the end of each day.
- Responding to potential safety concerns that may include emergencies.
- Providing safe escort to remote areas of campus.

- Recording incident reports for subsequent action. Incident report forms are available online or through the office of the Vice-President of Finance & Operations, 503-338-2421.

Foundation, Clatsop Community College

Clatsop Community College Foundation is a 501(c)(3) non-profit organization established in 1960 to raise and manage private support for student scholarships and educational programs and projects at Clatsop Community College. The Foundation invites student participation through volunteering at events and participating in the CCC Alumni & Members Association. If you would like more information about the Foundation and its activities, contact Sunny Klever, 503-338-2306, sklever@clatsopcc.edu or visit www.clatsopcc.edu/foundation.

Instructional Services

Location: Vice President of Academic Affairs, Library 109
 Dean of Transfer Education, Patriot Hall 117
 Dean of Workforce Education and Training, MERTS campus
 Director of Nursing and Allied Health, Columbia Hall 205

Hours: Monday through Friday, 8 a.m. to 5 p.m.

Lexington campus: Margaret Frimoth, *Vice President for Academic Affairs* 503-338-2440
 Stephanie Dorcheus, *Administrative Assistant* 503-338-2440
 Teena Toyas, *Dean of Transfer Education* 503-338-2445
 Allison Sansom, *Director of Nursing and Allied Health* 503-338-2436
 Thom Trusewicz, *Curriculum Coordinator/Scheduler* 503-338-2369

MERTS campus: Kristen Wilkin, *Dean of Workforce Education and Training* 503-338-7696
 Toni Middleton, *Program Assistant II* 503-338-7600
 Emily Falleur, *Program Assistant II* 503-338-7670

South County Center: 503-338-2402

The Office of Instruction supervises and schedules all credit and non-credit program/course offerings including Associate of Arts, Oregon Transfer; Associate of General Studies; Associate of Science, Oregon Transfer Degree in Business; Professional Technical Degrees; Apprenticeship, Education for Life, Customized Training, Career Pathways, and Workforce Training. The Office of Instruction works with the state of Oregon's Department of Community College Workforce Development when seeking approval for any course or program offering.

Small Business Development Center/CEDR

Location: South County Campus, 1455 North Roosevelt Dr., Seaside

Phone: 503-338-2402
Email: sbdc@clatsopcc.edu
Staff: Kevin Leahy, *Director, CEDR & SBDC*
Walt Postlewait, *SBDC Program Manager*
Jessica Newhall, *Business Advisor*
Tammy Lambert, *Program Assistant II*

Located on our South County Campus, the primary mission of the SBDC network is to provide free, confidential, on-going, high quality business counseling. Our counselors are all former business owners capable of providing quality advice on a wide range of business issues including:

- Business Strategy
- Marketing
- Operations and Cash Flow
- Financial Management
- Workforce Management

South County Campus (SCC)

Location: 1455 North Roosevelt Dr., Seaside
Hours: Monday through Friday, 8 a.m. to 5 p.m. (*closed noon - 1 p.m.*)
Phone: 503-338-2402

The South County Campus (SCC) serves the residents of the southern part of Clatsop County as one of the College's three campuses. The SCC houses the Clatsop Economic Development Resources (CEDR) and Small Business Development Center (SBDC), classrooms, a state-of-the-art computer laboratory and offices for College, CEDR, and SBDC staff.

Student Consumer Information

Federal regulations (part 668.41 – Student Assistance General Provisions) require certain information be provided to all enrolled students on an annual basis, and to all prospective students.

These required disclosures contain links to additional detailed information. These are generally referred to as your "Student Right-to-Know" documents and are designed to help you make informed decisions about your education.

General College Information

Affirmative Action Statement

(Links to www.clatsopcc.edu/about-ccc/policies/affirmative-action-gender-equity)

Constitution Day (Sept. 17)

(Links to: www.clatsopcc.edu/student-resources/financial-aid-scholarships)

September 17th is Constitution Day. This day commemorates the September 17, 1787, signing of the [United States Constitution](#) (links to: www.archives.gov/founding-docs).

- [Use this library resource to learn more](#) about the formation of the United States Constitution. (Links to: guides.clatsopcc.edu/c.php?g=865228)

Copyright Infringement Policy

Print materials, audio and video materials, and computer software are ordinarily protected by copyright. All such materials are to be treated as copyright-protected unless there is a specific waiver of copyright or a disclaimer allowing limited reproduction.

The administration will post the official guidelines and regulations regarding reproduction and use of all copyright materials and specific regulations will be developed to cover the use of video materials.

College employees and students are prohibited from acquiring, making or using unauthorized copies of the College's computer software. With regard to use of networks or on multiple machines, Clatsop Community College staff and students shall use software only within the appropriate license agreement.

College employees learning of any misuse of software or related documentation within the College shall notify their supervisor or the Vice-President of College Services immediately.

All staff members are directed to use the utmost caution and discretion when reproducing or using copyright materials in the classroom.

- [Peer-to-Peer File Sharing](#)
(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/File-Sharing_AP-5500.pdf)

Standard Cost of Attendance

(Links to: <https://www.clatsopcc.edu/the-standard-cost-of-attendance/>)

The actual Cost of Attendance (COA) is unique for each student attending Clatsop.

Your COA is an estimated budget of the costs you may incur while attending Clatsop. Financial Aid determines your COA based on the information you provided on the FAFSA and your CCC enrollment status. The COA budget includes standard allowances for tuition, fees, textbooks, supplies, transportation and living expenses. It is also determined by your enrollment status, number of terms attending and if you are living on your own or with a parent or provider. It may also include an allowance for dependent care costs, if applicable and requested. The Standard COA is adjusted for a less than half-time enrollment (1-5 credits) to include allowances for tuition, fees, textbooks and transportation only.

Net Price Calculator (How much will it cost you?)

 Links to: www.clatsopcc.edu/net_price_calculator/npcalc.htm

Use our online calculator to provide estimated net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid). It's a helpful guide for current/prospective students and their families to learn what similar students paid in a previous year.

FERPA: Family Educational Rights and Privacy Act Your Student Records

[View the Student Records section](#) and [Family Educational Rights and Privacy Act section of this publication](#) (pg. 113).

College Library

[View the Library section of this publication for information](#) (pg. 25).

Nondiscrimination Policy

Clatsop Community College prohibits all discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. [View the college policies and procedures in this publication](#) (pg. 75).

Services and Facilities for Students with Disabilities

(Links to: www.clatsopcc.edu/student-resources/student-support-services/disability-services)

The Disabilities Services Coordinator works with students with disabilities and the campus community to help ensure equal access to CCC's educational and community programs.

Accommodation requests are considered on a case-by-case basis through an interactive process. To receive accommodations, students must complete an intake appointment and will usually need to provide written documentation of their disability. Specific disability information is kept confidential and separate from academic records.

Services include:

- Test-taking facilitation for those with testing accommodations (e.g. extended time, distraction reduced)
- Reasonable classroom accommodations
- Access to assistive technology
- Student advocacy for ensuring accommodations are provided
- Consultations and collaborations with Instructors
- Consultations with and referrals to off-campus service providers

Student Grievance Procedure

[View policy BP 5500 in this publication](#) (pg. 57), Standards of Student Conduct.

Students at a Glance/Student Diversity

View this link for detailed information on each of the below listed categories:

www.clatsopcc.edu/wp-content/uploads/2019/01/Student_Demographics_2016_17.pdf

- Enrollment
- Degrees Awarded
- Race & Ethnicity
- Gender
- Financial Aid awarded

Voter Registration

(Links to: <https://www.clatsopcc.edu/student-consumer-information/>)

Academic Information

Academic Progress Policy

www.clatsopcc.edu/sites/default/files/file/finaid/2018%2019%20Satisfactory%20Academic%20Progress%20Policy%20PDF.pdf

Academic Departments/Programs

- [Educational Programs](https://www.clatsopcc.edu/academic-path/academic-programs-a-z/) (Links to: <https://www.clatsopcc.edu/academic-path/academic-programs-a-z/>)
- [Instructional Facilities](https://www.clatsopcc.edu/campus-information/our-campuses/) (Links to: <https://www.clatsopcc.edu/campus-information/our-campuses/>)

Gainful Employment

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/)

Articulation and Partnership Agreements

(Links to: www.clatsopcc.edu/articulation-partnership-agreements)

[View the *Degree Partnership* section of this publication for information.](#)

Accreditation

(Links to: www.clatsopcc.edu/about-ccc/accreditation)

Clatsop Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process.

Adult Basic Education Programs

[View the *Adult Basic Education* section of this publication for information](#) (pg. 37).

Campus Academic Facilities

Maps for the below listed campuses can be viewed at the end of this publication (pg. 118).

-  [Seaside Campus Map](#)
- [MERTS Campus Map](#)
- [South County Map](#)

Faculty and Staff Contact Information

(Links to an interactive Faculty & Staff Directory: www.clatsopcc.edu/directory/)

Credit for Prior Learning (CPL)

(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/CPL_Consumer_info.pdf)

Bookstore Information

- [Schedule of classes with required textbook/materials](#)
(Links to: <http://clatsopcc.edu/schedule/>)

Transfer Credit Policies

(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/Transfer_Credit_Policy.pdf)

Financial Aid Information

Location: Columbia Hall 116
Phone: 503-338-2322
Email: finaid@clatsopcc.edu
Web: www.clatsopcc.edu/financial-aid
Staff: Lloyd Mueller, *Director of Financial Aid*
Sarah Geleynse, *Assistant Director of Financial Aid*
Michele Gutierrez, *Program Assistant*

Information on available federal, state, and institutional financial need-based and non-need based assistance programs can be found by reviewing the Clatsop Community College Financial Aid information on the CCC website. Financial Aid information includes:

[Applying for Aid](#)

(Links to: <http://www.clatsopcc.edu/admissions/financial-aid-scholarships/applying-for-aid/>)

[Types of Financial Aid](#)

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/award-information/)

[Withdrawal and Refund Policy](#)

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/award-information/)

[Return of Financial Aid Due to Withdrawal](#)

(Links to: www.clatsopcc.edu/student-resources/financial-aid/beginning-process/refunds-and-return-of-title-iv-funds)

[Rights and Responsibilities of Students Receiving Aid](#)

(Links to: www.clatsopcc.edu/student-resources/financial-aid/award-information/rights-responsibilities)

[Satisfactory Academic Progress Policy](#)

(www.clatsopcc.edu/sites/default/files/file/finaid/2018%2019%20Satisfactory%20Academic%20Progress%20Policy%20PDF.pdf)

[Work Study Terms and Conditions](#)

(Links to: www.clatsopcc.edu/student-resources/financial-aid/federal-work-study)

[Net Price Calculator \(How much will college cost for you?\)](#)

(Links to: www.clatsopcc.edu/net_price_calculator/npcalc.htm)

[Financial Aid Eligibility - Criminal Convictions](#)

(Links to: studentaid.ed.gov/sa/eligibility/criminal-convictions)

Financial Aid information may also be picked up at the Financial Aid Office or you may request one by phone at 503-338-2322 or email at financial_aid@clatsopcc.edu.

Scholarship information and applications may be accessed online. Go to www.clatsopcc.edu/scholarships for additional information. Several student computers are available in Student Services for use in accessing this information or, applications may also be picked up in Student Services.

Student Loan Information

Entrance Loan Counseling for Students

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/loan-information/)

Exit Loan Counseling for Students

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/loan-information/)

Loan Repayment Options

(Links to: www.youtube.com/watch?v=oJHySMdXjxE&feature=youtu.be)

NSLDS Disclosure

(Links to: www.clatsopcc.edu/admissions/financial-aid-scholarships/loan-information/)

Health and Safety Information

Alcohol/Drug Policy

[View the Alcohol/Drug Policy section of this publication for information](#) (pg. 106).

