

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: April 14, 2021

Old #	New #	Title	Addendum Page #
N/A	2510	College Governance	
203	3820	Gifts, Donations, and Fundraising	
211	3825	Public Art	
700.02	5014	Admissions to Special Programs	
710.06	5135	Tuition Waiver	
719	5532	Institutional Records of Student Complaints and Grievances	

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	2100	Zones for Board Director Positions	
N/A	3820	Gifts, Donations, and Fundraising	
211	3825	Public Art	
700.03	5014	Admission to Nursing Program	
710.06	5135	Tuition Waiver	
N/A	5137	Tuition and Fee Waiver for Foster Youth	

See 1st Reading Policies-Procedures addendum packet

Recommendation by:

Approved for Consideration:





ADMINISTRATIVE PROCEDURE

TITLE: Zones for Board Director Positions

ADMINISTRATIVE PROCEDURE # 2100 *(was 100.01AP)*

RELATED TO POLICY # 2100 BOARD OF EDUCATION ELECTIONS

The Umpqua Community College District is comprised of seven zones.

ZONE 1, NORTH COUNTY

Precinct Name	Precinct	Precinct Name	Precinct
North County	4	Elkton City	10
Drain City	11	Yoncalla City	14
Oakland City	15	Sutherlin City	17

ZONE 2, NORTH CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
County East	5	Unincorporated N. Roseburg	6
NW of Roseburg	12	SE of Roseburg	20

ZONE 3, WEST CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg City Ward 1	2	Unincorporated N. Roseburg	6
Roseburg City Ward 2	7	Roseburg Unincorporated	8
Roseburg City Ward 3	9	NW of Roseburg	12
County West	13		

ZONE 4, CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg Unincorporated	8	Roseburg City Ward 3	9
County West	13	Roseburg City Ward 1	18
SE of Roseburg	20	Roseburg City Ward 4	22

ZONE 5, SOUTH CENTRAL

Precinct Name	Precinct	Precinct Name	Precinct
Roseburg Unincorporated	8	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
Winston Ward 1	23	Winston Ward 2	24
Myrtle Creek City	26		

ZONE 6, SOUTH/SOUTHEAST COUNTY

Precinct Name	Precinct	Precinct Name	Precinct
County East	5	County SW	16
Near Myrtle Creek	19	SE of Roseburg	20
County South	21	Canyonville City	25
Glendale City	27	Riddle City	28

ZONE 7, DISTRICT-AT-LARGE

REFERENCES: ORS 341.326; ORS 341.327; ORS 255.335

RESPONSIBILITY:

The Board Chair is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Zones for Board Director Positions</p> <p>New BP #: Old BP # & Title:</p> <p>New AP #: 2100 Old AP # & Title: 100.01 ZONES FOR BOARD DIRECTOR POSITIONS</p> <p>Revision Date: 4/10/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE																																																																																																																																
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However, if there are administrative processes beyond that contained in</p>	<p>The Umpqua Community College District is comprised of seven zones.</p> <p>ZONE 1, NORTH COUNTY</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Precinct Name</td> <td style="width: 10%;">Precinct</td> <td style="width: 20%;">Precinct Name</td> <td style="width: 10%;">Precinct</td> </tr> <tr> <td>North County</td> <td>4</td> <td>Elkton City</td> <td>10</td> </tr> <tr> <td>Drain City</td> <td>11</td> <td>Yoncalla City</td> <td>14</td> </tr> <tr> <td>Oakland City</td> <td>15</td> <td>Sutherlin City</td> <td>17</td> </tr> </table> <p>ZONE 2, NORTH CENTRAL</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Precinct Name</td> <td style="width: 10%;">Precinct</td> <td style="width: 20%;">Precinct Name</td> <td style="width: 10%;">Precinct</td> </tr> <tr> <td>County East</td> <td>5</td> <td>Unincorp. N. 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ZONE 7, DISTRICT-AT-LARGE

board policy, they may be inserted below in this administrative procedure. Entities whose elections are controlled by state or local law should be sure that their procedures comply with those provisions.

ZONE 5, SOUTH CENTRAL

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ZONE 7, DISTRICT-AT-LARGE

References:
ORS 341.326, ORS 341.327, ORS 255.335



BOARD POLICY

TITLE: COLLEGE GOVERNANCE

BOARD POLICY # 2510

Umpqua Community College's governance system provides the means for faculty, staff, students, and administration to participate equitably and collegially in decision-making that supports the College's vision, mission, values, strategic direction, and core themes.

- A. By Oregon statute, authority to govern Umpqua Community College is vested in the Board of Education, which is responsible for establishing policies by which the College will be administered. The Board, in turn, delegates authority for the general operations, supervision, and control of the College to the College President. The president, to achieve College ends, delegates authority to College administration and to the College governance system, while retaining final authority over both.
- B. The focus of the governance system is at the institutional planning and policy level, not the operational or implementation level, which are the responsibility of administrators. All campus governance groups are advisory; final authority lies with the College President and/or the Board of Education.
- C. The College President is responsible for developing and sustaining the governance system and is responsible to the Board of Education for the governance system.
- D. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- E. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record.
- F. Pursuant to Oregon law, authority to act lies in the Board of Education and not in individual Board members. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

REFERENCES:

NWCCU Standards 2.A.4 (*updated 3/18/2021*)

RESPONSIBILITY:

The College President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/13/2019

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: COLLEGE GOVERNANCE	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 2510	
AP #:	
Date: 4/14/2021	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College’s governance system provides the means for faculty, staff, students, and administration to participate equitably and collegially in decision-making that supports the College’s vision, mission, values, strategic direction, and core themes.</p> <p>A. By Oregon statute, authority to govern Umpqua Community College is vested in the Board of Education. The Board, in turn, delegates authority for the general operations, supervision, and control of the College to the College President. The president, to achieve College ends, delegates authority to College administration and to the College governance system, while retaining final authority over both.</p> <p>B. The focus of the governance system is at the institutional planning and policy level, not the operational or implementation level, which are the responsibility of administrators. All campus governance groups are advisory; final authority lies with the College President and/or the Board of Education.</p> <p>C. The College President is responsible for developing and sustaining the governance system and is responsible to the Board of Education for the governance system.</p> <p>D. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.</p>	<p>Umpqua Community College’s governance system provides the means for faculty, staff, students, and administration to participate equitably and collegially in decision-making that supports the College’s vision, mission, values, strategic direction, and core themes.</p> <p>A. By Oregon statute, authority to govern Umpqua Community College is vested in the Board of Education, <i>which is responsible for establishing policies by which the College will be administered.</i> The Board, in turn, delegates authority for the general operations, supervision, and control of the College to the College President. The president, to achieve College ends, delegates authority to College administration and to the College governance system, while retaining final authority over both.</p> <p>B. The focus of the governance system is at the institutional planning and policy level, not the operational or implementation level, which are the responsibility of administrators. All campus governance groups are advisory; final authority lies with the College President and/or the Board of Education.</p> <p>C. The College President is responsible for developing and sustaining the governance system and is responsible to the Board of Education for the governance system.</p> <p>D. Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>E. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record.</p> <p>F. Pursuant to Oregon law, authority to act lies in the Board of Education and not in individual Board members. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.</p> <p>REFERENCES:</p> <p style="padding-left: 40px;">NWCCU Standards 2.A.4 (<i>updated 3/18/2021</i>)</p> <p>RESPONSIBILITY</p> <p>The College President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>E. Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record.</p> <p>F. Pursuant to Oregon law, authority to act lies in the Board of Education and not in individual Board members. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.</p> <p>REFERENCES:</p> <p style="padding-left: 40px;">NWCCU Standards 2.A.4 (<i>updated 3/18/2021</i>)</p> <p>RESPONSIBILITY</p> <p>The College President is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>



