



SOUTHWESTERN

For The Independent Mind

2017-18
STUDENT HANDBOOK

SOUTHWESTERN

OREGON COMMUNITY COLLEGE

NAME _____

ADDRESS _____

PHONE _____

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Welcome to Southwestern Oregon Community College! My name is Madi Bell and I will be serving as your 2017-2018 Associated Student Government President. I am so excited to be back on campus and am looking forward to seeing all the new students. College can be an amazing yet challenging experience, so be sure to make the most of it!

Southwestern has so many great resources to help you succeed in and outside the classroom. If you need help with your studies, there is a tutoring center located on the 3rd floor of Tioga Hall. There are multiple tutors for all subjects and even a writing tutor! Another great resource is TRIO. This is a program for first-generation college students and provides great advisors that will give you all the tools you need to help you be successful in college. To find out if you qualify, just head to their office in Randolph Hall. Southwestern wants you to succeed, so remember to take advantage of all our resources and always ask for help when needed. We are here for you!

In addition to these great educational resources, Southwestern also offers an abundant amount of activities in which you can participate. These include events hosted by housing, associated student government, and even various clubs. Last but definitely not least, Southwestern also has 18 sports teams. So make sure to get out and support your fellow Lakers this year!

Southwestern is an amazing college where you will make many new friends and memories that will last a lifetime! So enjoy it!

Sincerely,

Madi Bell

Student Body President

TABLE OF CONTENTS

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC) INFORMATION & SERVICES

Mission.....6
Service Area.....6

PHONE LIST.....7

WEATHER RELATED COLLEGE AND CLASS CLOSURES.....7
Emergency Numbers.....7

FINALS SCHEDULE.....8

CAMPUS PLACES AND STUDENT SPACES

Bookstore.....9
Career Center.....9
Computer Labs.....10
Dining Services.....10
Library.....10
Student Recreation Center.....10
Study Areas.....10
Tutoring Center.....10
University Center.....10

COLLEGE TERMS.....11

SERVICES AND SUPPORT

Educational Support and Programs (ESPS).....13
Academic Advising.....13
Counseling Services.....14
Disability Services for Students (DSS).....14
Internship & Cooperative Work Experience.....14
Student Support Services/ TRIO.....14
Testing Services.....14
Tutoring Lab.....14
Other Services and ESPS.....14

FINANCIAL AID.....14

FIRST STOP CENTER.....15

STUDENT LIFE AND LEADERSHIP

Office of Student Life.....15
Associated Student Government.....15
Athletics.....15
Clubs and Organizations.....15
College Committees.....16
Resident Assistants (RAs).....16
Special Events.....16
Student Ambassadors.....16

OTHER

Graduation.....16
Career/Technical Degrees and Certificates.....16
Transfer Degrees.....16

POLICIES AND PROCEDURES

Acceptable Use of Information Technology Resources.....17
Affirmative Action, Equal Opportunity.....18
Campus Tobacco Policy.....18

CAMPUS SECURITY SERVICES AND RESPONSIBILITIES.....18

Campus Safety Crime Statistics.....19
Emergencies- Medical.....19
Parking.....1
 9
Sexual Offender Registration.....19
Student Right to Know.....19

STUDENT HOUSING.....19

Housing Contact Information.....20
Housing Policies.....20
Roommate Advice.....20
Roommate Agreement.....21

STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF ETHICS

Rights and Responsibilities.....21
Code of Conduct.....22
Possible Sanctions for Violating SWOCC Student Code of Conduct.....24
Substance Abuse Policy and Procedures for Violations.....25
Procedural Standards in Disciplinary Proceedings.....26
Student Complaint Resolution Procedures.....27

PUBLIC NOTICE OF NON-DISCRIMINATION.....33

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC)**INFORMATION & SERVICES**

www.socc.edu

MISSION

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

SERVICE AREA

The SWOCC district includes all of Coos, Curry and Western Douglas counties. The district population is approximately 93,000.

Coos Campus (Main)

1988 Newmark Ave
Coos Bay, OR 97420

Curry Campus

Brookings-Harbor Center
96082 Lone Ranch Pkwy
Brookings, OR 97415

Gold Beach Center
29392 Ellensburg Ave
Gold Beach, OR 97444

Port Orford Center
1403 Oregon
Port Orford, OR 97465

Student Consumer Information

(www.socc.edu/studentlife/student-consumer-info)

PHONE LIST

Southwestern Main Campus Operator	(541) 888-2525
Toll-free	(800) 962-2838
Admissions	(541) 888-7636
Athletic Department	(541) 888-7452
Bookstore	(541) 888-7264
Campus Security	(541) 888-7399
Community/Distance Education	(541) 888-7328
Dean of Students	(541) 888-7439
Educational Support Programs & Services-	
Counseling, Testing and Disability Services	(541) 888-7405
Federal Student Aid	(800) 433-3243
Financial Aid Office	(541) 888-7337
First Stop Center-	
Registration, Student Records, Transcripts, Cashier,	
Student Accounts Receivables	(541) 888-7352
International Student Program	(541) 888-7185
Library	(541) 888-7270
Student Housing	(541) 888-7635
Student Recreation Center	(541) 888-7714
TRIO Program (Student Support Services)	(541) 888-7421
Tutoring Center (Laker Learning Commons)	(541) 888-1593
Veteran's Services	(541) 888-7236
Curry Brookings Campus	(541) 469-5017
Curry Gold Beach Campus	(541) 247-2741
Curry Port Orford Campus	(541) 332-3023

WEATHER RELATED COLLEGE AND CLASS CLOSURES

Important: During inclement weather call **(541) 888-1503** for campus or class closure information. **Campus closure** information is available by 7:00 a.m.; **class closure** information is available by 8:30 a.m.

EMERGENCY NUMBERS

Emergency	911
Campus Security	(541) 297-4200

FINALS SCHEDULE

If your class begins at **5:30 p.m. or later**, or if your class meets on **Saturdays**, your final exam will be given on the **first** day of the week the class normally met during the term (e.g., a 5:30 p.m. class on Monday & Wednesday would have a final on Monday at 5:30 p.m.).

If your class **meets only once a week**, your final exam will be given during the regularly scheduled day for the class (e.g., a 12 p.m. Thursday class would have a final on Thursday at 12 p.m.).