Drug and Alcohol Abuse Prevention Program Information

(Links to: https://www.clatsopcc.edu/wp-content/uploads/2019/01/2017_Report.docx)

Alcohol Tobacco & Other Drug—Biennial Review

Download report at www.clatsopcc.edu/wp-content/uploads/2019/01/2017_Report-1.docx You may contact the Vice President for Student Success Office for a printed copy.

Annual Security Report (ASR)

(Links to: www.clatsopcc.edu/safety-report/)

Emergency Procedures

Procedures for all campuses are posted in campus classrooms, and available on the college safety page at www.clatsopcc.edu/safety.

- [Lexington Campus](#)

(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/Lexington_flip_chart.pdf)

- [MERTS Campus](#)

- (Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/MERTS_flip_chart.pdf)
- o [South County Campus](#)
(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/SCC_flip_chart.pdf)

Disciplinary Action in cases of alleged dating violence, domestic violence, sexual assault or stalking

[View related policies and procedures in this publication](#) (pg. 99).

Immunization Requirements

(Links to: www.clatsopcc.edu/wp-content/uploads/2019/01/6_017-Vaccine.pdf)

Safety - Contact Information

(Links to: <https://www.clatsopcc.edu/campus-information/campus-safety/>)

In an emergency, call 911. [View additional safety resources in this publication.](#)

Mandatory Reporting – Child Protection Policy

(Links to: https://www.clatsopcc.edu/wp-content/uploads/2018/09/1_004-Child-Protection-Policy.pdf)

All community college employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials.

Staff must immediately report to DHS or local law enforcement when you have “reasonable cause to believe” that any child with whom you come in contact has suffered abuse, or that any person with whom you come in contact has abused a child.

U.S. Department of Education

College Scorecard

(Links to: collegescorecard.ed.gov/school/?208415-Clatsop_Community_College)

The college scorecard provides information on all colleges and universities to enable prospective students to make informed decisions regarding colleges.

Student Outcomes

This data represents completions as reported to the National Center for Education Statistics. The college annually reports this information as part of the Integrated Postsecondary Education Data System (IPEDS).

While the college may enroll more than 2000 students in a typical Fall Term, the college reports a much smaller subset of students to IPEDS. This subset is used to calculate completion, retention and transfer rates for the college.

Data on Clatsop and other academic institutions is available through [the National Center for Education Statistics website College Navigator](https://nces.ed.gov/ipeds/data/collegenavigator/?q=clatsop&s=OR&id=208415) (Links to: [nces.ed.gov/collegenavigator/?q=clatsop&s=OR&id=208415](https://nces.ed.gov/ipeds/data/collegenavigator/?q=clatsop&s=OR&id=208415))

Data as last reported Oct. 15, 2017.

Completion Rates - Fall 2014 Cohort

([www.clatsopcc.edu/wp-content/uploads/2019/01/Right to Know Completions Race Ethnicity Gender 2014 Cohort1.pdf](http://www.clatsopcc.edu/wp-content/uploads/2019/01/Right_to_Know_Completions_Race_Ethnicity_Gender_2014_Cohort1.pdf))

Completions for Federal Pell Recipients, Direct Subsidized Loan Recipients and all other students - Fall 2014 cohort.

([https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right to Know Completions Grants Loans All.pdf](https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right_to_Know_Completions_Grants_Loans_All.pdf))

Retention Rates

([https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right to Know Retention.pdf](https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right_to_Know_Retention.pdf))

Transfer Rates

([https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right to Know Transfer.pdf](https://www.clatsopcc.edu/wp-content/uploads/2019/01/Right_to_Know_Transfer.pdf))

For additional information or to request any information in an alternate format contact the Office of Financial Aid (finaid@clatsopcc.edu | 503-338-2322) or the Vice President for Student Success Office (Studentsuccess@clatsopcc.edu | 503-338-2371).

Dictionary of College Terms

AAOT (Associate of Arts Oregon Transfer degree)

Fulfills all lower division general education requirements at all Oregon four-year public institutions. Students transferring to a private college or another state should consult with their advisor for specific transfer requirements to any institution.

AAS (Associate of Applied Science degree)

A two-year degree, indicating the degree holder has a concentration of courses in a professional technical area. See the Clatsop Community College Catalog for AAS degree programs.

AGS (Associate of General Studies)

A degree program awarded to students who complete a minimum of ninety (90) credit hours of approved course work. An AGS must be approved by your academic advisor.

ASOT – Bus (Associate of Science Oregon Transfer – Business degree)

A statewide block-transfer associate's degree intended to prepare students for transfer into a baccalaureate business program at an Oregon university. The degree does not guarantee admission to a business school/program.

ASOT – CS (Associate of Science Oregon Transfer – Computer Science degree)

Designed for students with an interest in computer science who plan to transfer to an Oregon university. All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution.

Academic Advisor

A faculty or staff member assigned to a student who provides the support and assistance needed to help a student achieve his/her educational goals. Advisors can help students clarify and develop realistic educational/career plans, monitor their progress towards educational goals and serve as a resource for information about campus services and community resources.

Academic Probation

This is a notification to the student that his or her academic progress is unsatisfactory. If you are on financial aid, this may affect your future funding.

Applicant

A person who applies for admission to the college.

Assessment

A process of testing to determine your readiness for college-level course work, your correct placement into courses, and to direct you to support services that will best help you be successful.

Associated Student Government (ASG)

A nonprofit organization composed of students for students that provides services and activities to the student population.

Bachelor's Degree

Otherwise known as the baccalaureate degree and/or four-year degree, the degree is divided into two categories:

Bachelor of Arts

This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with a requirement of a second year proficiency in a foreign language, as well as a specified number of credit hours in the humanities or arts and letters areas of concentration.

Bachelor of Science

This degree is awarded to students who successfully complete a specified university curriculum of approximately 186 quarter hours or a specified number of semester hours; with an emphasis in science and/or social science areas of concentration.

Career Counselor

A Student Services staff member with specialized training in assisting students with making career and/or academic decisions. Career Counselors are familiar with assessments, inventories, and online resources to help students learn about themselves and the world of work. Career Counselors often assist students with job search and with finding internships or other career exploration opportunities.

Certificate of Completion

A certificate that may be awarded for successfully completing a specific course or a group of related courses. A Certificate may also be awarded upon successful completion of a professional/technical program, consisting of 45 or more quarter hours.

Closed Classes

When a class has reached its enrollment limit. Prior to registration, the enrollment level of a class is established, to take into consideration number of students per instructor ratio, number of available student stations, etc.

College Catalog

The official publication that describes the programs, services and procedures of the college; along with detailed listings of courses and degree and certificate program completion requirements. Clatsop Community College's Catalog is available on the college website.

Cooperative Work Experience

Also known as “Cooperative Education.” A program which allows students to get credit for working in the community. Work must be related to a student’s academic goals. Both paid and volunteer opportunities are available. Credits earned vary based on the number of hours worked.

Counselor

The Clatsop Community College Counselor has professional training in helping students deal with personal concerns such as coping with stressful situations, relational problems, mental health difficulties, and substance abuse. The counselor offers students short-term, confidential counseling sessions, as well as information about and referral to a variety of community services.

Credit

Assigned to each course, based on the number of hours per week that you spend in class; varies depending on lecture and lab times.

Curriculum

A series of courses offered in a particular subject area.

Vice President for Student Success

The senior student affairs officer responsible for support services to students and student discipline procedures.

Deferred Payment

An installment payment plan which defers full payment of tuition and fees. See the college catalog for specific qualifications, charges, and conditions.

Drop/Add

Terms given to the procedure to delete or add to your schedule of registered courses for that term.

Electives

Courses that are not required in the basic core of your major, but are taken as additional credits that apply to your overall total of courses/credits necessary for graduation. See your advisor for assistance in selecting courses applicable to your degree.

ESOL (English for Speakers of Other Languages)

Classes that offer English speaking, writing, and reading skills to students whose native language is not English.

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Full-time

To be officially registered in 12 or more credit/quarter hours per term.

GED® (General Educational Development)

A battery of subject tests that provide the opportunity to attain the equivalency of a high school diploma.

G.P.A. (Grade Point Average)

The average of all grades received per term.

Grade

A system that measures the performance level of coursework within a class and the overall performance in completion of a course's requirements.

Incomplete

A temporary annotation in a course when you have not completed all assigned work. **Only you can request an Incomplete**—not your instructor. However, you must have completed seventy (70) percent of the coursework in order to receive an incomplete.

Independent Study

A program that allows you to take a course for credit under an instructor's supervision without classroom participation. May also be referred to as *room and course*.

Late Fees

Fees charged for registering for regular term-length courses after the first week of the term and/or for not paying your account balance within the published guidelines.

Lower Division

Courses that normally satisfy degree requirements for the first two years of college (freshman and sophomore years).

Major

A specialized field of study that you choose to pursue in seeking a degree.

(Majors can be changed throughout your educational career, though doing so may require additional coursework. Major changes do not take effect during a term. Changes take effect at the beginning of the next term. See your academic advisor for more information.)

Mid-terms

The name used for tests given in mid-stream of the term; usually the fifth or sixth week of the term. Mid-terms give you and your instructor a good indication on how well you comprehend and retain the knowledge and skills taught in the course.

No Credit (NC)

The annotation on a transcript representing that you did not do passing work in a Pass/No-Credit credit course.

Pass/No-Credit

The alternative grading system in lieu of the traditional “A, B, C, D & F” method. Certain courses offer this alternative, though a maximum of 24 credits with the “Pass/No-Credit” annotation may be applied to any degree program.

Prerequisite

A requirement added to particular courses that mandate successful completion of courses prior to registration. The Clatsop Community College Catalog lists any prerequisites to courses offered in the “Course Description” section. In some cases, an instructor may give approval for registering without the prerequisite if you can furnish proof of prior experience.

Quarter

The term designation in most of Oregon’s colleges and universities that operate on a three- block academic calendar year—summer, fall, winter, and spring terms. A quarter lasts 11 weeks (summer is eight weeks).

Quarter Hours

Credits given for attendance and successful completion of college courses operating under the “quarter” system.

Registration

The official procedure in which you sign up for classes and pay tuition and fees.

Schedule of Classes

The published listing of classes offered for the quarter/term.

Scholarship

An award of tuition paid by a sponsoring agency/individual to a student who successfully meets the particular eligibility guidelines and is selected for receipt of the scholarship by the board or committee of the sponsoring agency.

Semester

The term designation in some of Oregon's private institutions and out of- state institutions that operate on a two-block academic calendar year—Fall and Spring term. A semester usually lasts 18 weeks.

NOTE Transfer students planning to transfer to a semester-based institution you will need to check on how your quarter hours will be converted to semester hours. Check with the institution to which you are applying to transfer.

Student

For the purposes of this handbook, the term "Student" means an individual for whom the College maintains student records, and who:

1. Is enrolled in or registered with an academic program of the College;
2. Has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or
3. Is on an approved educational leave or other approved leave status.

Syllabus

The coursework outline given to students by the instructor which lists the content of the course based on assignments, homework, quizzes, midterms, term projects, class participation and the final examination. You will receive a syllabus for each credit course by the end of the first week of classes in which you are enrolled each term.

Term

The time frame starting with the beginning date of classes and ending with the last day of finals week.

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." 20 U.S.C. § 1681, June 23, 1972.

[View the Title IX section of this publication for resources and information on relevant policies and procedures \(pg. 75\).](#)

Transfer

Refers to the process of continuing your education at another institution. A transfer requires following all admission's procedures mandated by the institution you intend to attend after Clatsop Community College.

(See your academic advisor and/or the TRIO Student Support Services for details on transferring.)