BOARD POLICY

TITLE: GIFTS, DONATIONS, AND FUNDRAISING

BOARD POLICY # 3820 *(was 203)*

The College shall establish a process for receiving and accounting for gifts and donations as allowed by state regulations and shall utilize the Umpqua Community College Foundation as its agent. The Board of Education delegates to the president or designee the authority to receive gifts and donations for the College.

REFERENCES: ORS 341.290(5), (11), (19)

RESPONSIBILITY:

The Chief Advancement Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Gifts, Donations and Fundraising
New BP #: 3820 Old BP # & Title: 203 Acceptance of Gifts to the College
New AP #: Old AP # & Title:
Revision Date: 2/11/2021

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Umpqua Community College Foundation may accept gifts on behalf of the College.</p> <p>DATE OF ADOPTION: 03/09/10 by Board</p>	<p>References: ORS 341.290(5), (11), (19)</p> <p style="background-color: yellow;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The Board of Education shall consider all gifts, donations, and bequests made to the [entity]. The Board of Education reserves the right to refuse to accept any gift which does not contribute toward the goals of the [entity] or the ownership of which would have the potential to deplete resources of the [entity].</p> <p>The [entity] shall assume no responsibility for appraising the value of gifts made to the [entity].</p>	<p>The College shall establish a process for receiving and accounting for gifts and donations as allowed by state regulations and shall utilize the Umpqua Community College Foundation as its agent. The Board of Education delegates to the president or designee the authority to receive gifts and donations for the College.</p> <p>References: ORS 341.290(5), (11), (19)</p> <p>RESPONSIBILITY</p> <p>Chief Advancement Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation</p>

Acceptance of a gift shall not be considered endorsement by the [**entity**] of a product, enterprise, or entity.

NOTE: Consider adding the following language if applicable to the entity:

In no event shall the [**entity**] accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, [**gender identity, gender expression**], race or ethnicity, medical condition, genetic information, ancestry, [*sexual orientation*], marital status, [**military or veteran status**], or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

NOTE: The entity should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, an entity should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, [*gender identity, gender expression*], race or ethnicity, medical condition, genetic information, ancestry, [*sexual orientation*], marital status, [*military or veteran status*], or physical or mental disability.

may be found in the associated Administrative Procedure(s).



ADMINISTRATIVE PROCEDURE

TITLE: Gifts, Donations, and Fundraising

ADMINISTRATIVE PROCEDURE # 3820

RELATED TO POLICY # 3820 GIFTS, DONATIONS, AND FUNDRAISING

A. Gifts and Donation Acceptance

1. All cash and/or property gifts are typically handled through the Umpqua Community College Foundation, whose tax status has been clarified and federally approved as a 501C (3) nonprofit, tax-exempt organization.
2. Any donation of equipment, materials, or vehicles to the College or to the College Foundation for use in College programs must be approved by the appropriate senior level administrator before a commitment to accept it is made by any member of the College staff.
3. Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.
4. Equipment donated to either the College or the UCC Foundation must be appropriately inventoried.
5. Plans for acceptance of consumable supplies must include the manner in which they will be stored and disbursed within the normal operating systems and inventory procedures of the College department involved.
6. Plans for acceptance of equipment or vehicles that require maintenance, storage, licensing, or other upkeep must include the manner in which the accepting department will meet these requirements.
7. A written acceptance (including a description of the donation) will be issued by the UCC Foundation within 30 days of the final offer. The UCC Foundation does not indicate verbally or in writing to the donor a specific value for the property contributed. The College shall assume no responsibility for appraising the value of gifts made.
8. The UCC Foundation's in-kind donation form can be found at <https://www.umpqua.edu/employee-resources/employee-forms-information#Foundation>,

B. Fundraising

1. College employees wishing to engage in UCC Foundation-assisted, College-related fundraising activities must have prior approval from the College's Senior Leadership Team, followed by approval from the Chief Advancement Officer in consultation with the UCC Foundation Board of Directors.
2. Typical fundraising activities include direct solicitation for financial support or equipment donations, either in person or through a letter of appeal; grant applications for program support, equipment, capital improvements, or faculty development; raffles; product sales; special events, etc.

C. Non-Official, College-Related Fundraising

1. Fundraising by College employees of a personal nature and not coordinated or conducted in cooperation with the UCC Foundation or undertaken on behalf of the College or official College programs, activities, or endorsement may not occur under the implied sponsorship of the College. Examples of fundraising activities of this nature include aid for a needy family or College employee, funds for memorials, etc.
2. College employees are not permitted to engage in non-official, College-related fundraising while on the College payroll, nor are College resources to be used in any manner for this type of fundraising.
3. The College cannot serve as the fiscal agent for non-official, College-related fundraising.
4. A public or community-sponsored fundraising activity may be engaged in at the College, provided there are no unreimbursed, out-of-pocket expenses to the College and the activity has the express advance approval of the college president.

D. Student Clubs and Organizations

1. Chartered student organizations may engage in minor fundraising under the approval of the Director of Student Engagement or Dean of Students, in consultation with the Executive Director of the Foundation. These activities must follow all applicable rules and laws established by the State of Oregon. Fundraising activities related to raffles, bingo, and amusement games must follow Oregon Department of Justice charitable gaming requirements and obtain appropriate licenses, if needed.

E. Memorials

2. To honor the passing of a current or former College employee, donations to the Foundation may be made in the employee's name. For Naming of Facilities opportunities refer to BP/AP 3650 Naming of Facilities and Other Entities.

F. Non-discrimination

1. In no event shall the College, or the UCC Foundation as its agent, accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. If approached by a donor who wishes to make a scholarship donation that will be tailored to help historically underrepresented groups, counsel should be consulted.

Commented [TC1]: I added this. Is it necessary?