Time	Monday	Tuesday	Wednesday	Thursday
6 T TH				6-7:50
6 M W F			6-7:50	
7:30 T TH		7:30-9:20		
8 M W F	8-9:50			
8 T TH				8-9:50
9 or 9:30 M W F			9-10:50	
9 or 9:30 T TH		9-10:50		
10 M W F	10-11:50			
10 or 10:30 T				10-11:50
11 M W F			11-12:50	
11 T TH		11-12:50		
12 or 12:30 M	12-1:50			
12 or 12:30 T				12-1:50
1 M W F			1-2:50	
2 T TH		2-3:50		
2 M W F	2-3:50			
3:30 T TH				3:30-5:20
3 or 3:30 M W F			3-4:50	
4 T TH		4-5:50		
4 M W F	4-5:50			

CAMPUS PLACES AND STUDENT SPACES

BOOKSTORE

Stensland Hall 1st floor; (541) 888-7264; bookstore.www.socc.edu

Mon. – Fri.: 8:00 a.m.-4:00 p.m. (Summer hours may vary)

The Southwestern Bookstore has all the books and supplies you need to start classes. The Bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up. A fax machine is available for students to send or receive information (541) 888-4905. Charges are made according to the destination or origination of the fax.

- **Returns**

Returns meeting ALL of the following requirements are eligible for a full refund:

- The return is made during the first two weeks of the term for which the text was purchased
- The text you are returning is for a class that you have dropped / changed or has been cancelled (you must provide proof of schedule change)
- The text is brought to the bookstore within one business day of the drop/change/cancellation
- Text is brought to the bookstore with an original unaltered SWOCC Bookstore cash register receipt.
- Text MUST be in the original selling condition – New text must be in new condition, no highlighting, no writing, no damage to cover or pages, shrink-wrap/bundled/or packaged books cannot be opened or altered, access codes/CD/other materials cannot be used or opened – used text cannot be returned if damaged *Sorry, NO EXCEPTIONS

Partial refund may be given if the text has been altered, this will be decided on a case-to-case basis.

Returns made for other reasons must be completed within three business days of purchase, textbooks must be in the original selling condition and accompanied by an original unaltered SWOCC Bookstore cash register receipt. These returns will be charged a 15% restocking fee. Refunds can only be processed in the same tender as the purchase.

- **Book Buy Back**

Sell your used textbooks for instant cash! Book buy-back is held during finals week of each term.

Check the Bookstore or term schedule for exact times and dates.

CAREER CENTER

Stensland Hall; (541) 888-1620; www.socc.edu/careercenter

Career information, planning and job search resources are available through the Career Center. We offer a variety of approaches to assist with exploring career options and seeking employment. Various programs are available in conjunction with South Coast Business Employment Corporation.

- **Information & Services Include:**

Career planning	National Career Readiness Certificate (NCRC)
Job seeking assistance	Career workshops and classes
Resume writing and review	Marketing to employers
Interview skills development	State and local labor market information
Networking and the hidden job market	
Job announcements and referrals	

Career services are currently being supported through the CASE Grant. This \$1,487,905 CASE - Department of Labor grant is 100% Federally Funded (TC-22511-11-60-A-41).

COMPUTER LABS

Tioga Hall 4th floor; www.socc.edu/computerlabs

Southwestern has several instructional computer labs and one lab that is open for student use on a “drop in” basis. The open computer lab has IBM-compatible hardware and a variety of software. Computer labs are also available at the Southwestern facilities in Gold Beach and Brookings.

DINING SERVICES

Empire Hall; (541) 888-7638; www.socc.edu/cafeteria

Monday – Friday

Breakfast (hot): 7:00 – 9:00 a.m.

Lunch: 11:00 a.m. – 1:30 p.m.

Dinner: 5:00 – 7:00 p.m.

Saturday, Sunday and holidays

Brunch: 11:00 a.m. – 1:00 p.m.

Dinner: 5:00 – 6:30 p.m.

LIBRARY

Tioga Hall 2nd floor, (541) 888-7270; www.socc.edu/library

The library provides resources to students, staff, and community members: COASTLINE (Coos County Library Network Online Catalog); reference materials; book collection; computer databases; periodicals; maps; videos; other audio-visual materials; Internet access; and other digital collections. A COASTLINE library card is required to check out materials. Items not available on COASTLINE can be borrowed from other libraries through interlibrary loans.

STUDENT RECREATION CENTER

(541) 888-7714; www.socc.edu/reccenter

The Student Recreation Center is a fitness and recreational facility for students and community members. It offers a state-of-the-art fitness center with a wide range of cardio equipment, circuit weight machines, free weight machines, barbells, and dumbbells. The Rec Center is also home to a collegiate-sized basketball court, racquetball court, game room, climbing wall, day-use locker rooms, and more! Students can enjoy the facility for free; community guests can utilize the facility by purchasing a Community Pass at the Rec Center front desk.

STUDY AREAS

Quiet study areas on campus include the library, any open classroom when not in use or scheduled for use, and an area on the third floor of Tioga Hall. Student Housing residents may also use Lighthouse Depot and Trinidad Head.

TUTORING CENTER (Laker Learning Commons)

Tioga Hall 3rd floor; (541) 888-1593; www.socc.edu/tutoring

The Tutoring Center provides free tutoring and a quiet study area for students. It is staffed by trained students who have earned good grades in the subject matter they are tutoring.

UNIVERSITY CENTER

Stensland Hall; (541) 888-1518; www.socc.edu/uc

The University Center is an advocate to assist and support local students who want to further their education by obtaining a bachelor’s or graduate degree either by distance or on-site programs. The University Center helps students with advisement, information, and referral to appropriate programs at various Oregon universities.

COLLEGE TERMS

Academic Advisor: Specializes in matters pertaining to student's educational program, college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks.

Administrative Withdrawal: A student who fails to attend classes during the first week of the term may, at the instructor's request, be administratively withdrawn unless the student has made prior arrangements with the instructor. Students may also be withdrawn due to inappropriate or disruptive behavior or for nonpayment of tuition and fees.

Associate of Applied Science (AAS): A state approved associate's degree that is intended to prepare graduates for direct entry into the workforce. AAS may also help to prepare students for career advancements, occupational licensures, or further study at the baccalaureate degree level.

Associate of Arts, Oregon Transfer (AAOT): A program of study that community college students can follow to fulfill all their lower division general education requirements for a bachelor's degree at an Oregon University System institution. It is an agreement between the Oregon State System of Higher Education and Oregon's community colleges to provide transfer of community college coursework to an Oregon University System institution.

Associate of General Studies (AGS): The purpose of the degree in general studies is to provide the student an opportunity to pursue a broad general education during the two years at a community college. It is intended as a flexible program for the student who is not pursuing a specified curriculum in the lower division transfer or career-technical areas.