Transcript

The official compilation of your courses, grades received, credits, honors, etc. at each institution you attend.

Upper Division

The junior and senior level courses that are offered by universities and four-year colleges; usually denoted by alpha-numeric course numbers of 300-499.

Withdrawal

A student-initiated withdraw from a course. There is no refund for a withdrawal and a grade of 'W' is noted on a transcript.

Work Experience

A program that combines on-campus learning with off campus volunteer or paid employment opportunities in areas directly related to your major.

Work Study

Jobs available to students who are on financial aid and qualify for the program by their financial aid status.

I. Standards of Student Conduct

Clatsop Community College students are proud members of learning community.

Students from different backgrounds and experiences must commit to the values of respect, accountability, service, and integrity. Students conduct themselves with integrity and understand that the quality of their educational experience is predicated on the quality of individual academic work, mutual respect for the values of others, and service to the community.

We expect you as a student to hold yourself accountable to the commitments you make, and for your conduct. When faced with adversity, we expect a student to engage in thoughtful reflection and exhibit superior ethical decision-making skills. The College's expectation is that you respect the rights and dignity of all members of our community by listening attentively, communicating clearly, and remaining open to understanding others and their diverse points of view.

The following sections contain policies and procedures guiding your conduct as a student.

Student Code of Conduct and Standards of Student Conduct are used interchangeably in Clatsop Community College policies and procedures. These policies and procedures guiding standards including your rights, responsibilities, and procedures for filing a grievance, and resolution include:

- BP 5500 Standards of Student Conduct
- AP 5500 Standards of Student Conduct
- BP 6.205 Student Rights and Responsibilities
- BP 6.212 Sanctions for Violation of Student Code of Conduct
- AP 6.215P Student Discipline
- AP 6.220P Student Complaint Resolution

BP 5500 Standards of Student Conduct

References:

NWCCU Standards 2.A.15 and 2.D.5

ORS 341.290(2)

Rescinds Policy No. 1.003, 6.210, and 6.245

The President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The College shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Education (the Board) shall consider any recommendation from the President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the President. (see also BP 3.235)
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
- Driving of college vehicles while impaired in any way by alcohol or drugs.
- Engaging in gambling or gambling related activities on all College-owned or controlled property or at College-sponsored or supervised functions.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to College property or to private property on campus.
- Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the College.
- Committing sexual harassment as defined by law or by College policies and procedures.

- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to employees or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the College.
- Unauthorized entry upon or use of College facilities.
- Lewd, indecent, or obscene conduct on College-owned or controlled property or at College-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
- Engaging in any conduct, on or off-campus, that significantly interferes with the College's ability to effectively carryout either its instructional or administrative processes.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.
- Abuse or unauthorized use of computer equipment or systems.
- Abusing the college's judicial system.
- Complicity: A student present during the commission of an act by another student which constitutes a violation of the Standards of Student Conduct may also be charged if his/her behavior constitutes a permission or condoning of the violation. Students witnessing any such violations are required to report such incidents to an official of the College.
- Contracting or Representing the College: Students are prohibited from contracting in the name of the Clatsop Community College and may not claim to be official representatives of the College for any commercial or other purposes unless authorized by the appropriate College official.
- Failure to comply with published college policies, procedures or regulations.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 5500 Standards of Student Conduct

References:

NWCCU Standards 2.A.15 and 2.D.5

ORS 341.290(2)

The President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The College shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. (See also BP 5500, 6.212 and 6.215P)

These procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the President. (see also BP 3.235)
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
- Driving of college vehicles while impaired in any way by alcohol or drugs.
- Engaging in gambling or gambling related activities on all College-owned or controlled property or at College-sponsored or supervised functions.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to College property or to private property on campus.
- Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the College.
- Committing sexual harassment as defined by law or by College policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to employees or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the College.
- Unauthorized entry upon or use of College facilities.
- Lewd, indecent, or obscene conduct on College-owned or controlled property or at College-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
- Engaging in any conduct, on or off-campus, that significantly interferes with the College's ability to effectively carry out either its instructional or administrative processes.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.
- Complicity: A student present during the commission of an act by another student which constitutes a violation of the Standards of Student Conduct may also be charged if his/her behavior constitutes a permission or condoning of the violation. Students witnessing any such violations are required to report such incidents to an official of the College.
- Contracting or Representing the College: Students are prohibited from contracting in the name of the Clatsop Community College and may not claim to be official representatives of the College for any commercial or other purposes unless authorized by the appropriate College official.
- Failure to comply with published college policies, procedures or regulations.
- Abuse or unauthorized use of computer equipment or systems. Involves computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software without the written permission and knowledge of the College authority responsible for the facility or resource. Includes but is not limited to:
 - a) Utilization of the College's computers for non-instructional activities. All College computers designated for student use are to be utilized primarily for instructional activities. Use of College computers for non-instructional activities will be allowed only when other students

do not need the computers for instructional purposes. In addition, a student denied access to College computers if the materials being displayed while the student is engaged in non-instructional activities are disruptive to classroom or computer lab activities.

- b) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- c) Unauthorized use of another individual's identification and password.
- d) Violations of confidentiality or security of identification codes, passwords, access to accounts, or means to access accounts.
- e) Intentional modification or destruction of information.
- f) Violation of the privacy of students, faculty or staff by looking at messages intended for another individual without that individual's consent.
- g) Deliberate introduction of invasive computer software, such as viruses, to any College electronic device is prohibited.
- h) Downloading software from the internet or any other unauthorized software onto College computers.
- i) Unauthorized transfer of a file.
- j) Use of computers or other equipment to electronically interfere with the work of another student, faculty member or College official.
- k) Use of computers or other equipment to interfere with normal operations of the College's administrative information system.
- l) Unauthorized copying of College software for personal use.
- m) Use of computers or other equipment to send or receive unlawful written, graphic, or verbal communication.
- n) Unauthorized use of College computer lab passes.
- o) Use of any electronic information resources for commercial purposes.
- p) Use of the College's computing facilities to view/download materials containing nudity or pornography. If a student inadvertently accesses material containing nudity/pornography (easy enough to do), the student should promptly exit the application and inform the instructor or lab assistant of the error.

Exception #1 –It is permissible to use college computing facilities to view/download materials that contain nudity for authorized study and research in the areas of art, health, and science. It is the student's responsibility to exercise good judgment when deciding whether or not the material is appropriate. When in doubt, the student should ask the appropriate College staff member.

Exception #2 –If a student wishes to pursue scholarly research or study on internet pornography or other potentially offensive topics using College computing resources, the student must obtain a letter from an instructor describing the proposed research and learning objectives. The letter is to be forwarded to the Director of Computer Services with a copy to the Vice President for Student Success. The College will provide an appropriate setting where the student may conduct the research. In no case shall research of this type be conducted in College computer labs.

- Abusing the College's judicial system. Includes, but is not limited to:
 - a) Failure to obey the summons of a judicial body or College official.

- b) Falsifications, distortion, or misrepresentation of information before a judicial body or to a judicial officer acting in performance of his/her duties.
- c) Disruption or interference with the orderly processes of a judicial proceeding.
- d) Attempting to influence the impartiality of a member of the judicial body prior to, and/or during the course of, the judicial proceeding.
- e) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, and/or during, the course of a judicial proceeding.
- f) Failure to comply with the sanction(s) imposed as a result of violations of the Standards of Student Conduct.
- g) Influencing or attempting to influence another person to commit an abuse of the judicial system.

Adopted: September 11, 2018

Last Revised: September 11, 2018

BP 6.205 Student Rights and Responsibilities

The following rights and responsibilities apply to all registered students.

(Reference, Policy 6.205; adopted 3-23-95; revised 7-25-02)

A. Student Rights (In the Classroom)

1. Freedom of Expression: Students are free to take reasoned exception to the information or views presented in any course of study and to reserve judgment about matters of opinion. Regardless of the differences in opinions and views expressed, students are still responsible for achieving the specified course objectives.
2. Academic Requirements: Students have the right to be informed about academic requirements of courses and programs.
3. Protection Against Improper Academic Evaluation: Students are protected against prejudiced, arbitrary, or capricious academic protection against improper academic evaluation. At the same time, students are responsible for achieving standards of academic performance established for each course in which they are enrolled.
4. Protection Against Improper Disclosure: Information about individual student views, beliefs, private activities, and political associations which instructors or other staff acquire as a result of a student's enrollment at Clatsop Community College will be considered confidential and revealed only in accordance with federal and state laws and the constraints of College policies and procedures.

B. Student Rights (Out of the Classroom)

1. Right to Privacy and Confidentiality: Students' educational records are protected and governed by federal and state laws and College policy and procedures. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 the College, except as provided for by the Act, will not disclose information from a student's education records without the prior written approval of the student. For purposes of compliance with the ACT, the College considers all students to have independent status.

The College may, however, release what is deemed "Directory Information." Directory information includes student name, address, major field of study, terms attended, and degrees and awards received. Students have the right to request that Directory Information not be disclosed. Requests must be made, in writing, to the Registrar's Office.

In addition to privacy rights, FERPA establishes the rights of students to review and inspect their education records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. College procedures for complying with FERPA are maintained in the Registrar's Office.

2. Rights of Association: Students have the right to join any recognized student organization or club. The Associated Student Government (ASG) establishes procedures for establishing and managing student clubs and organizations.

3. Rights of Non-Discrimination: Students have the right to an environment that is free from illegal forms of discrimination including sexual harassment, in accordance with College policies.
4. Rights of Expression: Students have the right to express their views on College policy or matters of general interest, but such expression must be made without disruption to the operations of the College or interference with the rights of others. Without written authorization from the College President, students do not have the right to represent a point of view on behalf of the College.

Student publication editors shall be free to develop their own materials subject to the guidelines contained in current student publication policies. However, it is understood that authorized student advisors shall review copy to protect the institution from legal actions relating to obscenity, criminal or civil libel or copyright infringement. Student publications shall state that the opinions expressed are not necessarily those of the College or the student body.

5. Right to Be Informed: Federal regulations require that certain information be provided to all enrolled students on an annual basis, and to all prospective students. This information includes general information regarding the College such as cost of attendance, academic programs, accrediting agencies, special services for students, appropriate campus contacts, etc. In addition, the College is required to provide students with information on available federal, state, and institutional financial assistance; graduation rates, rights regarding their education records and statistics on campus safety. This information is made available to students in a variety of ways including the College catalog, class schedule, handbooks, and the College's web site.
6. Right to Initiate Complaint Process: Students have the right to initiate complaints in accordance with the College's Student Complaint Resolution Procedures (6.220P).

C. Student Responsibilities

Students have the responsibility to obey and follow College policy and procedures federal and state statutes and city ordinances, to respect the rights of others, to fulfill academic requirements of their courses, to contribute to a positive, productive learning environment at the College, and to take responsibility for personal decisions and conduct.

Legal References:

Title VI, VII and XI
Family Educational Rights and Privacy Act (FERPA)
Americans with Disabilities Act
CFR Part 668.41-Student Assistance General Provisions

See Also:

Discrimination/Sexual Harassment (1.001/1.001P)

BP 6.212 Sanctions for Violation of Student Code of Conduct

(Reference, Policy 6.212; adopted 6-30-97 as part of Procedure 6.210P; revised 7-25-02)

The Vice President for Student Success will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process (Student Discipline policy/procedure 6.215/6.215P). The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Student Code of Conduct may include, but are not limited to, the following:

1. Written Reprimand: Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. Disciplinary Probation: Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. Personal Mental Health Referral: A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. Bar Against Re-Enrollment: May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. Restitution: Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
6. Withholding of an Official Transcript: May be imposed upon a student who fails to pay a debt to the College.
7. Suspension of Rights or Privileges: Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. Suspension of Eligibility for Extracurricular Activities: Prohibited from joining a recognized student organization and participating in its activities or attending its meetings and/or from participating in official athletic or other extracurricular activities for any length of time up to one calendar year.
9. Temporary Exclusion: An instructor or supervisory staff member may remove a student from class, a service area, or a College-sponsored event when in the judgment of the instructor or supervisor the student is disrupting the educational or administrative processes of the College or poses a danger to other staff or students. Prior to removal, the instructor or supervisor must inform the student of the nature of the disruptive behavior and request that the student ceases the behavior. If the student does not comply, the instructor or supervisor has the authority to ask the student to leave the service area or College-sponsored event for the remainder of the class session, service day, or event.