REFERENCES: ORS 341.290(5), 341.290(11), 341.290(19)

RESPONSIBILITY:

The Chief Advancement Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Gifts, Donations and Fundraising New BP #: Old BP # & Title: New AP #: 3820 Old AP # & Title: N/A Revision Date: 2/11/2021
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>References:</p> <p style="padding-left: 40px;">ORS 341.290(5), 341.290(11), 341.290(19)</p> <p>NOTE: <i>Although this administrative procedure is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. Local practice may be inserted, and should address:</i></p> <ul style="list-style-type: none"> Responsible personnel or office Criteria for accepting donations or gifts Forms, if any How gifts are reported or submitted to [Governing Body] for acceptance <p>From Policy</p>	<p>Gifts and Donation Acceptance</p> <p>All cash and/or property gifts are typically handled through the Umpqua Community College Foundation, whose tax status has been clarified and federally approved as a 501C (3) nonprofit, tax-exempt organization.</p> <p>Any donation of equipment, materials, or vehicles to the College or to the College Foundation for use in College programs must be approved by the appropriate senior level administrator before a commitment to accept it is made by any member of the College staff.</p> <p>Acceptance of a gift shall not be considered endorsement by the College of a product, enterprise, or entity.</p> <p>Equipment donated to either the College or the UCC Foundation must be appropriately inventoried.</p> <p>Plans for acceptance of consumable supplies must include the manner in which they will be stored and disbursed within the normal operating systems and inventory procedures of the College department involved.</p>

<p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The Board of Education shall consider all gifts, donations, and bequests made to the [entity]. The Board of Education reserves the right to refuse to accept any gift which does not contribute toward the goals of the [entity] or the ownership of which would have the potential to deplete resources of the [entity].</p> <p>The [entity] shall assume no responsibility for appraising the value of gifts made to the [entity].</p> <p>Acceptance of a gift shall not be considered endorsement by the [entity] of a product, enterprise, or entity.</p> <p>NOTE: <i>Consider adding the following language if applicable to the entity:</i></p> <p>In no event shall the [entity] accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, [gender identity, gender expression], race or ethnicity, medical condition, genetic information, ancestry, [sexual orientation], marital status, [military or veteran status], or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.</p>	<p>Plans for acceptance of equipment or vehicles that require maintenance, storage, licensing, or other upkeep must include the manner in which the accepting department will meet these requirements.</p> <p>A written acceptance (including a description of the donation) will be issued by the UCC Foundation within 30 days of the final offer. The UCC Foundation does not indicate verbally or in writing to the donor a specific value for the property contributed. The College shall assume no responsibility for appraising the value of gifts made.</p> <p>The UCC Foundation's in-kind donation form can be found at https://www.umpqua.edu/employee-resources/employee-forms-information#Foundation.</p> <p>Fundraising College employees wishing to engage in UCC Foundation-assisted, College-related fundraising activities must have prior approval from the College's Senior Leadership Team, followed by approval from the Chief Advancement Officer in consultation with the UCC Foundation Board of Directors.</p> <p>Typical fundraising activities include direct solicitation for financial support or equipment donations, either in person or through a letter of appeal; grant applications for program support, equipment, capital improvements, or faculty development; raffles; product sales; special events, etc.</p> <p>Non-Official, College-Related Fundraising Fundraising by College employees of a personal nature and not coordinated or conducted in cooperation with the UCC Foundation or undertaken on behalf of the College or official College programs, activities, or endorsement may not occur under the implied sponsorship of the College. Examples of fundraising activities of this nature include aid for a needy family or College employee, funds for memorials, etc.</p> <p>College employees are not permitted to engage in non-official, College-related fundraising while on the College payroll, nor are College resources to be used in any manner for this type of fundraising.</p>
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NOTE: *The entity should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, an entity should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, [gender identity, gender expression], race or ethnicity, medical condition, genetic information, ancestry, [sexual orientation], marital status, [military or veteran status], or physical or mental disability.*

The College cannot serve as the fiscal agent for non-official, College-related fundraising.

A public or community-sponsored fundraising activity may be engaged in at the College, provided there are no unreimbursed, out-of-pocket expenses to the College and the activity has the express advance approval of the college president.

Student Clubs and Organizations

Chartered student organizations may engage in minor fundraising under the approval of the Director of Student Engagement or Dean of Students, in consultation with the Executive Director of the Foundation. These activities must follow all applicable rules and laws established by the State of Oregon. Fundraising activities related to raffles, bingo, and amusement games must follow Oregon Department of Justice charitable gaming requirements and obtain appropriate licenses, if needed.

Memorials

To honor the passing of a current or former College employee, donations to the Foundation may be made in the employee's name. For Naming of Facilities opportunities refer to BP/AP 3650 Naming of Facilities and Other Entities.

Non-discrimination

In no event shall the College, or the UCC Foundation as its agent, accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity. If approached by a donor who wishes to make a scholarship donation that will be tailored to help historically underrepresented groups, counsel should be consulted.

Commented [TC1]: I added this. Is it necessary?

		<p>References:</p> <p>ORS 341.290(5), 341.290(11), 341.290(19)</p> <p>RESPONSIBILITY Chief Advancement Officer is responsible for implementing and updating this procedure.</p>
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TITLE: PUBLIC ART

BOARD POLICY # 3825 *(was 211)*

- A. Public art is visual art that is placed in an accessible location to be shared by the campus community and campus visitors. Umpqua Community College recognizes that the visual arts support the mission of the College by engaging students and the community in understanding and appreciating culture, aesthetics, and diversity. Campus public art may be:
1. Temporary, semi-permanent, or permanent
 2. Installed inside or outside
 3. Created by students, faculty, staff, or professional artists
- B. Art media may include drawing, painting, photography, printmaking, sculpture, ceramics, fiber arts, electronic and digital media, and mixed media.
- C. All pieces of public art installed on campus must be based on the academic mission of the College and must promote appreciation of culture, aesthetics, and diversity. Public art installations are evaluated by a campus Public Art Committee (PAC) based on established criteria and requirements. The committee makes recommendations to the College President regarding:
1. Petitions from the college community to install works of art
 2. Requests for public art proposals
 3. Donations of public art through the UCC Foundation to the College
 4. Inclusion of public art works on campus

RESPONSIBILITY:

The Art Gallery Director is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION: 6/13/2018