Associate of Science (AS): The AS degree is designed for students who plan to transfer and complete a Bachelor of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. NOTE: Completion of this degree does not guarantee that all lower division General Education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT). In selecting courses for this degree, students are strongly encouraged to consult the specific transfer curriculum pages in this catalog, an advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

Associated Student Government (ASG): The governing body of the SWOCC student population. The President, Vice-President, and Secretary are elected by the student body. The Directors are determined by a selection process. ASG operates under a constitution designed to promote student engagement around social, physical, cultural and intellectual student development.

Audit: Registering for a course, paying appropriate tuition and fees, receiving instruction and evaluation, but no grade is issued and no credit awarded.

Catalog: Describes programs and courses offered at SWOCC and provides important information related to college policies and procedures. Each year a new catalog is produced for the students.

Corequisite: A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

Counselors: Individuals professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. If students are on restricted academic or financial aid status, counselors work to develop individual success plans that address the specific issues inhibiting academic success.

Cultural Literacy: A course taken to meet the Cultural Literacy requirement which can also be used to satisfy other degree requirements. The credits for such courses will only be counted once toward the 90 credits required to complete the degree.

Educational Development Plan (EDP): A term-by-term list of the classes needed for graduation.

Full-time Student: Enrollment in 12 or more credit hours per term.

Free Application for Federal Student Aid (FAFSA): The Free Application for Federal Student Aid (known as the FAFSA) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid (including the Pell Grant, Federal student loans and Federal Work Study).

Hybrid Classes (HB): Course sections that have an online component to complement face-to-face instruction.

MyLakerLink: mylakerlink.www.socc.edu/ics. Students can use myLakerLink to register for classes, check grades and account balances, access unofficial transcripts, and much more.

Part-Time: Enrollment in less than 12 credit hours per term.

Petition: Request for exception to accepted practice or for special consideration. The Financial Aid office accepts petitions for exception to satisfactory academic progress. The First Stop Coordinator accepts petitions for special consideration relative to tuition and related charges. Exceptions to program requirements are heard by the Academic Standards Committee. See the First Stop Center for information on the appropriate office to petition.

Placement Test: Students who will be full-time, pursuing a degree or certificate program or are receiving financial aid must have completed a placement test in reading, writing and math before they may register.

Plagiarism: The intentional submission for evaluation to a College instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of material's true source.

Prerequisite: Course, or other educational requirement, that must be completed prior to another course or before proceeding to more advanced study. Instructor consent may override a prerequisite requirement.

Quarter: Another word for "term." There are four quarters each year. Summer term is eight weeks and Fall, Winter, and Spring terms are eleven weeks each.

R: If you see an "R" on your class schedule for when your class meets. This means your class meets on a Thursday.

Registered: Completed registration through myLakerLink or form turned into the First Stop Center.

Schedule of Classes: Document published prior to each quarter listing courses offered in the upcoming term(s). The schedule is mailed to each household in the College's district and is available at on campus. The pamphlet also lists important dates, deadlines, and current figures for tuition, fees, and other charges.

Snap Shot: A day when the school takes a snap shot of your class schedule and determines the amount of aid that is available to you based on how many credits you are in at this point. This day is falls typically during the second week of every term.

Student ID Card: A photo identification card that is mandatory for all students. Pick yours up at the First Stop in Dellwood Hall.

Syllabus: Given to students the first day of class to provide detailed information about the course requirements. It should include the grading system, attendance policies, as well as test and assignment due dates.

TBA/TBS: An abbreviation for "to be announced" and "to be scheduled." This indicates that a course is available but the specific time or place has not been determined at press time.

Transcript: Official record of all courses taken. Copies can be obtained by visiting the First Stop Center in Dellwood Hall or by submitting a **request form**.

Wait List: When a class is full, students wanting the course are placed on a wait list and will be notified through their College email when seats are available and they have permission to register.

Web-Enhanced: Course sections that have some online component, but it does not replace any face-to-face instruction time.

Withdraw(al): The official process of stopping attendance in a class after the drop date. Student receives "W" for a grade.

SERVICES AND SUPPORT

EDUCATIONAL SUPPORT PROGRAMS & SERVICES (ESPS)

Stensland Hall 1st floor; (541) 888-7405; www.socc.edu/esps

Mon. – Fri.: 8:00 a.m. – 5:00 p.m. Call for the schedule of walk-in hours.

ESPS offers many services to support students while attending Southwestern. Services include Academic Advising, Disability Support Services, Personal Counseling, Testing, Internships, Career Coaching, and Student Support Services (TRIO).

- **Academic Advising**

(541) 888-7405; www.socc.edu/esps

All degree-seeking students are assigned an academic advisor.

- **Counseling Services**

(541) 888-7405; www.socc.edu/esps

Career planning and exploration, educational advising, individual counseling, transfer planning, Human Development classes (e.g., College Success, Transfer Success, Math Success, Career/Education Exploration, Career/Life Planning, Living Consciously).

- **Disability Services for Students (DSS)**

(541) 888-7405; www.socc.edu/disability

The DSS office provides services to students with documented disabilities (physical or learning) to

help them be successful in college. Services include note takers, reader assistance, interpreters for the hearing impaired, and additional accommodations as prescribed. *If you are a student with a disability (or think you have one and need more information), call to make an appointment.*

- **Internship & Cooperative Work Experience**
(541) 888-7349; www.socc.edu/internships

Internships give students an opportunity to gain valuable work experience and earn college credit at the same time. A successful internship combines classroom theory with practical experience in the workplace. Internships can be for pay or volunteer.

- **Student Support Services / TRIO**
Randolph Hall; (541) 888-7419; sss@socc.edu; www.socc.edu/ssss

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goals of SSS are to help students graduate from Southwestern or to graduate and transfer to a four-year college or university. To be eligible for SSS, you must apply to the program and meet at least one of the following criteria: neither parent has a four-year (bachelor's) degree, you meet the federal low income requirements for TRIO programs, or you have a documented disability (physical or learning). SSS services are **free** and include tutoring, counseling, advising, campus visits to Oregon's four-year schools, cultural enrichment activities, and supplemental grant aid for qualified students. *Applications are available in Randolph Hall.*

- **Testing Services**
www.socc.edu/esps

Placement tests, ACT/SAT interpretation, GED testing, CLEP testing, test proctoring.

Placement testing is available on a walk-in basis, Mon. – Fri. between 8:15 a.m. and 3:30 p.m.