10. Suspension: A student may be suspended for a defined period of time. During a period of suspension, the student is prohibited from registering for one or more credit or non-credit classes sponsored by the College and may be barred from entering the College campus except with the permission of the President, Vice-President of Instruction, Vice President for Student Success, or Dean of Learning. The conditions of re-enrollment shall be stated in the letter of suspension.
11. Summary Suspension: Summary suspension may be used to protect the College from potential disruption of instructional or other college activities, or to protect the safety of students, faculty, staff, or College property. Summary suspension, for the purpose of investigating the event or events in which the student or students were allegedly involved, shall be for no more than five (5) school days; however, it may be continued pending final disposition of the case if it is deemed necessary for the safety of students, faculty, staff, or College property or in cases where the student's presence is considered to be disruptive to the orderly functioning of the College.

The President, Vice President of Academic Affairs, Vice President for Student Success, or their designees may summarily suspend a student within the stated guidelines. Such suspension shall remain in effect until the outcome of a formal hearing is determined. The formal hearing shall be held no more than ten (10) working days from the first day of suspension. This timeline may be modified with the agreement of both parties.
12. Readmission after Suspension: When a student is suspended, the conditions for re-enrollment that must be met will be outlined in the letter the student receives at the time of suspension. In the case of a long-term suspension, (more than one week), the student will be required to meet with the Vice President for Student Success prior to re-enrollment, and to request re-enrollment in writing. The Vice President of Academic Affairs will be responsible for determining if the conditions for re-enrollment have been met. The Vice President of Academic Affairs, will provide the student, in writing, with his/her decision regarding the student's reentry into the College and the reasons for the decision.
13. Expulsion: A permanent separation from the College. A student may be expelled from the College only on approval of the decision by the College's Board of Directors.

Note: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

AP 6.215P Student Discipline Procedure

(Reference, Procedure 6.215P adopted 6-30-97 as part of Procedure 6210P; revised 2-1-02, 6-6-02 and 4-19-11)

These procedures have been established by the College to protect and support its mission as an educational institution, provide for the orderly conduct of its activities, and safeguard the interests of the College community. These disciplinary procedures are considered part of the College's educational process. Hearings or appeals conducted as part of this process are not courts of law and they are not subject to any of the rules of civil or criminal hearings. Because some violations of the College's Student Code of Conduct are also violations of law, students may be accountable to both civil authorities and to the College for their actions. Disciplinary action at the College will normally proceed regardless of external civil or criminal proceedings and may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Charges

Any student, staff, or faculty member may file a formal complaint against any student for violating the Student Code of Conduct (Policy 6.210). Prior to initiating a formal complaint process a student, faculty or staff member must attempt to informally resolve the complaint (Exceptions to this will be determined by the appropriate College official). Faculty and staff, depending on the severity of the violation, may elect to warn a student regarding violations of the Student Code of Conduct by completing a Student Conduct Warning form. ***A formal complaint must be filed within fifteen working days of the date that the incident or event occurred that prompted the formal complaint.**

Complaints should be prepared on a College "Formal Complaint Form" and directed to the Vice President for Student Success. These forms are available in Student Services, SharePoint Document Center, Human Resources Office, Learning Resource Center (Library), Community Education Office, South County Center, and MERTS.

Investigation of Charges

The Vice President for Student Success, or designee, will conduct an investigation to determine if the charges have merit and/or if they can be resolved administratively by mutual consent of the parties involved. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or in cases where the student's presence interferes with the orderly operation of the College as judged by the Vice President for Student Success. Under these circumstances the temporary suspension policy may be invoked according to the College's policy on Sanctions for Violations of the Student Code of Conduct-6.212).

Hearings

There are two levels of hearings, informal and formal. The informal hearing step shall be held for all violations of the Student Code of Conduct in which it has been determined that the charges have merit and cannot be discharged administratively with the consent of all involved parties. Formal hearings are held in cases where the violation of the Student Code of Conduct could result in such disciplinary action as final expulsion, or indefinite or long-term suspension from the College.

Notice

A student charged with a formal complaint for violating the Student Code of Conduct or any other College policy or rule will be notified to meet with the Vice President for Student Success, or designee, at a specific time, date, and place regarding the charges. Notification will be made in the most effective manner considering the circumstances and timelines. Notification may include a phone call followed by a letter, notification exclusively by postal service, email, or any other method determined to be effective and expedient. In the case of a dependent student, such notice may also go to the parent or guardian.

Required Attendance

Failure on the part of the accused student to meet as requested for an informal or formal hearing without good cause and prior notification or a verifiable emergency, will result in a decision being made in the student's absence. In all cases, evidence in support of the charges shall be presented and considered. The student shall be notified of this decision in writing.

I. Informal Hearings

If the Vice President for Student Success determines that the charges have merit and the situation cannot be resolved by mutual consent of the involved parties, he/she will conduct an informal hearing utilizing the following steps:

- A. Review the charges with the student and ensure that the student receives, in writing, notification of the charges.
- B. Review the possible disciplinary action that could be taken if the student is found to have violated the Student Code of Conduct.
- C. If requested by the student or the Vice President for Student Success set a follow-up meeting date/time for the student to respond to the charges. This date should be not less than five or more than ten working days from the date of the initial meeting with the student.
- D. At this follow-up meeting, the Vice President for Student Success and the student will discuss the charges and the student's response.
- E. Within ten working days of the meeting in which the student responded to the charges, the Vice President for Student Success will take one of the following actions:
 - Dismiss the charges
 - Respond with counseling and behavior advice/referrals
 - Order restitution or probation
 - Reprimand the student in writing
 - Invoke short-term suspension of no longer than one week
 - Continue a short-term suspension until a formal hearing is convened
 - Order a formal hearing to be held no more than fifteen working days after the student is informed of this decision by the Vice President for Student Success
 - Recommend any other action or combination of actions including long term suspension or expulsion, which is directed at remedying the situation in accordance with College Policy 6.212, "Sanctions for Violations of the Student Code of Conduct." Long-term suspensions or expulsions must be reviewed by the Student Discipline Committee.
- F. The student will be notified, in writing, of the decision of the Vice President for Student Success.

Appeals

A student may appeal the decision of the Vice President for Student Success to the Student Discipline Committee. The request for an appeal must be made, in writing, within five working days to the Vice President for Student Success.

II. Formal Hearings

Formal hearings are held in cases where alleged violations of the Student Code of Conduct could result in such disciplinary action as expulsion or long-term suspension from the College or when the student appeals the decision of the informal hearing. The Vice President for Student Success, or his/her designee, will convene the Student Discipline Committee for formal discipline hearings. The charge of the committee is to consider and student conduct cases in which the potential sanction being considered is suspension or expulsion. The Student Discipline Committee will utilize the following structure and processes:

- A. Membership of the Committee will include:
 - Three representatives from the Faculty Association
 - The College Counselor
 - One student appointed by the ASG president when deemed appropriate by the Vice President for Student Success
 - Vice President for Student Success or his/her designee
- B. Members will serve for no longer than three years; faculty vacancies that occur during the year shall be filled as they arise by the Faculty Association. Staff positions will be filled by the Vice President for Student Success.
- C. A quorum shall consist of three members for student discipline hearings and must include the Vice President for Student Success;
- D. All committee members shall have voting rights.
- E. Vice President for Student Success serves as chair of the committee and meetings are conducted utilizing the following formal hearing guidelines:
 1. The hearing process employed by the Student Discipline Committee is not subject to the formal procedures or technical rules of evidence found in a court of law. All hearings and meetings, however, will be conducted in an atmosphere of fairness and concern for all parties involved.
 2. Hearings are not open to the campus community, general public, or press.
 3. The deliberations and decisions of the Student Discipline Committee are considered confidential in compliance with student rights to privacy as regulated by the Family Educational Rights and Privacy Act (FERPA).
 4. Admission of any eligible person to the hearing shall be at the discretion of the Vice President for Student Success.
 5. The accused student will be provided with a list of the names and titles of the Committee members prior to the date of the scheduled hearing.
 6. Students may be assisted at hearings by an advocate, a faculty member, staff member, family member, or student enrolled at Clatsop Community College, but must conduct all aspects of their own defense. Advisors are not permitted to speak or to participate directly in any hearing. This process is not a court of law and legal counsel is not part of the student judicial process. The student may seek legal advice at his/her own expense, but to avoid an adversarial situation and to maintain an educational environment and not the appearance of a court of law, neither the

College nor the student will be represented by a lawyer during the hearing. An exception regarding legal counsel will be made in the event that criminal charges against a student are either pending or potential. The attorney will be allowed to advise the student but not allowed to speak at or participate directly in the hearing. The cost of such counsel shall be borne by the student. If such legal counsel is required, the student must provide, in writing, sufficient notice to the College so that the College may also arrange for legal counsel to be present.

7. Written statements, exhibits, academic records or any other documentation relevant to the proceedings may be accepted as evidence for consideration at the discretion of the Vice President for Student Success. Evidence commonly relied upon by reasonable people in the conduct of their daily business affairs shall be admissible. Unduly repetitious or cumulative evidence may be excluded.
8. All involved parties have the right to present witnesses and evidence subject to the approval of the Vice President for Student Success. Witnesses also have the right to have an advisor present subject to the same restrictions as the accused student.
9. The accused student will have the opportunity to hear and question all participants at the hearing by directing questions to the Committee.
10. In no case will the Committee consider written statements averse to the accused student unless the content and names of those making the statements are available to the student.
11. The hearing shall proceed in the following order:
 - a. Declaration of the charges against the student.
 - b. Presentation of evidence and witnesses in support of the charges.
 - c. Opportunity for the accused student to ask questions of witnesses by directing them through the Committee.
 - d. Opportunity for the Committee to direct questions to witnesses.
 - e. Accused student's evidence and witnesses in opposition to the charges.
 - f. Opportunity for the accused student to ask questions of witnesses by directing them through the Committee.
 - g. Opportunity for the Committee to direct questions to witnesses and accused student.
 - h. Summary statement from the accused student.
12. The final decision for all procedural questions regarding the hearing rests with the Vice President for Student Success.
13. A record of the proceedings shall be kept. The record shall be the property of the College.
14. If the accused student elects not to appear at the hearing, a hearing considering all available evidence will be held in the student's absence.

Outcome of Hearing

Upon conclusion of the hearing, in a closed session, the Student Discipline Committee shall determine by majority vote whether it is more likely than not that the student has violated the section or sections of the Student Code of Conduct with which he/she is charged.

Notification of Outcome

The student will be notified, in writing, within ten working days of the decision of the Student Discipline Committee.

Appeals

Appeals of disciplinary sanctions imposed by the Student Discipline Committee may be made only when the student has been suspended for more than one week or expelled. The only grounds upon which an appeal of the decision of the Student Discipline Committee will be considered are:

- A. A procedural error or irregularity which materially affected the decision.
- B. New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- C. Demonstrated bias on the part of the Committee that materially affected the hearing. Evidence of such bias must be included with the appeal.
- D. The sanction imposed is clearly excessive when compared to the findings established during the hearing process.