DATE(S) OF REVISION: # change 2/12/2012

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Public Art</p> <p>New BP #: 3825 Old BP # & Title: 211 Public Art</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 11/13/2018</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Public art is visual art that is placed in an accessible location to be shared by the campus community and campus visitors. Umpqua Community College recognizes that the visual arts support the mission of the College by engaging students and the community in understanding and appreciating culture, aesthetics, and diversity. Campus public art may be:</p> <ul style="list-style-type: none"> • Temporary, semi-permanent, or permanent • Installed inside or outside • Created by students, faculty, staff, or professional artists <p>Art media may include drawing, painting, photography, printmaking, sculpture, ceramics, fiber arts, electronic and digital media, and mixed media.</p> <p>All pieces of public art installed on campus must be based on the academic mission of the College and must promote appreciation of culture, aesthetics, and diversity. Public art installations are evaluated by a campus Public Art Committee (PAC) based on established criteria and requirements. The committee makes recommendations to the College President regarding:</p>	<p>N/A</p>	<p>A. Public art is visual art that is placed in an accessible location to be shared by the campus community and campus visitors. Umpqua Community College recognizes that the visual arts support the mission of the College by engaging students and the community in understanding and appreciating culture, aesthetics, and diversity. Campus public art may be:</p> <ol style="list-style-type: none"> 1. Temporary, semi-permanent, or permanent 2. Installed inside or outside 3. Created by students, faculty, staff, or professional artists <p>B. Art media may include drawing, painting, photography, printmaking, sculpture, ceramics, fiber arts, electronic and digital media, and mixed media.</p> <p>C. All pieces of public art installed on campus must be based on the academic mission of the College and must promote appreciation of culture, aesthetics, and diversity. Public art installations are evaluated by a campus Public Art Committee (PAC) based on established criteria and requirements. The committee makes recommendations to the College President regarding:</p> <ol style="list-style-type: none"> 1. Petitions from the college community to install works of art 2. Requests for public art proposals

<ul style="list-style-type: none"> • Petitions from the college community to install works of art • Requests for public art proposals • Donations of public art through the UCC Foundation to the College • Inclusion of public art works on campus <p>RESPONSIBILITY: The Art Gallery Director is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: 6/13/2018 DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p>		<ol style="list-style-type: none"> 3. Donations of public art through the UCC Foundation to the College 4. Inclusion of public art works on campus
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ADMINISTRATIVE PROCEDURE

TITLE: Public Art

ADMINISTRATIVE PROCEDURE # 3825 *(was 211)*

RELATED TO POLICY # 3825 PUBLIC ART

A. Composition of the Public Art Committee

The Public Art Committee (PAC) is called by the College President and includes:

1. Art Gallery Director (required to be a faculty member) - Committee Chair
2. Executive Director of the UCC Foundation
3. One additional faculty
4. One additional administrator
5. Two classified staff
6. Two students
7. Representative of Facilities to be consulted as needed

B. Authority of the Public Art Committee

The PAC advises the President on matters related to the installation of visual art in public spaces (with the exception of the Art Gallery and exhibit spaces within Whipple Fine Arts Building, which is overseen by the Fine Arts Department). The final decision on the disposition of public art rests with the College President. The PAC:

1. Makes recommendations to the College President to accept or deny proposed public art installations
2. Works with College departments to ensure that the installation is feasible, safe, appropriate, secure, and aligned with the mission of the College
3. Encourages inclusion of public visual art in major renovations and new campus building construction
4. Oversees proper signage of works of public art in consultation with Communications and Marketing, Facilities, and the College President

C. Types of Proposals Considered

The following definitions apply to proposals requiring review by the Public Art Committee and its recommendation to the College President:

1. Permanent installation: Permanent property of the College and/or installed for more than three (3) years
2. Semi-permanent installation: May or may not be property of the College; installed for one (1) to three (3) years
3. Temporary installation: May or may not be property of the College; typically installed for one (1) week to one (1) year, as appropriate to the type of art and its location

D. Method of Selection/Acquisition

The following acquisitions may be made in consultation with the PAC:

1. Donation through the UCC Foundation with or without restrictions
2. Direct selection that is purchased or commissioned
3. Open competition
4. UCC student art connected to the student's academic coursework in the visual arts
5. Community-based projects involving the leadership of an artist

E. Selection Process

1. **Selection Rubrics.** The PAC develops rubrics that are specific to different types of visual art to be used in the selection process. The rubrics address:
 - a. Rationale for the acquisition/installation
 - b. Fit with the College's mission
 - c. Contribution to developing appreciation for culture, aesthetics, and diversity
 - d. Medium and category of art
 - e. Artistic merit
 - f. Artist/artist selection
 - g. Condition of the art
 - h. Proposed location
 - i. Installation, maintenance, and removal costs
 - j. Signage
 - k. Activities associated the acquisition/installation
 - l. Storage capacity for permanent acquisitions

2. **Donations.** Any potential donated work must first be discussed with the Executive Director of the Foundation and the Chair of the PAC before any agreements are made with the donor or any art is accepted by the College.
 - a. Preliminary review addresses and documents the appropriateness of the work to the College, including fulfillment of a need to diversify the College's art collection, artistic merit, size, material, condition, site suitability, installation costs, and maintenance costs.
 - b. If a recommendation is to give the work further consideration, the PAC meets to evaluate the work using the appropriate rubric.
 - c. The committee may also call for open meetings with specified campus parties to further discuss the acquisition.

The PAC makes a recommendation to accept or to decline the gift to the College President. The President's final decision is conveyed to the donor by the Executive Director of the Foundation. No works can be accepted with a guarantee in perpetuity concerning circumstances of its use or exhibition or with other restrictions regarding its disposition.

3. **Purchases.** Any department or group of college community members may propose to purchase works of art, if they have the funds to do so. Purchases are subject to all procurement rules, including nepotism prohibition. The purchasing group must submit a proposal to the PAC that addresses criteria listed in the appropriate rubric. The PAC makes a final recommendation to accept or to decline the purchase to the College President.
4. **Competitions.** Any department or group of college community members may propose to host a competition that will result in the acquisition of public art, if they have the funds to host the competition and to make a purchase of art. Hosts/purchasers must provide a proposal to the PAC that includes:
 - a. Scope of visual arts and types of artists to be included
 - b. Description of the competition, including responsible parties and marketing plans
 - c. Budget and source of funds
 - d. Schedule for the competition
 - e. Installation timeline

In addition, the hosts/purchasers must address all criteria in the appropriate rubric(s) developed by the PAC. The PAC makes recommendations to the College President.

5. **Semi-Permanent and Temporary Installations.** The PAC entertains proposals from groups or individuals in the College community. The PAC reviews proposals with the appropriate rubrics for the type of art under consideration. The PAC makes recommendations to the College President. As part of the proposal review process, artists must be notified that the College does not provide insurance for semi-permanent and temporary installations.

6. **Installation of Works by UCC Student Artists.** In general, works of public art by UCC student artists are semi-permanent or temporary. Proposals to the PAC for installation of UCC student works of public art must include:
 - a. Explanation of the student's academic and artistic work, including medium, category, and artistic merit
 - b. Written endorsement from a UCC visual arts faculty member
 - c. Proposed location for the installation
 - d. Proposed dates of the installation
 - e. Length of the exhibition
 - f. Installation, maintenance, and removal costs
 - g. Signage
 - h. Activities, if any, associated with the installation

The PAC makes recommendations to the College President.