- **Tutoring Lab**
Tioga Hall 3rd floor; (541) 888-7234; meredith.bulinski@socc.edu; www.socc.edu/tutoringlab

The Tutoring Lab is a program designed to provide all students with the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students.

The Center is staffed with highly qualified tutors who have successfully completed the courses they are tutoring.

- **Other Services and ESPS**

Career assessment inventories, Career Information System, scholarship information, Internet access.

FINANCIAL AID

Dellwood Hall Front Lobby; (541) 888-7337; www.socc.edu/financialaid

Various financial programs are available for students, including grants, scholarships, tuition waivers, student employment, salt, and loans. Apply early for financial aid funds are often limited. Refer to the College catalog and quarterly schedule for more information or visit the First Stop Center for policies, procedures and application processes.

FIRST STOP CENTER

Dellwood Hall Front Lobby; (541) 888-7352; firststop@socc.edu; www.socc.edu/firststop

Mon., Tue., Wed., Fri. 8:00 a.m. – 5:00 p.m.; Thu. 10:00 a.m. – 5:00 p.m.

The First Stop Center provides a variety of services to students: general campus information; student employment services; payments for tuition and fees; admissions and registration; transcripts; and financial aid to help with the cost of college.

STUDENT LIFE AND LEADERSHIP

OFFICE OF STUDENT LIFE

Empire Hall 205; (541) 888-7316

Southwestern Oregon Community college offers several opportunities for students to get involved on campus. The Student Life Office is committed to helping students coordinate and participate in activities and programs on campus and includes Associated Student Government, Clubs and Organizations, and activates. There are numerous leadership opportunities for students to strengthen and develop their leadership skills. Many student leadership positions are paid or offer tuition waivers or room and board.

ASSOCIATED STUDENT GOVERNMENT

Empire Hall Lakeview D; (541) 888-7326; www.socc.edu/asg

Students enrolled at Southwestern are members of the Associated Students. The governing body of this association is the Associated Student Government (ASG). ASG operates under a constitution designed to promote student activism and responsibility. ASG is available to answer questions and to be a resource to students attending Southwestern. ASG belongs to state, regional and national organizations such as the Oregon Community College Student Association (OCCSA). These organizations provide services and information that assist ASG officers, representatives and students in general.

ATHLETICS

Prosper Hall; (541) 888-7452; swocathletics.com

Southwestern is a member of the Northwest Athletic Association for Community Colleges (NWAACC), which includes the community colleges of Oregon and Washington, the National Junior College Athletic Association (NJCAA) for wrestling and swimming, and both Women's Collegiate Wrestling Association (WCWA) and National Collegiate Wrestling Association (NCWA) for women's wrestling. SWOCC offers baseball, basketball, cross country, golf, soccer, swimming, track, and wrestling for men; basketball, cross country, golf, soccer, softball, swimming, track, volleyball, and wrestling for women; and co-ed cheer/dance.

CLUBS AND ORGANIZATIONS

SWOCC has a variety of student clubs and organizations. For information about joining or starting a club please contact ASG or stop by their office. Below you will find a list of active clubs for the 2016-2017 academic year.

- American Association for Women in Community Colleges
- Business
- Campus Crusade for Christ
- CPU
- Culinary
- Di Ghosties
- Education
- Fishing
- Gaming
- Geology
- Golden Z
- International
- Music
- Nursing
- Phi Theta Kappa
- Resident Hall

COLLEGE COMMITTEES

Southwestern encourages students to become involved on campus and to participate in a multitude of ways; including participation on college committees. Many of the college committees are open to students and student representatives are often sought to serve on these committees. If you are interested in participating on a college committee or would like to know which ones are available, please contact to the Student Life office at (541) 888-7316.

RESIDENT ASSISTANTS (RAs)

housing@socc.edu; www.socc.edu/housing

Resident Assistants (RAs) are student leaders who live on campus and facilitate community development in a living and learning environment. RAs use a hands-on approach in areas of leadership, counseling, conflict management, programming, teamwork, and administration. RAs are selected for the RA experience through an interview process. For more information, contact the Housing office at housing@socc.edu, or stop by the office in the Lighthouse Depot.

SPECIAL EVENTS

Southwestern hosts and sponsors special events throughout the school year; programs include films, lectures, performing artists, music, art exhibits, and dances.

STUDENT AMBASSADORS

Dellwood Hall 5; (541) 888-1595

Student ambassadors work directly with the Admissions office. They are a vital part of the College's recruitment efforts. Ambassador responsibilities include campus tours, college and career fairs, high school visits, mail, email and telephone follow up with prospective students. Ambassadors are chosen throughout the year through an application and interview process. Student ambassadors receive a full tuition waiver for their work.

OTHER**GRADUATION**

www.socc.edu/graduation

Students earning an associate's degree or a Certificate of Completion from Southwestern Oregon Community College must submit an Application for Graduation. The application for degree or certificate is available in the lobby of Dellwood Hall or online at myLakerLink.

CAREER/TECHNICAL DEGREES AND CERTIFICATES

www.socc.edu/images/academics/16-17_CATALOG_Final.pdf

SWOCC offers both one-year certificates and two-year degrees designed for employment. These programs provide the skills and work experience needed to qualify for a job upon graduation. Additional information can be located in the catalog.

TRANSFER DEGREES

www.socc.edu/images/academics/16-17_CATALOG_Final.pdf

Southwestern Oregon Community College offers two degrees which are designed to transfer to four-year public universities in Oregon as a package and guarantee junior standing for registration purposes. The Associate of Arts Oregon Transfer (AAOT) is a flexible option that can be tailored to a variety of majors. The Associate of Science Oregon Transfer – Business (ASOT- Business) is designed for students planning to apply to the school of business at the universities. These degrees/credits will transfer to other college and universities. It is essential for students to work with their academic advisor to select courses and develop an educational plan to meet the criteria for their selected school.

POLICIES AND PROCEDURES

ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

A full text of Administrative Procedure or Policy 5059, Acceptable Use of Information Technology Resources is available on myLakerLink: APP 5059.

This procedure is designed to state the acceptable use of computer systems, networks, and other integrated technology resources at Southwestern Oregon Community College.

The College community is encouraged to make use of information technologies in support of educational and administrative purposes. The College supports access to information with numerous views for the interest, information, and enlightenment of students, faculty, and staff.

Prohibited Use:

The following behaviors are prohibited while using College integrated technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

The following behaviors are prohibited while using College integrated technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College integrated technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using integrated technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individual.
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, trojan horses, or other rogue programs into integrated technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging integrated technology resources;
12. Using, or encouraging others to use, integrated technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.