If the student feels that he/she has grounds for an appeal, the student must appeal the decision of the Student Discipline Committee by filing a written appeal with the College President within ten working days of receipt of the Committee's decision. The President shall render a decision, in writing, regarding the appeal within ten working days. The decision of the President shall be final and not subject to further appeal.

**(All deadlines indicated in this procedure may be extended or reduced with the agreement of both parties.)*

AP 6.220P Student Complaint Resolution Procedures

(Procedure 6.220P; adopted 6-30-97 as a part of Procedure 6.210; revised 6-7-05)

Complaint resolution procedures include both informal and formal processes. Clatsop Community College provides procedures for students to use to address concerns or initiate formal complaints including, but not limited to: alleged violations of college policies or procedures, the denial of a refund petition, grade disputes, disqualification from financial aid, another student(s) conduct which violates the College's Student Code of Conduct, or charges of faculty or staff misconduct.

Step 1: Initiate the informal process:

The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum in which the student's questions or concerns can be addressed.

The student must meet with the appropriate staff member and discuss his/her concerns. If resolution cannot be reached by meeting with the appropriate staff member or when contact with that individual would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor. Students can receive assistance in locating the appropriate supervisor by contacting the office of the Vice President for Student Success or the office of the Vice-President of Instruction.

Step 2. File a Formal Complaint Form with the Dean of Student Service's Office:

If the attempt to resolve the situation informally is not successful, the student may file a formal written complaint. Clatsop Community College's *Formal Complaint Form* is available in Student Services, the Human Resources Office, Learning Resource Center (Library), South County Campus and MERTS. Forms should be returned to the office of the Vice President for Student Success. The Dean will be responsible for ensuring that the complaint is forwarded to the Student Issues Committee or the appropriate supervisor. If the complaint is regarding the Vice President for Student Success, the student's *Formal Complaint Form* should be submitted to the President's Office. Students shall not be retaliated against for filing a complaint. Correspondingly, irresponsible use of the complaint procedure may result in disciplinary action.

In order to facilitate resolution of a complaint, it is important that the complaint be filed in a timely manner. Students must file formal complaints alleging violation of a college policy or procedure or allegations of staff or student misconduct within twenty (20) days of the date that the incident or event occurred. Complaints received after this time period has expired will be processed only if there are extenuating circumstances and the supervisor agrees to extend the timeline. An explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the time.

A. Outcome of Formal Complaint Procedure:

The Student Issues Committee or appropriate supervisor will conduct an investigation of the student's complaint. A written response to the student's formal complaint will be mailed directly to

the address that the student listed on the complaint form no later than twenty (20) days from the date the complaint form was received in the office of the Vice President for Student Success.

B. Appeals:

All decisions of the Student Issues Committee may be appealed to the Vice-President of Instruction except in the case of an appeal for sanctions invoked as a result of a violation(s) of the Student Code of Conduct. Appeals of sanctions are subject to the guidelines established under the Student Discipline Procedure (6.215P). The request for an appeal to the Vice-President of Instruction must be received, in writing, within ten (10) days of the student receiving the decision of the Committee. The following will be considered grounds for appeal: (A) A procedural error or irregularity which materially affected the decision. (B) New evidence of a substantive nature not previously available at the time of the hearing that would have materially affected the decision. (C) Demonstrated bias on the part of the Committee or supervisor that materially affected the decision. Evidence of bias must be included with the appeal.

Appeals of decisions made by a supervisor should be submitted to the office of the Vice President for Student Success. The request for an appeal of the decision of a College supervisor must be received, in writing, within (10) ten days of the student receiving the decision. Appeals of management decisions are subject to the same criteria as those outlined for appeals of decisions made by the Student Issues Committee. The Vice President for Student Success will forward the appeal to the appropriate administrator who will determine whether or not the criteria for an appeal has been met.

If the criteria for an appeal is met, a written response from the Vice-President of instruction or the appointed administrator will be mailed to the student no later than fifteen (15) days from the date the petition was received. The decisions of the Vice-President of Instruction or the appointed administrator will be final.

Grade Disputes:

Students with extenuating circumstances affecting grades posted to their transcripts as a result of the college enforcing its policies or procedures should report their concerns to the Registrar's Office. If the Registrar's office is unable to make the requested change, the student may submit a *Formal Complaint Form* to the office of the Vice President for Student Success. Complaints regarding grades must be filed no later than the term following the one in which the grade was received, with an exception made for spring term. Spring term grade disputes must be submitted no later than the end of fall term. Complaints filed after these specified time periods have passed will not be processed.

Denial of a Refund Petition:

Appeals of the decision of the Director of Accounting Services may be made by submitting a *College Formal Complaint Form* to the Office of the Vice President for Student Success no later than ten (10) days after receiving the decision.

Financial Aid Disqualification:

Students who have been disqualified from financial aid should first discuss their situation with the Financial Aid Office. If not satisfied with the outcome of the informal process, a student may complete a *Financial Aid Petition* for consideration by the Student Issues Committee. Forms can be picked up in the Financial Aid Office and must be completed and submitted to the Financial Aid Office by 5:00 p.m. the first day of classes. Any petitions received after that day would be considered for reinstatement of aid the following term. An appeal of the decision of the Student Issues Committee may be made to the Vice-President of Instruction. **Students may only petition once to request reinstatement of financial aid after being disqualified.**

Complaints Regarding Another Student(s) Conduct (6.215/6.215P)

The procedures for complaints regarding the conduct of another student(s) are outlined in the College's Student Discipline procedures (6.215P) published in the Student Handbook.

Charges of Faculty or Staff Misconduct (4.505/4.505P)

Faculty and staff members are subject to collective bargaining agreements and formal disciplinary rules that cannot be superseded by these procedures. By law, certain procedures must be followed before discipline can be imposed. If the outcome of the informal process is not successful, students may file a formal complaint. Formal complaints may be made by completing the College's *Formal Complaint Form* and must be submitted no later than twenty (20) days after the date that the incident or event occurred. Complaints received after this time period has expired will be processed only if there are extenuating circumstances and the Supervisor agrees to extend the timeline. An explanation of the reason for the delay must be attached to the complaint form along with a request for an extension of the time.

Formal complaints regarding the misconduct of a faculty or staff member will be forwarded to the appropriate supervisor and shall be subject to resolution procedures as detailed in the College's *Discipline and Dismissal* policy and procedures (4.505/4.505P).

Note: Any time limit noted in this procedure may be extended by the College for five (5) working days with notice to the complainant. Timelines may be further modified, if necessary, by mutual agreement.

See Also:

Non-Discrimination Policy 1.001

Sexual Harassment Policy 1.003

Harassment Complaint Procedure 1.003P

II. Harassment and Discrimination

As part of the Standards of Student Conduct all forms of harassment and discrimination are prohibited at Clatsop Community College. Policies and procedures guiding standards prohibition, guidance for filing complaints, and procedures guiding complaints and investigations include:

- BP 3430 Prohibition of Harassment
- AP 3430 Prohibition of Harassment
- AP 3435 Discrimination and Harassment Complaints and Investigations

BP 3430 Prohibition of Harassment

References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2

Age Discrimination in Employment Act of 1967 (ADEA)

Americans with Disabilities Act of 1990 (ADA)

29 Code of Federal Regulations Part 1604.11 – Sexual Harassment Title IX of the Education Amendments of 1972 – 20 U.S. Code Sections 1681, et seq.

34 Code of Federal Regulations Parts 106.1 et seq.

ORS 659A

Rescinds Policy No. 1.003

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or familial status.

The College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define harassment on campus. The President shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the College, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to students and employees, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 3430 Prohibition of Harassment

References:

Title IX, Education Amendments of 1972; 20 U.S. Code Sections 1681 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e-2;
29 Code of Federal Regulations Part 1604.11;
Age Discrimination in Employment Act of 1967 (ADEA); 29 U.S. Code Sections 621 et seq.;
Americans with Disabilities Act of 1990 (ADA) 42 U.S. Code Sections 12101 et seq.
Standard of Student Conduct (AP 5500)

The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the College.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities, a College bus, or at a class or training program sponsored by the College at another location.

Definitions

General Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements

that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when this conduct:

- Explicitly or implicitly affects an individual's employment or education;
- Unreasonably interferes with an individual's work or academic performance; or
- Creates an intimidating, hostile, or offensive work or educational environment.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the College has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the College is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Approved: September 11, 2018

Last Revised: September 11, 2018

AP 3435 Discrimination and Harassment Complaints and Investigations

References:

Title VII of the Civil Rights Act of 1964; 42 U.S. Code Sections 2000e et seq.;
Title IX, Education Amendments of 1972; 20 U.S. Code Sections 1681 et seq.;
34 Code of Federal Regulations Part 106.8;
Equal Employment Opportunity Commission (EEOC) Notice 915.002 (dated June 18, 1999)
Standard of Student Conduct (AP 5500)
Prohibition of Harassment (AP 3430)

Rescinds Policy No. 1.001P

Complaints: Any person who has suffered harassment, discrimination, or retaliation may file a complaint of harassment, discrimination, or retaliation. Complainants are encouraged to report harassment before it becomes severe or pervasive. The College strives to stop harassment before it rises to the level of a violation of federal law.

Retaliation: Persons who make complaints of harassment or provide information related to such complaints will be protected against retaliation. The College will take all reasonable steps to protect the complainant from further harassment or discrimination.

Employment-Related Complaints: If the Formal Complaint does not meet the requirements set forth above, the Affirmative Action Officer will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Affirmative Action Officer will handle the matter as an informal complaint.

The Affirmative Action Officer is the person charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be assigned by the Affirmative Action Officer to other College staff or to outside persons or organizations under contract with the College. At a minimum, the investigation will be assigned to other College staff or outside investigators whenever the Affirmative Action Officer is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: An employee who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

A complainant may file a complaint against the College with any of the following:

- the Affirmative Action Officer; or
- the Vice President for Student Success, Director of Human Resources or the President.

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Oregon Civil Rights Division.

Any College employee who receives a harassment or discrimination complaint shall notify the Affirmative Action Officer immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the College's ability to stop the behavior, the College strongly encourages anyone who believes they are being harassed or discriminated against to file a complaint. The College also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the College's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The College will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

Communicating that the Conduct is Unwelcome: The College further encourages, but does not require, students and employees to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Affirmative Action Officer shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work or academic schedules, obtaining apologies, providing informal counseling, training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.
- Advise student complainants that they may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants they may file a complaint with the Oregon Civil Rights Division or the Equal Employment Opportunity Commission (EEOC). All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The College must investigate even if the complainant files a complaint with local law enforcement. In addition, the College should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services.

- Take interim steps to protect a complainant from coming into contact with the alleged perpetrator, especially if the complainant is a victim of sexual violence. The Affirmative Action Officer/HR Director should notify the complainant of his/her options to avoid contact with the alleged perpetrator. For instance, the College may prohibit the alleged perpetrator from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and the alleged perpetrator, the College shall minimize the burden on the complainant.

Investigation of the Complaint: The College shall conduct a prompt, thorough, and impartial investigation into every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities, or at a class or training program sponsored by the College at another location.

The College will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the College may weigh the request for confidentiality against the seriousness of the alleged harassment, the complainant's age, whether there have been other harassment complaints about the same individual, and the alleged perpetrator's rights to receive information about the allegations if the information is maintained by the College as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The College will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The College will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the College's grievance procedures operate. The investigator cannot have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the College's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the College evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the College will decide whether it is more likely than not that discrimination or harassment has occurred.

If there are conflicting versions of relevant events, the College's investigator will weigh each party's credibility. Factors that will be considered in determining credibility include: inherent plausibility; demeanor; motive to falsify; corroboration; and past record.

Timeline for Completion: The College will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 20 working days of the College receiving the complaint.

Cooperation Encouraged: All employees will cooperate with a College investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the College to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the College of its obligation to investigate. The College will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

Written Report: The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the College.