F. Valuation of Donations

1. Donors bear the responsibility to determine the value of their gift(s) and to seek independent appraisal when appropriate.
2. Tax reporting responsibility rests with donors seeking a tax deduction for gifts valued at \$5000 or more.
3. College personnel are unable to evaluate gifts. Appraisals must be prepared by a "disinterested party", and the Art Department does not qualify as a "disinterested party" for IRS purposes. See the Tax Reform Act of 1984 for more information.
4. Neither the PAC nor the Art Gallery Director will advise or counsel donors on tax benefits or procedures.

G. De-accessioning

1. De-accessioning is the practice of refining and improving the quality of art collections.

2. De-accessioning will not serve to provide operating funds; the process must be used only for acquisitions, student scholarships, or conservation of works of art.
3. An object, subject to de-accession, will fall under one of the following conditions:
 - a. Work is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type
 - b. Work is redundant or duplicate
 - c. Work is clearly outside the collecting scope of the collections
 - d. Work's physical condition is so poor that restoration exceeds value

Responsibility:

The Art Gallery Director is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 4/10/2018 by cc

DATE(S) OF REVISION: # change 2/12/2021

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Public Art</p> <p>New BP #: Old BP # & Title:</p> <p>New AP #: 3825 Old AP # & Title: 211 Public Art</p> <p>Revision</p> <p>Date: 4/14/2021</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>1. Composition of the Public Art Committee The Public Art Committee (PAC) is called by the College President and includes:</p> <ul style="list-style-type: none"> • Art Gallery Director (required to be a faculty member) - Committee Chair • Executive Director of the UCC Foundation • One additional faculty • One additional administrator • Two classified staff • Two students • Representative of Facilities to be consulted as needed <p>2. Authority of the Public Art Committee The PAC advises the President on matters related to the installation of visual art in public spaces (with the exception of the Art Gallery and exhibit spaces within Whipple Fine Arts Building, which is overseen by the Fine Arts Department). The final decision on the disposition of public art rests with the College President. The PAC:</p> <ul style="list-style-type: none"> a. Makes recommendations to the College President to accept or deny proposed public art installations b. Works with College departments to ensure that the installation is feasible, safe, appropriate, secure, and aligned with the mission of the College 	<p>N/A</p>	<p>A. Composition of the Public Art Committee The Public Art Committee (PAC) is called by the College President and includes:</p> <ol style="list-style-type: none"> 1. Art Gallery Director (required to be a faculty member) - Committee Chair 2. Executive Director of the UCC Foundation 3. One additional faculty 4. One additional administrator 5. Two classified staff 6. Two students 7. Representative of Facilities to be consulted as needed <p>B. Authority of the Public Art Committee The PAC advises the President on matters related to the installation of visual art in public spaces (with the exception of the Art Gallery and exhibit spaces within Whipple Fine Arts Building, which is overseen by the Fine Arts Department). The final decision on the disposition of public art rests with the College President. The PAC:</p> <ol style="list-style-type: none"> 1. Makes recommendations to the College President to accept or deny proposed public art installations

<p>c. Encourages inclusion of public visual art in major renovations and new campus building construction</p> <p>d. Oversees proper signage of works of public art in consultation with Communications and Marketing, Facilities, and the College President</p> <p>3. Types of Proposals Considered The following definitions apply to proposals requiring review by the Public Art Committee and its recommendation to the College President:</p> <p>a. Permanent installation: Permanent property of the College and/or installed for more than three (3) years</p> <p>b. Semi-permanent installation: May or may not be property of the College; installed for one (1) to three (3) years</p> <p>c. Temporary installation: May or may not be property of the College; typically installed for one (1) week to one (1) year, as appropriate to the type of art and its location</p> <p>4. Method of Selection/Acquisition The following acquisitions may be made in consultation with the PAC:</p> <p>a. Donation through the UCC Foundation with or without restrictions</p> <p>b. Direct selection that is purchased or commissioned</p> <p>c. Open competition</p> <p>d. UCC student art connected to the student's academic coursework in the visual arts</p> <p>e. Community-based projects involving the leadership of an artist</p> <p>5. Selection Process</p> <p>a. Selection Rubrics. The PAC develops rubrics that are specific to different types of visual art to be used in the selection process. The rubrics address:</p> <p>i. Rationale for the acquisition/installation</p> <p>ii. Fit with the College's mission</p>	<p>2. Works with College departments to ensure that the installation is feasible, safe, appropriate, secure, and aligned with the mission of the College</p> <p>3. Encourages inclusion of public visual art in major renovations and new campus building construction</p> <p>4. Oversees proper signage of works of public art in consultation with Communications and Marketing, Facilities, and the College President</p> <p>C. Types of Proposals Considered The following definitions apply to proposals requiring review by the Public Art Committee and its recommendation to the College President:</p> <p>1. Permanent installation: Permanent property of the College and/or installed for more than three (3) years</p> <p>2. Semi-permanent installation: May or may not be property of the College; installed for one (1) to three (3) years</p> <p>3. Temporary installation: May or may not be property of the College; typically installed for one (1) week to one (1) year, as appropriate to the type of art and its location</p> <p>D. Method of Selection/Acquisition The following acquisitions may be made in consultation with the PAC:</p> <p>1. Donation through the UCC Foundation with or without restrictions</p> <p>2. Direct selection that is purchased or commissioned</p> <p>3. Open competition</p> <p>4. UCC student art connected to the student's academic coursework in the visual arts</p> <p>5. Community-based projects involving the leadership of an artist</p> <p>E. Selection Process</p> <p>1. Selection Rubrics. The PAC develops rubrics that are specific to different types of visual art to be used in the selection process. The rubrics address:</p>
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<p>iii. Contribution to developing appreciation for culture, aesthetics, and diversity</p> <p>iv. Medium and category of art</p> <p>v. Artistic merit</p> <p>vi. Artist/artist selection</p> <p>vii. Condition of the art</p> <p>viii. Proposed location</p> <p>ix. Installation, maintenance, and removal costs</p> <p>x. Signage</p> <p>xi. Activities associated the acquisition/installation</p> <p>xii. Storage capacity for permanent acquisitions</p> <p>b. Donations. Any potential donated work must first be discussed with the Executive Director of the Foundation and the Chair of the PAC before any agreements are made with the donor or any art is accepted by the College.</p> <p>i. Preliminary review addresses and documents the appropriateness of the work to the College, including fulfillment of a need to diversify the College’s art collection, artistic merit, size, material, condition, site suitability, installation costs, and maintenance costs.</p> <p>ii. If a recommendation is to give the work further consideration, the PAC meets to evaluate the work using the appropriate rubric.</p> <p>iii. The committee may also call for open meetings with specified campus parties to further discuss the acquisition. The PAC makes a recommendation to accept or to decline the gift to the College President. The President’s final decision is conveyed to the donor by the Executive Director of the Foundation. No works can be accepted with a guarantee in perpetuity concerning circumstances of its use or exhibition or with other restrictions regarding its disposition.</p> <p>c. Purchases. Any department or group of college community members may propose to purchase works of art, if they have the funds to do so. Purchases are subject to all procurement rules, including nepotism prohibition. The</p>		<p>a. Rationale for the acquisition/installation</p> <p>b. Fit with the College’s mission</p> <p>c. Contribution to developing appreciation for culture, aesthetics, and diversity</p> <p>d. Medium and category of art</p> <p>e. Artistic merit</p> <p>f. Artist/artist selection</p> <p>g. Condition of the art</p> <p>h. Proposed location</p> <p>i. Installation, maintenance, and removal costs</p> <p>j. Signage</p> <p>k. Activities associated the acquisition/installation</p> <p>l. Storage capacity for permanent acquisitions</p> <p>2. Donations. Any potential donated work must first be discussed with the Executive Director of the Foundation and the Chair of the PAC before any agreements are made with the donor or any art is accepted by the College.</p> <p>a. Preliminary review addresses and documents the appropriateness of the work to the College, including fulfillment of a need to diversify the College’s art collection, artistic merit, size, material, condition, site suitability, installation costs, and maintenance costs.</p> <p>b. If a recommendation is to give the work further consideration, the PAC meets to evaluate the work using the appropriate rubric.</p> <p>c. The committee may also call for open meetings with specified campus parties to further discuss the acquisition. The PAC makes a recommendation to accept or to decline the gift to the College President. The President’s final decision is conveyed to the donor by the Executive Director of the Foundation. No works can be accepted with a guarantee in perpetuity concerning circumstances of its use or exhibition or with other restrictions regarding its disposition.</p>
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purchasing group must submit a proposal to the PAC that addresses criteria listed in the appropriate rubric. The PAC makes a final recommendation to accept or to decline the purchase to the College President.