17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services.

AFFIRMATIVE ACTION, EQUAL OPPORTUNITY

www.socc.edu/notice-of-non-discrimination

Students, their families, employees and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, gender identity, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning equal opportunity or nondiscrimination may contact the College's Affirmation Action Officer in Tioga Hall 511 or (541) 888-7402.

CAMPUS TOBACCO POLICY: BP 7155

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the Board to establish a restricted tobacco-use environment. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. The Curry campus is a tobacco-free campus.

CAMPUS SECURITY SERVICES AND RESPONSIBILITIES

www.socc.edu/campus-security

Campus Security officers are responsible for a wide range of services; protection of the campus peace and security, criminal activity suppression, crime report filing, criminal awareness counseling and presentation, preliminary fire and medical emergency inquiries and response, traffic accident investigation, drug and alcohol law violations, campus community patrols and other public safety issues.

Time permitting, "courtesy assistance service" may be provided to members of the campus community in the form of vehicle battery charging and student and staff walkouts. To access this service, call the officers on duty at (541) 297-4200.

For crime prevention to be effective, the assistance of all campus members in the reporting of crimes or crimes in progress. If you see something suspicious or requiring a report call 9-1-1 and then Campus Security at (541) 297-4200 (duty officer's cell phone) for further instructions.

Every campus member must assume responsibility for their own personal safety and the security of their belongings by taking simple precautions.

1. Lock your car doors and remove all valuables from sight.
2. Look out for each other and each other's property.
3. Report any suspicious persons or activities to Campus Security.
4. Don't walk alone after dark – use the buddy system or call campus security.

CAMPUS SAFETY CRIME STATISTICS

The Department of Campus Security's officers are responsible for public safety issues. Local Law enforcement provides additional coverage. For the most current crime statistics refer to the SWOCC website at www.socc.edu.

EMERGENCIES - MEDICAL

For a medical emergency, contact 9-1-1 immediately. Once 9-1-1 has been called, contact Campus Security at (541) 297-4200. Adults have the right to refuse medical transport. Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a private vehicle driven by a family member or friend. Campus Security and college personnel are not authorized to transport individuals.

PARKING

There are locations on campus that are designated as no parking, fire lane and disabled parking in these areas please adhere to the posted signs. Disabled students must display a valid DMV issued disabled parking placard.

Basic Rules for Parking and Safety

1. Observe and obey all posted parking control signs.
2. Park only in designated parking areas and marked spaces.
3. Park only one vehicle per marked space.
4. Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes, Vehicles may be towed.
5. Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs and books.
6. Be responsible and respect the rights of others.

SEXUAL OFFENDER REGISTRATION

Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark Ave., Coos Bay OR 97420) in writing within one business day of registering for any class at the College.

STUDENT RIGHT TO KNOW

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data. To comment on the presentation or content of the information provided, please contact the Dean of Students.

STUDENT HOUSING

Student Housing provides a safe academic environment for students living on campus. With capacity for more than 400 students, the apartment-style facility is ideal for personal growth and independence, social development, and academic progression

Student Housing apartments are on campus, so residents can easily walk to classes and the dining center in Empire Hall. Other conveniences on site include three coin-operated laundry facilities, 24-hour computer lab, quiet study lounge, and clubhouse with a kitchen, large-screen TV, and recreational equipment. The apartments are within walking distance of supermarkets and restaurants.

One of the most valuable differences between Student Housing and off-campus housing are the nearly dozen Resident Assistants (RAs) who live with the residents. RAs are second-year (or greater) students who are trained to help students adapt to college life, mediate conflicts, enforce policies, and respond to emergencies. For more information, please visit the Student Housing website at www.socc.edu/housing.

HOUSING CONTACT INFORMATION

Main Housing Office: The main office is located in the side entrance of the Lighthouse Depot. Please call (541) 888-7635 or email housing@socc.edu for information.

RA Duty Phone: Call (541) 260-6996 for an on-call Resident Assistant from 5:00 p.m. to 8:00 a.m. Monday through Friday, and all day Saturday and Sunday. Residents may call RAs for situations ranging from lockouts to personal crises. RAs will not give out directory information.

HOUSING POLICIES

Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students and their guest(s) residing in student housing are expected to abide by all policies outlined in the **Room and Board Agreement**. Students are expected to make their guest(s) aware of and assure they follow these policies. The following policies are taken from the Housing Conduct Code section of the **Room and Board Agreement**.

1. **Alcohol and Other Drugs:** Housing prohibits the consumption or possession of alcohol (including empty or partially full containers of alcohol), illegal substances, and drug paraphernalia (including anything resembling a bong i.e: hookah and tobacco pipes).
2. **Dangerous Devices:** Housing prohibits the possession, use, or threatened use of firearms or projectile weapons (including, but not limited to, any gun or facsimile, stun guns, water guns, and slingshots), ammunition, knives larger than 3 inches, martial arts weapons, explosives, dangerous chemicals, water balloons, or any other objects considered weapons on college property.
3. **Fire Safety:** Residents may not possess, display, or burn flammable materials (including, but not limited to, fireworks, candles, incense, gasoline, kerosene lamps, and open cooking elements). Also, residents may not hang anything from the ceiling, including sheets covering light fixtures.
4. **Mattress Pad or Cover:** All residents are required to have a mattress pad or cover on their bed.
5. **Pets:** Residents may not have animals live or visit them in their apartments.
6. **Tobacco:** The College prohibits the use of any tobacco products (including, but not limited to, cigarettes, cigars, chewing tobacco and E-cigarettes) in any manner within the confines of the apartment and buildings. Tobacco use is only permitted within in designated "Tobacco Use Areas".

NOTE: Please be aware that these are some but not all of our housing policies. To read all of the policies in full please review the Housing Conduct Code portion of the **Room and Board Agreement**.

ROOMMATE ADVICE

College roommates can be the "interesting person" with whom you lived for a year or a lifelong friend. Either way, all involved must find a way to live with each other well. Here are a few tips:

1. **Introduce Yourself:** Take the time to introduce yourself to your other roommates. Listen to your roommates and ask questions about their lives—especially about their academic interests and hobbies.