Reaching a Determination: Once the Affirmative Action Officer receives the investigative report, he/she, will make a determination as to whether harassment or discrimination occurred.

Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the College shall take disciplinary action against the alleged perpetrator and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the conduct. Remedies for the complainant might include, but are not limited to:

- providing an escort for the complainant between the parking lot and his/her workplace or classroom office;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and

- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If the College imposes discipline, the nature of the discipline will not be communicated to the complainant. However, the College may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the College may inform the complainant that the harasser must stay away from the complainant.

In the case of a crime of violence or a non-forcible sex offense, and the alleged perpetrator is a student, the final results of any disciplinary proceeding conducted by the College against the alleged perpetrator may be disclosed to the complainant, if the College determines as a result of the disciplinary proceedings, the student violated the College's rules or policies. The final results of any disciplinary proceeding include only the name of the student, the violation committed, and any sanction imposed by the institution on that student.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of Full and Part Time Faculty Bargaining Agreements and Classified Employee Agreement.

The College will ensure that complainants and witnesses know how to report any subsequent problems, and Affirmative Action Officer should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred.

If the College cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the College imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, he/she may, within 15 days, submit a written appeal to the Board of Education (the Board). The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final College decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant. The complainant shall also be notified of his/her right to appeal this decision.

File Retention

The College will retain on file for a period of at least 50 years after closing the case copies of:

- the original complaint;
- the investigatory report;

- the summary of the report if one is prepared;
- the notice provided to the complainant, of the College's administrative determination and his/her right to appeal;
- any appeal; and
- the College's final decision.

Approved: September 11, 2018

Last Revised: September 11, 2018

III. Campus Safety and Security

These policies and procedures guiding standards including Campus Safety including information on methods to report crimes, and actions taken in the event of a reported sexual assault.

- BP 3500 Campus Safety
- AP 3500 Campus Safety
- BP 3501 Campus Security and Access
- AP 3501 Campus Security and Access
- BP 3515 Reporting of Crimes
- AP 3515 Reporting of Crimes
- BP 3540 Sexual and Other Assaults on Campus
- AP 3540 Sexual and Other Assaults on Campus

BP 3500 Campus Safety

References:

NWCCU Standard 2.D.2

Rescind Policy No. 3.230

The Board of Education is committed to a safe and secure work and learning environment. To that end, the President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 3500 Campus Safety

References:

20 U.S. Code Sections 1092(f) and 1232g;
34 Code of Federal Regulations Part 668.46;
34 Code of Federal Regulations Part 99.31(a)(13), (14);
Campus Security Act of 1990;
NWCCU Standard 2.D.2

Rescinds AP 3.230-P1

A campus safety plan shall be developed and provided to students, including the Standard Response Protocol and emergency procedure flipchart posted throughout all three college locations.

The Vice President, Finance and Operations prepares and annually updates a report of all occurrences reported to campus personnel of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board of Directors.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

Definitions

The following are the definitions of conduct prohibited by the College's sexual misconduct policy and are consistent with state and federal law. (See also AP 3540)

Hate Crime

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Domestic Violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence

Dating violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking

Stalking means engaging in a course of repeated and unwanted conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Such contact includes, but is not limited to, pursuing, following, harassing via telephone or online communications, giving unwanted gifts, surveilling, or interfering with the safety of another.

Adopted: September 11, 2018

Last Revised: September 11, 2018

BP 3501 Campus Security and Access

References:

34 Code of Federal Regulations Part 668.46(b)(3)

NWCCU Standard 2.G.1

Rescind Policy No. 3.230

The President shall establish procedures for security and access to Clatsop Community College's facilities.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 3501 Campus Security and Access

References:

34 Code of Federal Regulations Part 668.46(b)(3);
NWCCU Standard 2.G.1

Rescinds AP 3.230-P1

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the physical plant staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators including the Vice President, Finance and Operations, Dean of Workforce Education and Training, and Executive Director, Small Business Development Center or designees for applicable college locations and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the college's Facilities Director and Vice President, Finance & Operations shall meet to discuss campus security and access issues of pressing concern.

Adopted: September 11, 2018

Last Revised: September 11, 2018

BP 3515 Reporting of Crimes

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;

34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b);

Campus Security Act of 1990;

NWCCU Standard 2.D.2

Rescinds Policy No. 6.245

The President shall prepare an annual “Clery Act” report of applicable crimes reported to campus security or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes; Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 3515 Reporting of Crimes

References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
Campus Security Act of 1990;
NWCCU Standard 2.D.2

Members of Clatsop Community College who are witnesses or victims of a crime should immediately report the crime to local law enforcement at 911.

The College shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to the Astoria Police Department and Seaside Police Department; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Finance and Operations or designee constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. The information shall be disseminated by the Director, Computer Services and the Director, Communications & Marketing in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director, Communications & Marketing or designee may also post a notice on the College web site at: www.clatsopcc.edu, providing the community with more immediate notification. Anyone with information warranting a timely warning should report

the circumstances to local law enforcement by phone 911 or in person at Vice President of Finance and Operations or designee, 1651 Lexington Avenue, Astoria, OR 97103, Building Lower Library, Office 110.

The College shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College shall follow its emergency notification procedures.

The College shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The College shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The College shall make the report available to all current students and employees. The College will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Vice President of Finance and Operations, 1651 Lexington Avenue, Astoria, OR 97103 or at the Website address published in www.clatsopcc.edu/about-ccc/student-consumer-information/safety-report.

To Report a Crime:

Contact local law enforcement at Astoria Police Department at 503-325-4411 or Seaside Police Department at 503-738-6311 (*non-emergencies*) and dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the physical plant at 503-791-3320 or 503-338-2489. In addition, students, employees, and members of the campus community may report a crime to the following areas:

- **Vice President, Finance and Operations**
Location: 1651 Lexington Avenue, Astoria, OR 97103
Building: Lower Library, office 110
503-338-2421
reportcrime@clatsopcc.edu
- **Director, Physical Plant**
Greg Dorcheus
Location: 1651 Lexington Avenue, Astoria, OR 97103
Building: Alder Hall
Text Only: 503-440-9581
reportcrime@clatsopcc.edu
- **Title IX Coordinator**

Leslie Hall, Director, Human Resources
Location: 1651 Lexington Avenue, Astoria, OR 97103
Building: Towler Hall, room 110B
503-338-2450
title9@clatsopcc.edu

- **Vice President for Student Success/Title IX Deputy Coordinator**

Jerad Sorber, Vice President for Student Success
Location: 1651 Lexington Avenue, Astoria, OR 97103
Building: Columbia Hall, room 115B
503-338-2336
studentsuccess@clatsopcc.edu

If you are the victim of a crime and do not want to pursue action within the College's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the College Counseling Office can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The Vice President for Student Success encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus authorities as identified below. Confidential reports of crime may also be made to Counseling (Confidential), Victims Advocate, 1651 Lexington Avenue, Astoria, OR 97103, Building: Towler Hall Room 104B, at 503-338-2409 or counseling@clatsopcc.edu.

The College may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The College may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated College policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;

- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The College shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Adopted: September 11, 2018

Last Revised: September 11, 2018

BP 3540 Sexual and Other Assaults on Campus

References:

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Part 668.46(b)(11)

ORS 350.255

Rescinds Policy No. 1.003

Any sexual assault or physical abuse, including, but not limited to rape, domestic violence, dating violence, sexual assault, or stalking, as defined by state law, whether committed by an employee, student, or member of the public, that occurs on College property, is a violation of College policies and procedures, and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures. Students, employees, and campus visitors who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The President has established administrative procedures that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The College will make educational information about preventing sexual violence widely available on campus.

The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.255.

Adopted: September 11, 2018

Last Revised: September 11, 2018

AP 3540 Sexual Misconduct and Other Assaults on Campus

References:

20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Part 668.46(b)(11);
42 U.S. Code Section 13925(a)
ORS 350.255, ORS 350.257

See also AP 3500 Campus Safety, AP 3510 Workplace Violence,
AP 3515 Reporting of Crimes, and Departmental Procedure on Title IX

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, whether committed by an employee, student, or member of the public, occurring on College property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities or at another location, or on an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 Standards of Student Conduct.)

Definitions

The following are the definitions of conduct prohibited by the College's sexual misconduct policy and are consistent with state and federal law.

Domestic Violence

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence

Dating violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Intimate Partner Violence

Intimate partner violence occurs when a current or former intimate partner uses or threatens physical or sexual violence. It can include dating violence, domestic violence, and other forms of relationship violence and may take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence.

Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent;
- Other intentional sexual contact with another person without that person's consent;
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
- Rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Stalking

Stalking means engaging in a course of repeated and unwanted conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Such conduct includes, but is not limited to, pursuing, following, harassing via telephone or online communications, giving unwanted gifts, surveilling, or interfering with the safety of another.

Sexual Harassment

Sexual harassment is unwelcome sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct that either:

- denies or limits an individual's ability to participate in or benefit from the College's educational programs;
- creates a hostile, intimidating, or offensive working environment; or
- submission to or rejection of such conduct is used as a basis for employment, salary, or other benefit changes affecting an employee or academic decisions affecting a student.

Hostile Environment

A hostile environment is created when sexual harassment is:

- Sufficiently severe, or
- Persistent or pervasive, and
- Objectively offensive that it:
 - unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the institution's educational [and/or employment], social, and/or residential program.

Non-Consensual Sexual Contact

Non-consensual sexual contact is:

- Any intentional sexual touching,
- However slight,
- With any object,
- By a person upon another person,
- That is without consent and/or by force.

Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is:

- Any sexual intercourse
- However slight,
- With any object,
- By a person upon another person,
- That is without consent and/or by force.

Sexual Exploitation

Sexual exploitation occurs when one person 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.

Retaliation

Retaliation is any adverse treatment (beyond a slight or annoyance) that is taken because a person engaged in a protected activity (e.g. opposing discriminatory practices, filing a discrimination or discriminatory harassment complaint, or participating in an investigation, conduct process, or an attempt at resolution, etc.) or for the purpose of interfering with a right or privilege granted under anti-discriminatory laws.

Consent

Consent means knowing, voluntary, and clear permission, through word or action, to engage in mutually agreed upon sexual activity or contact.

Since different people may experience the same interactions differently, each party is responsible for making sure that partners have provided ongoing, clear consent to engaging in any sexual activity or contact. A person may withdraw consent at any time during sexual activity or contact through words or actions. If that happens, the other party must immediately cease the activity or contact. Pressuring another person into sexual activity can constitute coercion, which is also considered to be sexual misconduct.

- Silence or the absence of resistance alone does not constitute consent. A victim is not required to resist or say “no” for an offense to be proven.
- Consent to some forms of sexual activity (e.g., kissing, fondling, etc.) should not be construed as consent for other kinds of sexual activities (e.g., intercourse).
- Being or having been in a dating relationship with the other party does not mean that consent for sexual activity exists.
- Previous consent to sexual activity does not imply consent to sexual activity in the future.
- To legally give consent in Oregon, individuals must be at least 18 years old.

A person is unable to give consent when there is sufficient evidence of force, coercion, or incapacitation. For the purposes of determining consent the following definitions apply:

- **Force**

Force is defined as direct or indirect use of physical violence and/or imposing physically on someone to gain sexual access. Force, unless part of mutually-permissible kink, is a clear demonstration of a lack of consent.

- **Coercion**

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient

to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion includes, but is not limited to: threatening to "out" someone based on sexual orientation, gender identity or gender expression; and threatening to harm oneself if the other party does not engage in the sexual activity.