d. Competitions. Any department or group of college community members may propose to host a competition that will result in the acquisition of public art, if they have the funds to host the competition and to make a purchase of art. Hosts/purchasers must provide a proposal to the PAC that includes:

- i. Scope of visual arts and types of artists to be included
- ii. Description of the competition, including responsible parties and marketing plans
- iii. Budget and source of funds
- iv. Schedule for the competition
- v. Installation timeline

In addition, the hosts/purchasers must address all criteria in the appropriate rubric(s) developed by the PAC. The PAC makes recommendations to the College President.

e. Semi-Permanent and Temporary Installations. The PAC entertains proposals from groups or individuals in the College community. The PAC reviews proposals with the appropriate rubrics for the type of art under consideration. The PAC makes recommendations to the College President. As part of the proposal review process, artists must be notified that the College does not provide insurance for semi-permanent and temporary installations.

f. Installation of Works by UCC Student Artists. In general, works of public art by UCC student artists are semi-permanent or temporary. Proposals to the PAC for installation of UCC student works of public art must include:

3. Purchases. Any department or group of college community members may propose to purchase works of art, if they have the funds to do so. Purchases are subject to all procurement rules, including nepotism prohibition. The purchasing group must submit a proposal to the PAC that addresses criteria listed in the appropriate rubric. The PAC makes a final recommendation to accept or to decline the purchase to the College President.

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- b. Description of the competition, including responsible parties and marketing plans
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- i. Explanation of the student’s academic and artistic work, including medium, category, and artistic merit
- ii. Written endorsement from a UCC visual arts faculty member
- iii. Proposed location for the installation
- iv. Proposed dates of the installation
- v. Length of the exhibition
- vi. Installation, maintenance, and removal costs
- vii. Signage
- viii. Activities, if any, associated with the installation

The PAC makes recommendations to the College President.

6. Valuation of Donations

- a. Donors bear the responsibility to determine the value of their gift(s) and to seek independent appraisal when appropriate.
- b. Tax reporting responsibility rests with donors seeking a tax deduction for gifts valued at \$5000 or more.
- c. College personnel are unable to evaluate gifts. Appraisals must be prepared by a “disinterested party”, and the Art Department does not qualify as a “disinterested party” for IRS purposes. See the Tax Reform Act of 1984 for more information.
- d. Neither the PAC nor the Art Gallery Director will advise or counsel donors on tax benefits or procedures.

7. De-accessioning

- a. De-accessioning is the practice of refining and improving the quality of art collections.
- b. De-accessioning will not serve to provide operating funds; the process must be used only for acquisitions, student scholarships, or conservation of works of art.
- c. An object, subject to de-accession, will fall under one of the following conditions:

6. Installation of Works by UCC Student Artists. In general, works of public art by UCC student artists are semi-permanent or temporary. Proposals to the PAC for installation of UCC student works of public art must include:

- a. Explanation of the student’s academic and artistic work, including medium, category, and artistic merit
- b. Written endorsement from a UCC visual arts faculty member
- c. Proposed location for the installation
- d. Proposed dates of the installation
- e. Length of the exhibition
- f. Installation, maintenance, and removal costs
- g. Signage
- h. Activities, if any, associated with the installation

The PAC makes recommendations to the College President.

F. Valuation of Donations

- 1. Donors bear the responsibility to determine the value of their gift(s) and to seek independent appraisal when appropriate.
- 2. Tax reporting responsibility rests with donors seeking a tax deduction for gifts valued at \$5000 or more.
- 3. College personnel are unable to evaluate gifts. Appraisals must be prepared by a “disinterested party”, and the Art Department does not qualify as a “disinterested party” for IRS purposes. See the Tax Reform Act of 1984 for more information.
- 4. Neither the PAC nor the Art Gallery Director will advise or counsel donors on tax benefits or procedures.

G. De-accessioning

- 1. De-accessioning is the practice of refining and improving the quality of art collections.
- 2. De-accessioning will not serve to provide operating funds; the process must be used only for acquisitions, student scholarships, or conservation of works of art.

<p>i. Work is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type</p> <p>ii. Work is redundant or duplicate</p> <p>iii. Work is clearly outside the collecting scope of the collections</p> <p>iv. Work's physical condition is so poor that restoration exceeds value</p> <p>Responsibility: The Art Gallery Director is responsible for implementing and updating this procedure.</p> <p>NEXT REVIEW DATE: _____ DATE(S) OF REVISION: _____</p> <p>DATE OF ADOPTION: 4/10/2018 by cc _____ DATE(S) OF PRIOR REVIEW: _____</p>		<p>3. An object, subject to de-accession, will fall under one of the following conditions:</p> <p>a. Work is judged to be of poor quality, either intrinsically or in comparison with other objects of the same type</p> <p>b. Work is redundant or duplicate</p> <p>c. Work is clearly outside the collecting scope of the collections</p> <p>d. Work's physical condition is so poor that restoration exceeds value</p> <p>Responsibility: The Art Gallery Director is responsible for implementing and updating this procedure.</p> <p>NEXT REVIEW DATE: _____</p> <p>DATE OF ADOPTION: 4/10/2018 by cc _____</p> <p>DATE(S) OF REVISION: # change 2/12/2021 _____</p> <p>DATE(S) OF PRIOR REVIEW: _____</p>
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BOARD POLICY

TITLE: ADMISSIONS TO SPECIAL PROGRAMS

BOARD POLICY # 5014 *(was 700.02)*

Special programs' admissions criteria and procedures are approved by Academic Council and published in the College catalog and on the College website.