2. **Have Reasonable Expectations:** Do not expect your roommates to become your new best friends (although sometimes that does happen). However, do expect to communicate with your roommates about noise levels, guests, and the use and storage of possessions. Set these expectations using a Roommate Agreement (see next section).
3. **Invite Your Roommates:** Invite your roommates to play games, go with you to dinner, or attend a campus event once in a while.
4. **Solve Problems:** Like any group of people who live together, roommates can get mad at each other. Instead of leaving nasty notes for each other, yelling, or playing pranks, try setting a “house meeting” to discuss issues. Ask RAs for help with these meetings.
5. **Items to Share:** Roommates can save space and money by agreeing to share devices and appliances where it makes sense to have only one. Here is a partial list:
 - microwave, toaster, cooking utensils, knives, dishes, cups, silverware, television,
 - telephone, large garbage can, cleaning supplies, mop, broom

ROOMMATE AGREEMENT

Often roommates assume there is some kind of unwritten code that guides their behavior. It does not exist until the roommates create an actual roommate agreement that is unique to their living situation. Keep in mind that what works for one apartment may not work for another. In addition to spelling out how roommates will live with each other, an agreement provides an opportunity for residents to talk to each other. Finally, if you cannot resolve disagreements with your roommates or nobody wants to create a roommate agreement please contact a Resident Assistant or Student Housing. Resident Assistants will setup apartment meetings at the beginning of every term to establish apartment agreements.

STUDENT RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

Southwestern Oregon Community College (SWOCC) students, as free citizens and members of a learning community enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

RIGHTS AND RESPONSIBILITIES

1. **Freedom of Association.** Students shall be free to organize and join associations to promote their common interests subject to the following considerations.
 - A. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern Oregon Community College students.
 - B. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
 - C. Each organization shall be free to select its own Southwestern Oregon Community College advisor. Advisors must be either contracted faculty or staff currently employed by SWOCC. SWOCC staff serves the college community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on college procedure and policy.

- D. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.
 - E. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Disability Services.
2. **Freedom of Inquiry and Expression.** Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.
 3. **Freedom from Unlawful Harassment.** Southwestern Oregon Community College is committed to providing a learning and working environment free of harassment.
 4. **Freedom from Sexual Harassment/Sexual Assault.** Students are protected from sexual harassment/sexual assault by SWOCC Board of Education policies, and by state and federal statutes.
 5. **Freedom from Unlawful Discrimination.** Southwestern Oregon Community College wishes to maintain a place of learning and work that is free of unlawful discrimination. The college prohibits discrimination based upon a person's race, color, sex, sexual orientation, marital and/or parental status, religion, native origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state or local law.
 6. **Freedom to Participate in Institutional Governance.** Student representation on selected SWOCC councils and committees provides an opportunity for students to participate in institutional governance.
 7. **Freedom of the Press.** Student publications and student press provide for free and responsible discussion of topics. Editors and managers are protected from arbitrary suspension and removal due to editorial policy or content. Editors and managers can be removed as the result of a violation of the SWOCC Code of Conduct.

CODE OF CONDUCT

1. Students have the responsibility to obey and follow College policy and procedures, the ASG bylaws, federal and state statutes, and city ordinances. The ASG constitution and bylaws and College policy and procedures shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses.

3. Students are responsible for the effects of their decisions and behavior that become destructive to the educational goals and processes of Southwestern Oregon Community College.
4. Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark, Coos Bay, OR 97420) in writing within one business day of registering for any class at the College.

The following activities may result in disciplinary action:

1. **Academic Plagiarism:** The intentional submission for evaluation to a College instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of material's true source.
2. **Academic Cheating:** The intentional submission for evaluation to a College instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner.
3. **Animal Abuse:** Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.
4. **Furnishing false information** to the College with the intent to deceive.
5. **Forgery, alterations, or misuse** of college documents, records, or identification cards.
6. **Detention, physical abuse, or conduct** that threatens imminent physical abuse of any person in the college community.
7. **Malicious destruction, damage, or misuse** of college or personal property on the college campus. College property is defined as all real and/or tangible property owned or controlled by the College, including but not limited to buildings, grounds, equipment, motor vehicles, library or other instructional materials.
8. **Theft or extensive damage** to another's property at the College or College-related environment.
9. **Hazing:** Any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.
10. **The possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons** on College property, except as expressly authorized by law or institutional regulations.
11. **The possession of alcoholic beverages or controlled substances** on the College campus or any other facility that is rented, leased, owned, or occupied by the College at any time when classes or student activities are scheduled.
12. **Sexual Harassment:** Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties.
13. **Substantial and material interference** with the operation of the College.
14. **Failure to comply** with the terms of any penalties applied under this Student Conduct Code.

15. **Disorderly Conduct:** Knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm, creates unreasonable noise, or disturbs any lawful assembly of persons.
16. **Eluding** or attempting to elude a College Campus Security officer who is pursuing official duty.

POSSIBLE SANCTIONS FOR VIOLATIONS OF SWOCC STUDENT CODE OF CONDUCT

The Dean of Students (deanofstudents@socc.edu) will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. 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 (or any other violations of Board policies or College administrative rules and regulations) 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 from Rights and Privileges:** Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. **Suspension of Eligibility for Co-curricular 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 co-curricular activities for any length of time up to one calendar year.
9. **Faculty may assign a failing grade:** for paper/test or course as a disciplinary action where appropriate. Faculty may also require a student to leave the classroom at any time for violations of the Student Conduct Code.
10. **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, and if applicable, (there are incidents where asking a student to stop a behavior is not possible and just need to be removed) the instructor or supervisor

must inform the student of the nature of the disruptive behavior and request that the student cease 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. If a student is removed, the instructor or supervisor must notify the Dean of Students (deanofstudents@socc.edu) and fill out the appropriate paperwork.

11. **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, the Vice Presidents, or the Dean of Students. The conditions of reenrollment shall be stated in the letter of suspension.
12. **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 Presidents, Dean of Students, 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.
13. **Readmission after Suspension:** When a student is suspended, the conditions for reenrollment 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 Dean of Students or designee prior to reenrollment, and to request reenrollment in writing. The Dean of Students will be responsible for determining if the conditions for reenrollment have been met. The Dean of Students will provide the student, in writing, with the decision regarding the student's reentry into the College and the reasons for the decision.
14. **Expulsion:** A permanent separation from the College. A student may be expelled from the College only on approval of the decision by the Dean of Students or designee.

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.

SUBSTANCE ABUSE POLICY AND PROCEDURES FOR VIOLATIONS

As part of its educational mission, Southwestern Oregon Community College is committed to providing an environment which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. SWOCC holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, pose a direct threat to its learning environment.

Policy as stated in the Code of Conduct

The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as provided for in Southwestern Oregon Community College Policy 10016, Liquor On Campus, is prohibited. Sanctions which may be imposed by the Dean of Students (or designee) on students for violations of the code will be in addition to any citations that may have incurred from Campus Security or local law enforcement.