- **Incapacitation**

Incapacitation is defined as a state in which individuals are unable to make rational, reasonable decisions because they lack the capacity to understand the "who, what, when, where, why, or how" of a situation or interaction. Individuals cannot give sexual consent if they can't understand what is happening, or if they are disoriented, helpless, asleep, or unconscious for any reason. That applies even if it is because they voluntarily consumed alcohol or drugs. Unless consent is "knowing," it is not valid. Those engaging in sexual activity that know or should have known that the other party is incapacitated are engaging in sexual misconduct. The possession, use, distribution, and/or administration of any incapacitating substances are prohibited. The fact that a responding party was intoxicated, and thus did not realize the reporting party was incapacitated, does not excuse sexual misconduct.

These written procedures and protocols are designed to ensure victims of sexual misconduct including domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500 Campus Safety, AP 3510 Workplace Violence, and AP 3515 Reporting of Crimes.)

All students, faculty members or staff members who allege they are the victims of sexual misconduct including domestic violence, dating violence, sexual assault or stalking on College property shall be provided with information regarding options and assistance available to them. Information shall be available from the Title IX Coordinator office, Deputy Title IX Coordinator office, or College Counselor which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX Coordinator, Deputy Title IX Coordinator or College Counselor is authorized to release such information.

The Title IX Coordinator, Deputy Title IX Coordinator or College Counselor shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the College's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons available to provide those services if requested, including:
 - transportation to a hospital, if necessary;
 - counseling by the College Counseling Center or referral to a counseling center;
 - a list of other available campus resources or appropriate off-campus resources;
- The victim's option to:
 - notify proper law enforcement authorities, including on-campus and local police;
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
 - decline to notify such authorities;

- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
 - Information about how the College will protect the confidentiality of victims; and
 - Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - College disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The College will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on College property shall be kept informed, through the Title IX Coordinator or Deputy Title IX Coordinator of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the College's student conduct policy at or near the time of the incident, unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

The College shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on College property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on College property shall be referred to the College's Director of Communications and Marketing which shall work with the Title IX Coordinator Office or the Deputy Title IX Coordinator to ensure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the College's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any College proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the College will protect the confidentiality of victims;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Deputy Title IX Coordinator shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the College's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

Approved: September 11, 2018

Last Revised: September 11, 2018

IV. Campus Drug Free Environment

To foster a drug-free learning environment, college policies and procedures include information on Drug-Free environment and prevention programs, and details regarding your tobacco-free college:

- BP 3550 Drug Free Environment and Drug Prevention Program
- AP 7.030P Tobacco-Free College

BP 3550 Drug Free Environment and Drug Prevention Program

References:

Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;

34 Code of Federal Regulations Parts 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Rescind Policy No. 6.245

The College shall be free from all drugs. Students and employees may not possess, use, or distribute illicit drugs and alcohol.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the College.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Health risks associated with the use of illicit drugs and the abuse of alcohol

Alcohol (beer, wine, liquor; illegal if under 21): Alcohol is a depressant, and misuse can lead to risk-taking and physical dependence. Alcohol may cause: addiction, accidents as a result of impaired ability and judgment, fatal overdose when mixed with other depressants, and long-term heart, liver, nerve and brain damage.

Depressants (these include Opiate and Opioid narcotics, such as heroin, morphine, codeine; Sedatives, like Valium, Quaaludes, etc.) Use of Depressants may cause: Tissue dependence; muscle rigidity, withdrawal, tremors/seizures, tissue toxicity, and overdose coma, especially in combination with alcohol. Heroin users who share needles are also at risk of contracting Hepatitis and the HIV/AIDS virus.

Cocaine (including crack): Taken as a stimulant, cocaine is an addictive drug and one of the most difficult to stop. It is an extremely unpredictable and destructive drug physically. Use of Cocaine may cause: Physical dependence, compulsive use, sudden heart attack, seizures, gland exhaustion, and brain disturbances leading to loss of all appetites and pleasure, then craving.

Other Stimulants (Amphetamines --speed, meth, crank, nicotine): Stimulants are the most widely used illegal drugs in the U.S. Use of Other Stimulants may cause: Physical dependence, compulsive use, hyperactivity leading to exhaustion, toxicity, paranoia, depression, confusion, possible hallucinations, and severe weight loss.

Marijuana: In addition to lung cancer causing agents, most studies now show a particular

hormonal problem for younger males, and for women during pregnancy, which can result in miscarriages and genetic disorders. Use of Marijuana may inhibit goal motivation and cause: Panic reaction, permanently impaired short term memory, as well as psychological addiction.

Hallucinogens: (LSD, PCP, MDMA, mushrooms, peyote). Use of Hallucinogens may cause: Unpredictable behavior, emotional instability, and, with PCP, psychosis for susceptible users, violent behavior.

Inhalants: (gas, aerosols, nitrites, Rush, White Out): Chemicals in existing products, intended for other uses, are now being abused. Abuse of such substances can unpredictably result in severe damage to the brain and all vital organs, much of which is irreversible. Use of Inhalants may cause: Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death.

The President shall assure that the College distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Adopted: September 11, 2018

Last Revised: September 11, 2018

BP 7.030P Tobacco-Free College Procedure

(Procedure 7.030/7.030 P-1; adopted 3-20-18)

1. The use, distribution, or sale of tobacco, including any smoking device or e-cigarette, nicotine delivery device, or carrying of any lighted smoking instrument, in College buildings or on College premises is prohibited. This includes, but is not limited to, all College sidewalks, parking lots, landscaped areas, recreational areas, and buildings on any College property and in College-owned, rented, leased vehicles or private vehicles, and at events on College- owned or leased property.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, e-cigarettes, cigars, or pipes, is prohibited on College property. The use of other tobacco products, such as smokeless or chewing tobacco and use of devices that simulate smoking, is also prohibited on College property. This does not include FDA-approved nicotine replacement therapy products for the purpose of cessation.
3. All tobacco products in use must be disposed of appropriately prior to entering upon any College-owned or leased property, which includes exiting a vehicle. Improper disposal includes, but not limited to:
 - a. Spitting smokeless tobacco product;
 - b. Littering (i.e. discarded cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit container);
 - c. Anything that creates fire hazards.
4. The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act. All ceremonial use exceptions must be approved in advance by the College President or designee.
5. The implementation plan for the tobacco-free policy will address:
 - a. Data gathering on current campus tobacco use patterns;
 - b. Resources for cessation;
 - c. Educational plan including kickoff event, orientations and outreach to the community;
 - d. Enforcement with an emphasis on educating students, faculty and staff on how to handle violations;
 - e. An evaluation plan to assess progress and address challenges to improve the procedures outlined above.

Compliance

1. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with the Tobacco-Free Campus Policy 7.030. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve health, and encourage a culture of compliance.
2. College employees are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the College's campuses.

3. Continued failure by students to comply with the directions of College employees to abide by these rules may be reported to the Vice President for Student Success as a violation of College policy 6.210 and procedure 6.210P. Further sanctions may be imposed including, but not limited to, written reprimand, probation and/or suspension. Other individuals in violation of this procedure can be reported to the Director of Human Resources.

Advertising/Sponsorships

1. No advertising or sponsorship promoting the use of tobacco shall be permitted on College-owned or leased property, at College-sponsored events, or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by the College and which is lawfully sold, bought, or distributed on campus property.
2. The College shall neither solicit nor accept any grant, gift or anything else of value from a manufacturer, distributor, or retailer whose principal business is tobacco products.
3. The free distribution (sampling) of tobacco products and associated products is prohibited on College-owned or leased property.

Additional Information

As a recipient of federal funding the College is required to continue to prohibit the use and possession of all federally controlled substances (including marijuana) on College owned or leased property.

Legal References: Federal Drug-free Workplace Act (1988) Federal Drug-free Schools and Campuses Act (1990)

See Also 6.210 Student Code of Conduct

V. Grades, Records, and FERPA

To establish appropriate expectations regarding your rights and the college policies and procedures, this section contains information regarding grading, student records, and the Family Educational Rights and Privacy Act (FERPA)

- AP 5.016P Grading
- AP 6.025P Student Records Procedures

BP 4230 Grading and Academic Record Symbols

References:

NWCCU Standard 2.D.5

No Oregon statutory requirement

The President shall establish procedures to determine and maintain a grading system that defines the grades awarded to students at the end of College courses.

END OF POLICY

President's Cabinet Approval Date: May 14, 2019

College Council Approval Date: May 23, 2019

Board Adoption Date: July 9, 2019

Last Revised:

Rescinds: 5.016

AP 6.025P-1 Student Records Procedure

(Family Educational Rights & Privacy Act)

(Reference, Procedure 6.025P-1; adopted 6-6-02; revised 11-21-02, 5-20-03, 8-25-04)

I. Scope of Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of education records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures by the College to comply with the Act. Notices regarding the availability of this publication informing students of these rights are published in the College's schedule, catalog, student handbook, and on the College's web site.

Definition of Educational Records

Educational Records are defined as those records, files, documents, electronic media, and other materials maintained by the institution that contain information directly related to a student and that are maintained in connection with the student's attendance at the institution.

Educational records do not include:

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (20 U.S.C. & 1232g(a)(4)(B)(i));
- Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement (20 U.S.C. & 1232g(a)(4) (B)(ii));
- In the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose (20 U.S.C & 1232g(a)(4)(B)(iii); or
- Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her professional, and which are made, maintained, or used solely in connection with the provision of treatment to the student, and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice (20 U.S.C & 1232g(a)(4)(B)(iv)).

Parental Access to Educational Records

Although FERPA allows the College to provide information to parents who can prove the student is dependent as defined by the Internal Revenue Code, the College has elected to first request written permission from the student prior to releasing information. This policy is considered necessary in order to reduce staff time spent attempting to verify the identity of parents and their eligibility to receive information. It also ensures privacy of student records and ensures privacy of student records and maintains an adult learning environment. If a dependent student refuses to sign a release to provide

access to his or her educational records, the College will then verify the student's status as dependent by requiring IRS documentation verifying the student is a dependent or requiring a sworn notarized statement to that effect.

Exception to Requirement for Written Consent from Student

In addition, no one outside the institution shall have access to, nor will the institution disclose, any information from a student's educational record without the written consent of a student except to those persons and entities listed below:

- To teachers, professors or instructors, or other college officials who have a legitimate educational interest. 34 C.F.R. § 99.31(a)(1).

[A college official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including campus security personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.]

- To officials of another college or postsecondary institution where the student seeks to enroll. 34 C.F.R. § 99.31(a)(2).
- To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, or state and local educational authorities. 34 C.F.R. § 99.31(a)(3), as amended 7/6/2000.
- In connection with the application for or receipt of financial aid. 34 C.F.R. § 99.31(a)(4).
- To state and local juvenile justice systems or their officials. 34 C.F.R. § 99.31(a)(5).
- To organizations conducting educational studies. 34 C.F.R. § 99.31(a)(6).
- To accrediting organizations. 34 C.F.R. § 99.31(a)(7).
- In compliance with a judicial order or other lawfully issued subpoena. 34 C.F.R. § 99.31(a)(9).
- To a court, without consent, court order or subpoena, if a parent or student has initiated legal action against the institution or if the institution has initiated legal action against a parent or student. 34 C.F.R. & 99.31 (a) (9)(iii), as amended 7/6/2000.
- In connection with a health or safety emergency. 34 C.F.R. § 99.31(a)(10).
- If designated as directory information. 34 C.F.R. § 99.31(a)(11).
- The final results of disciplinary proceedings by postsecondary institutions concerning a crime of violence or nonforcible sex offense. 20 U.S.C. § 1232g(b)(6) as amended by § 951 of the Higher Education Amendments of 1998 and 34 C.F.R. & 99.31 (a)(13) and (14) as amended 7/6/2000.
- To parents of an eligible student under the age of 21 in connection with use or possession of alcohol or a controlled substance in violation of law or institutional policy. 20 U.S.C. § 1232g(i), added by § 952 of the Higher Education Amendments of 1998 and 34 C.F.R. & 99.31 (a)(15), as amended 7/6/2000.