RESPONSIBILITY:

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Admissions to Special Programs	
New BP #: 5014	Old BP # & Title: 700.02
New AP #:	Old AP # & Title: NA
Revision Date: 2/1/2021	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Special programs will have their admissions criteria and procedures approved by the Instructional Council and will be published in the College catalog and on the College website.</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION(S): 5/12/2011 by Board</p> <p>DATE OF LAST REVIEW:</p>	<p>NA</p>	<p>Special programs' admissions criteria and procedures are approved by Academic Council and published in the College catalog and on the College website.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Admission to Nursing Program

ADMINISTRATIVE PROCEDURE # 5014 *(was 700.03)*

RELATED TO POLICY # 5014 ADMISSIONS TO SPECIAL PROGRAMS

A. Admittance:

1. Applicants admitted to the UCC Registered Nursing Program will be selected by the Nursing Admissions Committee based on the *Program Selection Points*. Relevant and current documents reside on the UCC Registered Nursing website.
2. The application process is divided into two sections: Phase I allows for a maximum of 65 awarded points. Top scoring candidates in Phase I are invited to participate in Phase II. Phase II allows for up to an additional 35 awarded points (totaling a maximum of 100 possible application points).
3. Top-scoring applicants are based on the number of points earned in Phase I and II, and are invited to join the UCC Registered Nursing Program. All courses as listed on the *Prerequisite Course Planning* document must be satisfactorily completed before fall term entry.

B. Co-admission:

1. The UCC Registered Nursing program is a partner in the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing facilities for the consortium schools. Acceptance to the program allows for co-admission to the community college and Oregon Health and Sciences University (OHSU) nursing programs. The program is designed as four years of full-time study, with the first year devoted to prerequisite and/or preparatory courses required for admission to the restricted (limited) admission nursing program. Successful completion of the second and third years leads to an Associate of Applied Science (AAS) offered by the community college. The program continues for one additional year leading to a Bachelor's of Science, Nursing (BS, N) offered by the Oregon Health & Science University.
2. The first five terms after admission to the nursing program are identical for the associate and bachelor's work. Term six offers students the ability to complete the AAS degree and provides the eligibility for NCLEX testing to obtain RN licensure. Following completion of the UCC Program, students have the option to complete

the upper division nursing courses from OHSU and continue with the OCNE curriculum for the final three quarters, culminating with a Bachelor of Science, degree in Nursing. Both the AAS and BSN degrees meet the educational requirement for the national licensure examination for RN licensure.

C. Re-Admission:

1. All re-admissions must be approved by the Director of Nursing, with the final decision being made by the Director of Nursing, no later than 45 days, prior to the beginning of the term the student is requesting to be readmitted to. The Director of Nursing may seek feedback from faculty regarding re-admission for students(s) seeking re-entry. There is no guarantee of receiving an audit or re-entry in the program.
2. A student who fails from the required nursing course must successfully repeat that course before proceeding in the program. All students requesting re-entry will be required to audit the preceding course prior to entry term.
3. It is the student's responsibility to submit a written request stating their desire to return to the program as an auditing student. This letter of intent is due within 30 days of the unsuccessful course completion or withdrawal date and is to be submitted to the Program Coordinator and the Director of Nursing. An interview may be scheduled with the student seeking an audit at the discretion of faculty and the Director of Nursing.
4. A single (one) repeat opportunity (one audit total) may be provided, within a year of the failure (not obtaining a grade of C or better) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e. safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students who participate in defamation of the campus, program, peers, or staff, will not be considered for re-admission. Students who threaten the campus, program, peers, self, or staff (general or specific) via face-to-face, phone, text, social media, or otherwise will not be considered for re-admission.
5. Students wishing re-entry into the nursing program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the nursing schools' policies.
6. Students auditing the course are expected to take the midterm and final exams, (and HESI testing if applicable) and attend at least 75% of classes (see clinical absence policy if applicable – re: student is auditing clinical). The average score of these exams will be reviewed when applying for readmission to UCC's nursing program.
7. If a student leaves the program before successful completion, and due to extenuating circumstances, auditing the previous course may not be required

based on previous academic performance. Re-entry is not guaranteed except in extenuating circumstances and per space availability. Extenuating circumstances may consist of: significant loss of immediate family member, major loss of property, military service, major medical conditions, and other circumstances as approved by the UCC nursing staff and director. Proof of the legitimacy of the event must be provided to the nursing director before returning to the program.

8. All returning students will be provided options for skills practice hours and will be required to practice/demonstrate core skills with an instructor before re-entrance. It is the responsibility of the student to communicate with Nursing Support staff 5-6 weeks before re-entry to initiate skills practice, determine upcoming CLA opportunities, computerized charting training, review of immunizations, BLS expirations date, etc.
9. The UCC Director of Nursing and staff reserve the right to hold an "admission placement" for the following academic year should the student have extenuating circumstances as listed in "g" or clear and credible cause to withdraw from the program after acceptance but prior to the start date. Proof of the legitimacy of reason for withdrawal must be submitted in writing to the UCC Director of Nursing.

RESPONSIBILITY:

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Admission to Nursing Program	
New BP #:	Old BP # & Title: N/A
New AP #: 5014	Old AP # & Title: 700.03
Revision Date: 2/1/2021	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Applicants admitted each year of the program will be selected by the Nursing Admissions Committee on a point system based upon grade point average, and performance on the entrance examination. Preference for admission to the second year will be given to those students who have completed or are completing the LPN program at UCC. Admission is exclusive of race, religion, creed, sex or age. Completion of non-nursing courses required in the program does not assure entrance into the nursing program. Students seeking admission to the nursing program shall conform to the regular college admission requirements and, in addition, complete the entrance requirements for each year as listed below:</p> <p>FIRST YEAR: Practical Nursing Program (rev. '99) 1. Take the nursing qualifying examination (National</p>	<p>NA</p>	<p>Admittance:</p> <p>Applicants admitted to the UCC Registered Nursing Program will be selected by the Nursing Admissions Committee based on the <i>Program Selection Points</i>. Relevant and current documents reside on the UCC Registered Nursing website.</p> <p>The application process is divided into two sections: Phase I allows for a maximum of 65 awarded points. Top scoring candidates in Phase I are invited to participate in Phase II. Phase II allows for up to an additional 35 awarded points (totaling a maximum of 100 possible application points).</p> <p>Top-scoring applicants are based on the number of points earned in Phase I and II, and are invited to join the UCC Registered Nursing Program. All courses as listed on the <i>Prerequisite Course Planning</i> document must be satisfactorily completed before fall term entry.</p> <p>Co-admission:</p>