Specific Sanctions Include:

1. **First Offense** – Written reprimand and referral to counseling, educational assessment and/or community service.
2. **Second Offense** – Required alcohol assessment and disciplinary probation.
3. **Third Offense** – Suspension from College for a defined period of time. If a student is enrolled in certain educational programs (nursing, culinary arts, fire science, etc.) or participating in student activities such as athletics, student government, or other clubs, or living in campus student housing, **additional sanctions may apply**. Please see those policies that apply.

Additional Sanctioning Bodies:

1. Athletic Department: See current Redbook
2. Residence Life/Housing: See current Housing Contract
3. Nursing Standards: See current Nursing Handbook
4. OCCI: See current OCCI Handbook
5. Student Government (ASG): See current Bylaws
6. Federal Financial Aid Regulations pertaining to drug convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of conviction. Please note that this is a self-declaration when the student files the FAFSA.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

Disciplinary proceedings regarding student conduct play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties. The administration of discipline shall guarantee procedural fairness to an accused student.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. Students have the right to initiate the grievance procedure when student rights, as defined in this document, have been denied.

Investigation of Student Conduct

1. Complaint

- A. Any person including but not limited to students, staff, and faculty who has knowledge of student conduct that may be in violation of the Code may file a student conduct complaint with the Dean of Students and must be submitted on a Formal Complaint Form.
- B. All student conduct complaints must be received no later than **30 calendar days** after the incident described in the complaint or the time when the person filing the student conduct complaint first had knowledge of the incident, whichever time period is greater.

2. Action on the Complaint

- A. Based on information received in the complaint, the Dean of Students or designated representative may initiate further investigation of the complaint and/or impose appropriate penalties.
- B. The Dean of Students acting on a complaint may initiate the Resolution Process when it is alleged that the College has acted in a manner that denies, abuses, or diminishes a student's rights and privileges.

Grievance Procedure: APP 9070

This grievance procedure is provided to insure that due process exists for those persons (students, staff or general public) who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished. A grievance is a complaint, dispute, or misunderstanding that is alleged to have occurred when the College acted in a manner that denies, abuses or diminishes the person's rights and privileges, provided for in the written procedures of the College or guaranteed by State or Federal law. This includes, but is not limited to, allegations of discrimination (based on race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, disability age or sexual orientation), harassment or unfair treatment. The single point of contact for persons who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished is the Vice President of Administrative Services. After an initial meeting with the complainant, the Vice President of Administrative Services will contact the appropriate college personnel and initiate an informal resolution process.

Status of Student Pending Final Action on a Complaint

Pending action on a complaint, the status of a student will not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being, or for reasons relating to the safety and wellbeing of students, faculty, or College property.

STUDENT COMPLAINT RESOLUTION PROCEDURES

Complaint resolution procedures include both informal and formal processes. Students are required to resolve complaints informally and use the formal complaint procedure only as a last resort (exceptions to this will be determined by the appropriate College official).

Southwestern Oregon Community College provides procedures for students to use to address concerns or initiate complaints regarding grade disputes; another student's conduct which violates the College's Student Code of Conduct, allegations of discrimination or sexual harassment, or charges of faculty or staff misconduct.

Each of the dispute types listed below shall be subject to a dispute resolution process. The same process is not necessarily appropriate for resolving all disputes. The dispute types listed below will be resolved through the following procedures:

Grade Appeals

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with teaching methodologies, attendance policies or grade weighting methods.

Grounds:

Students may appeal final course grades for the following reasons:

1. Inconsistency between the grading policy written in the syllabus and what is practiced
2. Grade miscalculation
3. Errors in the final exam if a change in final exam grade would cause a change in the course grade

Process:

1. Informal

The student must schedule, meet, and discuss with instructor awarding the grade within 30 (calendar) days of official notification of the grade in dispute. The method of communication will be consistent with the course syllabus.

2. Formal Process

- A. Should the informal review fail to resolve the grade dispute, the student must complete and submit the grade appeal form along with any supporting documents to the Office of Instruction, within 15 (calendar) days following the informal meeting with the instructor.
- B. The Office of Instruction will send the Grade Appeal to the Academic Standards Committee to determine if the Grade Appeal meets the necessary requirements as indicated in Section 2A of the Grade Appeal Process. Academic Standards Committee will meet within 10 (calendar) days of receipt of grade appeal documentation.
- C. The Academic Standards Committee will determine if grounds have been met for the Grade Appeal.
- D. If grounds have not been met the process is complete and the grade remains. The student and instructor will receive notification of the decision in writing within seven (calendar) days of the decision.
- E. If the Academic Standards Committee determines that grounds for a grade appeal have been met then the Academic Standards Committee will further review the documentation. The Academic Standards Committee will meet with the student and instructor (student and/or instructor may choose to not attend) and a decision will be made. The decision is final.
- F. The Office of Instruction shall notify the student and instructor of the committee's decision in writing within seven (calendar) days of the decision.

3. Review Process
 - A. The Vice President of Instruction will review the process if requested by either the student or the instructor.
 - B. If any inconsistencies in the process are apparent, the Vice President of Instruction will return the grade appeal to the Academic Standards Committee.
 - C. The decision of the Academic Standards Committee will be final.

Committee Composition:

1. For the purpose of grade appeals there should be a minimum of five voting members on the Academic Standards Committee.
2. If Academic Standards Committee member(s) declare a conflict of interest or there are too few members, the Faculty Senate President, in consultation with the Vice President of Instruction, shall appoint (a) faculty member(s) to fill the position(s) on the committee for this purpose.
3. If a grade appeal occurs for spring or summer term an ad hoc committee will be convened by the Office of Instruction based on the Faculty Senate Constitution determining membership of the Academic Standards Committee.

Charges of Student Misconduct

This may include any violation of the Student Code of Conduct set forth above which comes to the attention of a faculty or staff member. Faculty, students and staff members are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not possible, a student or staff member may initiate this dispute resolution procedure by filing the following material with the Dean of Students:

1. A written complaint setting forth the name of the student.
2. A description of the alleged inappropriate conduct.
3. A reference to the student conduct policy allegedly violated and, if informal dispute resolution was attempted, a statement of the steps utilized; or, if no informal dispute resolution was attempted, an explanation of the reason why such an attempt was not made.
4. Name and telephone number of the faculty, student or staff member initiating the complaint.