Directory Information

At its discretion the institution may release “Directory Information” in accordance with the provisions of the Act to include: student name, address, major field of study, terms attended, and degrees and awards received.

II. PROCEDURES

(A) Withholding Directory Information

Currently enrolled students may withhold disclosure of “Directory Information” under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure students must provide written notification to the Registrar’s office by completing a *Request for Non-Disclosure of Student Information Form*. Forms are available at the Registrar’s Office on the main campus, South County Campus, and MERTS campus. Once non-disclosure of directory Information is requested, such information can only thereafter be released upon the student’s prior written consent or upon revocation of the non-disclosure form in writing to the Registrar’s Office.

(B) Releasing Information to a Third Party

To authorize a release of educational records to a third party, (in situations where FERPA mandates consent) students must submit a written request to the Registrar’s Office. Forms are available in the Registrar’s Office to assist students in providing the correct information in their request.

(C) Accessing Educational Records

Students wishing to inspect and review their education records must complete a Student Request to Inspect and Review Education Records form available in the Registrar’s Office. Students requesting their educational records will be provided with the opportunity to inspect and review all institutional records created and maintained in connection with the student’s attendance at Clatsop Community College.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters are used only for the purposes for which they were collected. Confidential letters and recommendations placed in their files after January 1, 1975, may not be inspected and reviewed if the student has waived, in writing, his or her right to inspect and review those letters and statements and the letters and statements are related to a student’s admission to the institution, application for employment, or receipt of an honor or honorary recognition. In addition, a student may not inspect or review education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

The Registrar will make arrangements for access to all records covered by the Act. The institution will comply with the request as soon as possible, but in no case more than 45 days from the request in accordance with FERPA regulations.

A student may request copies of his or her educational records but must specify, in writing, which Records should be copied. The College will impose a charge, generally, not to exceed \$1 per page for each copy. Students may have copies of their records with certain restrictions (e.g., a copy of an academic record for which a financial “hold” exists).

If the records request is excessively broad and a large number of records are involved, the College may elect to have the student inspect and review, in person, his or her education records rather than making

copies. The Registrar, or his/her designee, will establish a date, time, and place for the review and a College official will remain present during this review. An exception to this procedure will be made, if necessary, as indicated by Section 99.10(d)(1) of the FERPA regulations which require that copies be made for the student if circumstances effectively prevent the student from exercising the right to inspect and review his or her records.

(D) Challenging the Content of Educational Records

Students who believe that their education records contain information that is inaccurate, misleading, or is otherwise in violation of their privacy rights may submit a written request to the Registrar requesting corrections. In their written request, students must provide:

- (a) information that the student claims is inaccurate, misleading, or in violation of the students' privacy rights,
- (b) identify education records in which the student believes the information is contained,
- (c) the basis for the student's claim (i.e., why the student believes the information is inaccurate, misleading, etc., and
- (d) the change the student is requesting.

If the Registrar is in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified that the records will not be amended; and will be informed by the Registrar of their right to a formal hearing.

(E) Requesting a Formal Hearing

Student requests for a formal hearing must be made in writing to the Registrar within ten working days of receiving notification that the Registrar will not amend the records. The Registrar, within a reasonable time, will inform students of the date, place, and the time of the hearing. In their written request, students must provide:

- (a) information that the student claims is inaccurate, misleading, or in violation of the students' privacy rights,
- (b) identify education records in which the student believes the information is contained,
- (c) the basis for the student's claim (i.e., why the student believes the information is inaccurate, misleading, etc., and
- (d) the change the student is requesting.

Students may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the student's expense. Students wishing to be represented by an attorney at the formal hearing must notify the College of their intent to be represented by legal counsel so that the College may also make arrangements for representation.

The hearing officer who will conduct the formal hearing will be a College official designated by the President. Decisions of the hearing officer will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be amended in accordance with the decisions of the hearing officer.

F) Submitting Explanatory Statements in Educational Files

The student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing

officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

(G) Appeals

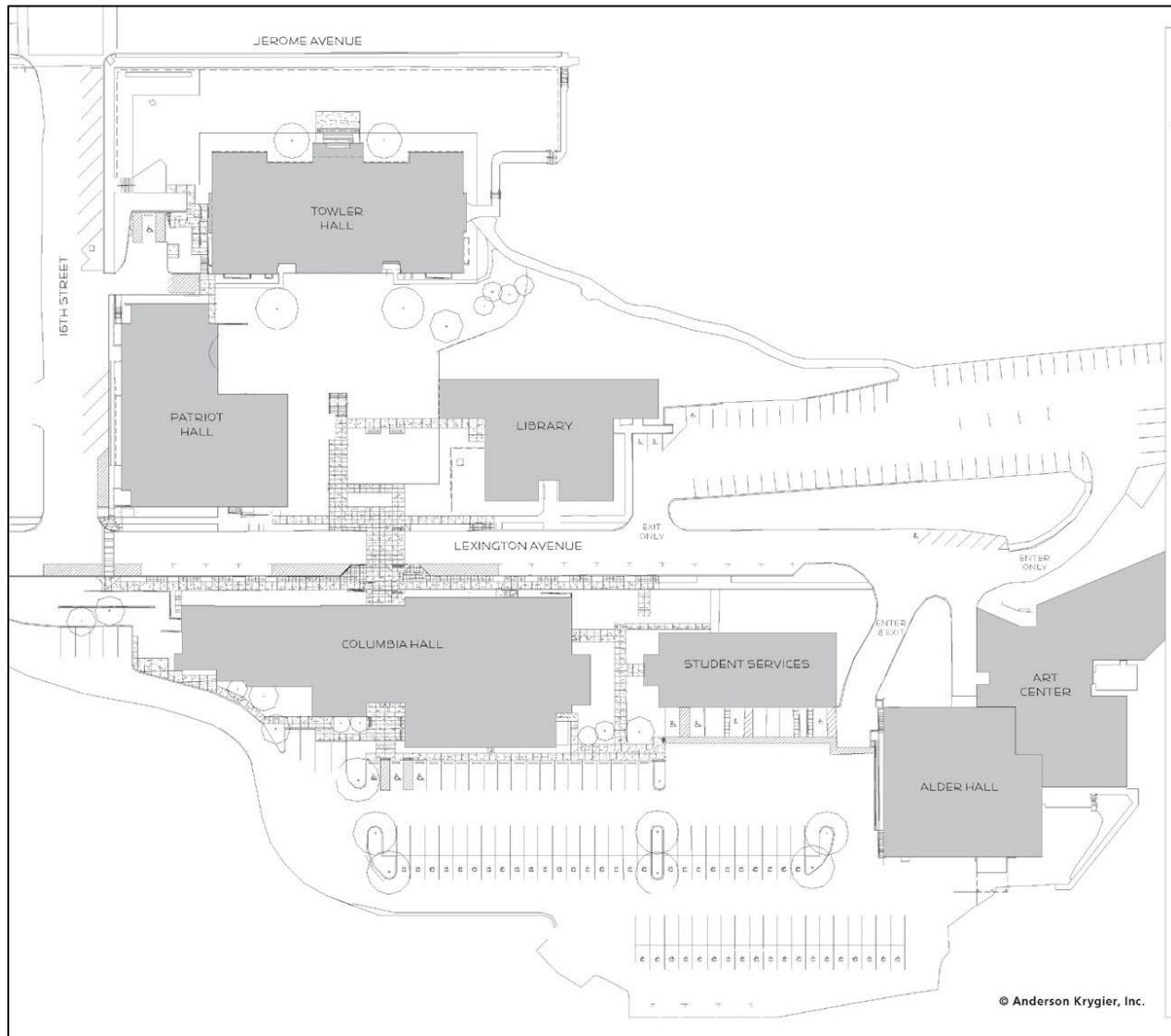
Students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

*Any of the timelines in this procedure may be modified with agreement by both parties.

Campus Maps

Clatsop Community College

Lexington Campus



Main Campus:

1651 Lexington Avenue, Astoria, OR 97103

Toll Free: 1-855-252-8767 TDD: 503-338-2468

Fax: 503-325-5738

Admissions: 503-338-2417

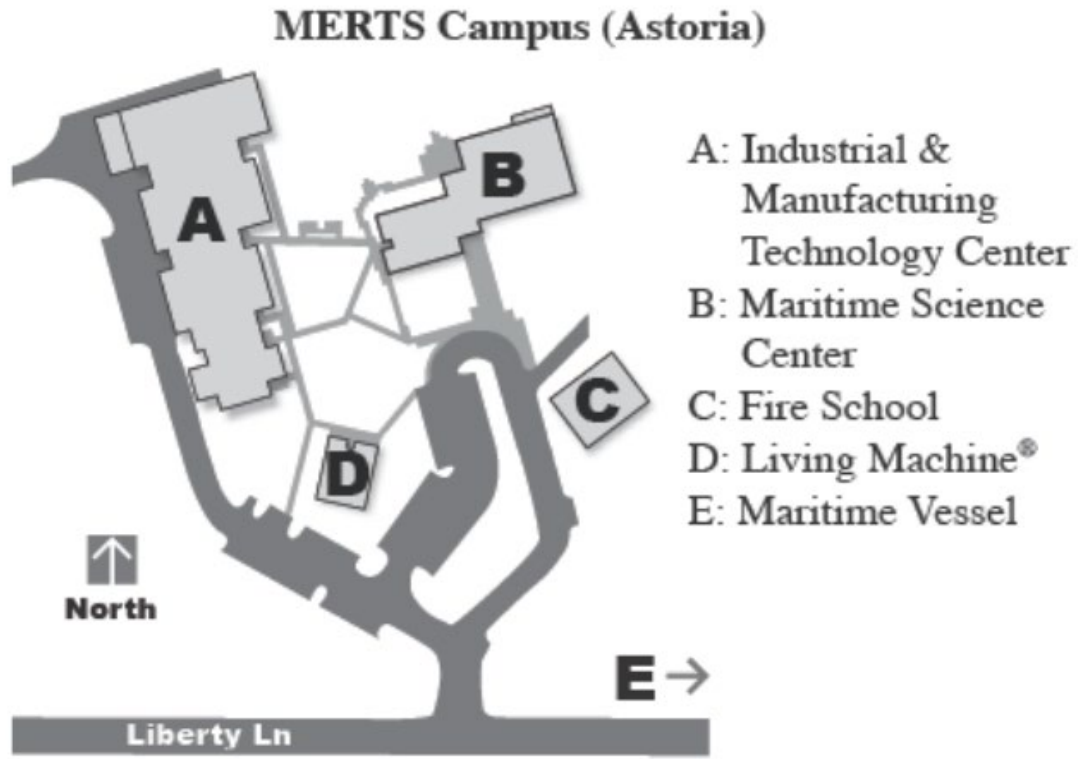
admissions@clatsopcc.edu

finaid@clatsopcc.edu

registration@clatsopcc.edu

www.clatsopcc.edu

MERTS Campus



MERTS Campus:

Marine and Environmental Research and Training Station (MERTS)

Maritime Science Department (MSD)
6550 Liberty Lane, Astoria, OR 97103
503-325-7962

Fire School (FRRC)
6562 Liberty Lane, Astoria, OR 97103

Industrial & Manufacturing Technology Center (IMTC)
6540 Liberty Lane, Astoria, OR 97103

Living Machine® (LM)
6540 Liberty Lane, Astoria, OR 97103

South County Campus

South County Campus / CEDR / SBDC (Seaside)



South County Campus:

1455 N. Roosevelt (Hwy. 101), Seaside, OR 97138
503-338-2402

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