At an initial conference with Dean of Students or designees, (for Housing Violations please see Housing Policies and Procedures) the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The student must submit all of his/her information within seven (7) calendar days of the initial conference. After considering the evidence in the case and interviewing persons as appropriate, Dean of Students may take one of the following actions:

1. Terminate the proceedings, exonerating the student
2. Dismiss the case after appropriate counseling and advice
3. Impose an appropriate sanction as described

The student will be notified in writing of the decision made by Dean of Students. The student may appeal this decision by filing a **written appeal** with the Vice President of Instruction (or designee) within **seven (7) calendar days** of the decision made by the Dean of Students. The Vice President (or designee) shall render a decision on the appeal within **seven (7) calendar days** of its filing. The decision of the Vice

President (or designee) shall be final and not subject to further appeal. In the cases where expulsion is the recommended outcome the Vice President of Instruction will make the final decision and no further appeals will be allowed.

Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute.

Complaints Alleging Violations of a College Policy or Procedure

Step 1: Initiate the informal process

The goal of the informal process is to establish communication between the student and appropriate staff member for the purpose of providing a forum in which the student's questions or concerns can be addressed. It is hoped that this communication will result in a resolution agreeable to both the student and the staff member.

The student **must** meet with the appropriate instructor or staff member and discuss his/her concerns about the alleged policy or procedure violation. If resolution cannot be reached by talking to the appropriate staff member or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or Dean. Students can receive assistance in locating the appropriate supervisor or Dean by contacting the Dean of Students or the Office of the Vice President of Instruction. The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor or Associate Dean of Learning) within **20 working days** of the alleged policy or procedure violation or the student will lose the opportunity to make a formal complaint.

Step 2: File a Formal Complaint Form with the Dean of Students

If the attempt to resolve the situation informally is not successful, the student may file a formal written complaint. Southwestern Oregon Community College's *Formal Complaint Form* is available in the Dean of Students Office. Forms should be returned to the Dean of Students, which will be responsible for ensuring that the complaint is forwarded to the appropriate college staff.

Student Complaints Alleging Violation of a College Rule, Policy, or Procedure

This type of complaint is to be employed if a student believes that the **College**, as a matter of practice, is violating its own rules, policies, or procedures. A student complaint concerning a College rule, policy, or procedure shall be made in writing and submitted to the Dean of Students. The complaint shall contain the following information:

1. The student's name.
2. The nature of the complaint together with all documents, policies, procedures and related material which may be necessary for College review of the complaint.

Upon receipt of the complaint, the Dean of Students shall schedule a meeting with the student complainant. At that meeting, the Dean of Students shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Dean of Students is not acceptable to the student, he or she may make a secondary appeal to the Vice President of Instruction. The secondary appeal shall consist of a meeting with the Vice President of Instruction, the Dean of Students and the student. At this

meeting, the Vice President of Instruction will hear the student complaint, discuss the matter with the student and the Dean of Students, review appropriate materials, and issue a written decision within 30 days of the meeting, and the decision shall be final.

Charges of Faculty or Staff Misconduct: BP 7110/APPs 7110 and 7160

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. Prior to submitting a formal complaint, students will be required to discuss their concerns with the faculty or staff member involved in an effort to reach an informal resolution. If not successful, or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or the Dean of Students. Students can receive assistance in locating the appropriate supervisor or department chair by contacting the Dean of Students or the Vice President of Instruction. The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor) within 30 days of the incident precipitating the complaint, or the student will lose the opportunity to make a formal complaint.

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. The student has ten (10) working days from the date of the last meeting with the appropriate staff member or his/her immediate supervisor or Instructional Director to file the complaint form with the Office of the Associate Dean of Students' Office. Formal complaints regarding the misconduct of a faculty or staff member will be forwarded to the appropriate supervisor or his/her designee and shall be subject to resolution procedures as detailed in the College's disciplinary procedures.

Ancillary Role of the Dean of Students

In addition to the duties imposed upon the Dean of Students as set forth above, the Dean of Students shall also be primarily responsible for attempting informal resolutions and reconciliations at all steps in the dispute resolution process. The Dean of Students may, with the student's consent, intervene on the student's behalf at any stage of any dispute resolution proceedings. By the same token, the Dean of Students shall also be free to schedule meetings with the student complainant at any step during the dispute resolution process should he or she deem it useful. Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute resolution process. Any timeline set forth in any dispute resolution procedure may be extended by the Dean of Students upon written application to do so.

NOTE: Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. SWOCC has developed procedures in accordance with the law. | Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500.

Discrimination/Sexual Harassment: BP 7165/APP 7165

Students with complaints of possible harassment or discrimination may seek immediate assistance from the College's Affirmative Action Officer in Tioga Hall 511 or (541) 888-7402 in accordance with the College's Discrimination Complaint Policy/Procedure. Copies of this procedure and the complaint form are available on myLakerLink.

Student Right-to-Know

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data. To comment on the presentation or content of the information provided, please contact the Dean of Students (deanofstudents@socc.edu).

College Tobacco Policy: BP 7155

Board policy prohibits the use of tobacco of any kind, by any person, except in designated smoking areas. The use or carrying of any lighted smoking instrument in college buildings or on college premises, at events on college premises, or in college-owned, rented or leased vehicles is prohibited. The distribution and/or sale of tobacco, including any smoking device, are prohibited.

PUBLIC NOTICE OF NON-DISCRIMINATION

Students, their families, employees and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability, gender identity, or veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Southwestern's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Title IX Coordinator

Jeff Whitey, Vice President of Administrative Services

Southwestern Oregon Community College

1988 Newmark Ave.

Coos Bay, OR 97420

(541) 888-7402

jwhitey@socc.edu

Southwestern Oregon Community College offers the following career and technical education programs for all students regardless of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veteran status, including those with limited English proficiency: Business, Office Technology, Computer Technology, Childhood Education, Criminal Justice, Culinary, Fire Sciences, Health Sciences, and Welding and Fabrication.

Persons seeking further information concerning the vocational education offerings and specific prerequisite criteria should contact:

Dr. Ali Mageehon, Vice President of Instruction

Southwestern Oregon Community College

1988 Newmark Ave.

Coos Bay, OR 97420

(541) 888-7417

ali.mageehon@socc.edu

Section 504 Coordinator, Title IX Investigator

Tim Dailey, Dean of Student Services

Dellwood Hall, Rm 9

(541) 888-7439

tdailey@socc.edu

[Disability Services Webpage](#)

Title II Coordinator

Karen Domine, Dean of Extended Learning

Dellwood Hall, Rm 16

(541) 888-7212

khelland-domine@socc.edu

Students, their families, and employees may access the ***Equity and Inclusion*** page on the College website.