<p>League for Nursing) which is given on specific dates prior to application deadline.</p> <ol style="list-style-type: none"> 2. Submit completed PN program application materials by March 1 of the year of desired enrollment. 3. Present a high school diploma or equivalent allowed by the Oregon State Board of Nursing (high school seniors may apply). 4. Complete one year of chemistry or the equivalent with satisfactory grades, or plan enrollment for summer term completion at the time. A score of 40 or better on the DRP (Placement) reading examination, and completion of Math 60 or the equivalent are required. Persons should not apply unless they meet these prerequisites. 5. Current Nursing Assistant certification from Oregon State Board of Nursing is required. 6. Present evidence of good physical health. 7. Residents of the UCC District will be considered for admission first. <p>SECOND YEAR: Associate Degree Nursing Program</p> <ol style="list-style-type: none"> 1. Submit completed ADN program application materials by March 1 of the year of desired enrollment. 2. Complete the course work for the UCC LPN program or its equivalent as determined by the Nursing Admissions Committee with a "C" (2.00 GPA) or better in all nursing and required science courses. 		<p>The UCC Registered Nursing program is a partner in the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing facilities for the consortium schools. Acceptance to the program allows for co-admission to the community college and Oregon Health and Sciences University (OHSU) nursing programs. The program is designed as four years of full-time study, with the first year devoted to prerequisite and/or preparatory courses required for admission to the restricted (limited) admission nursing program. Successful completion of the second and third years leads to an Associate of Applied Science (AAS) offered by the community college. The program continues for one additional year leading to a Bachelor's of Science, Nursing (BS, N) offered by the Oregon Health & Science University.</p> <p>The first five terms after admission to the nursing program are identical for the associate and bachelor's work. Term six offers students the ability to complete the AAS degree and provides the eligibility for NCLEX testing to obtain RN licensure. Following completion of the UCC Program, students have the option to complete the upper division nursing courses from OHSU and continue with the OCNE curriculum for the final three quarters, culminating with a Bachelor of Science, degree in Nursing. Both the AAS and BSN degrees meet the educational requirement for the national licensure examination for RN licensure.</p> <p>Re-Admission:</p> <ol style="list-style-type: none"> a. All re-admissions must be approved by the Director of Nursing, with the final decision being made by the Nursing Director, no later than 45 days, prior to the beginning of the term the student is requesting to be readmitted to. The Nursing Director may seek feedback from faculty regarding re-admission for students(s) seeking re-entry. There is no guarantee of receiving an audit or re-entry in the program.
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TRANSFER STUDENTS:

1. All credits are to be evaluated by the Director of Admissions.
2. Application is to be submitted to the Nursing Admissions Committee for consideration.
3. Course challenge examinations shall conform to regular college procedures.

RE-ADMISSION

1. All re-admissions must be approved by the Nursing Admissions Committee; and, if applicable, by the Academic Standards Committee.
2. A student who fails or withdraws from required nursing course(s) must successfully repeat those course(s) before proceeding with the program.
3. A student who fails or withdraws from the required nursing course(s) during the fall term of either the first or second year of the program must re-qualify on the same basis as other students entering fall term of the year for which they re-apply.
4. A student who fails or withdraws from required nursing course(s) winter or spring terms will be allowed to re-enter another year in the same term on a space-available basis. Should there be more applicants than available space, positions will be filled on a first-come first-served basis.
5. Students who have withdrawn from the nursing program may be readmitted only once. A second program withdrawal will result in permanent

b. A student who fails from the required nursing course must successfully repeat that course before proceeding in the program. All students requesting re-entry will be required to audit the preceding course prior to entry term.

c. It is the student's responsibility to submit a written request stating their desire to return to the program as an auditing student. This letter of intent is due within 30 days of the unsuccessful course completion or withdrawal date and is to be submitted to the Program Coordinator and the Nursing Director. An interview may be scheduled with the student seeking an audit at the discretion of faculty and the Director of Nursing.

d. A single (one) repeat opportunity (one audit total) may be provided, within a year of the failure (not obtaining a grade of C or better) or withdrawal. Factors that influence the decision to allow a student to re-enter the program are related to the nature of the failure (i.e. safety of patient care, academic integrity, failed drug screening, or not meeting course requirements). Students who participate in defamation of the campus, program, peers, or staff, will not be considered for re-admission. Students who threaten the campus, program, peers, self, or staff (general or specific) via face-to-face, phone, text, social media, or otherwise will not be considered for re-admission.

e. Students wishing re-entry into the nursing program will be responsible for the financial cost of any additional standardized testing and/re-entrance fees related to the nursing schools' policies.

f. Students auditing the course are expected to take the midterm and final exams, (and HESI testing if applicable) and attend at least 75% of classes (see clinical absence policy if applicable – re: student is auditing clinical). The average score of these exams will be reviewed when applying for readmission to UCC's nursing program.

g. If a student leaves the program before successful completion, and due to extenuating circumstances, auditing the

<p>disqualification. Exceptions to this rule will be made only for students who have satisfactorily completed five full terms of the program, and then only on a space-available basis. In cases of multiple "exception" applications, admission will be granted for space(s) available on the basis of highest grade point average during the five terms completed in the nursing program.</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION(S):</p> <p>DATE OF LAST REVIEW: 02/28/11 by CC</p>		<p>previous course may not be required based on previous academic performance. Re-entry is not guaranteed except in extenuating circumstances and per space availability. Extenuating circumstances may consist of: significant loss of immediate family member, major loss of property, military service, major medical conditions, and other circumstances as approved by the UCC nursing staff and director. Proof of the legitimacy of the event must be provided to the nursing director before returning to the program.</p> <p>h. All returning students will be provided options for skills practice hours and will be required to practice/demonstrate core skills with an instructor before re-entrance. It is the responsibility of the student to communicate with Nursing Support staff 5-6 weeks before re-entry to initiate skills practice, determine upcoming CLA opportunities, computerized charting training, review of immunizations, BLS expirations date, etc.</p> <p>i. The UCC Nursing Director and staff reserve the right to hold an "admission placement" for the following academic year should the student have extenuating circumstances as listed in "g" or clear and credible cause to withdraw from the program after acceptance but prior to the start date. Proof of the legitimacy of reason for withdrawal must be submitted in writing to the UCC Nursing Director.</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION(S):</p> <p>DATE OF LAST REVIEW: 02/28/2011_CC</p> <p>DATE OF LAST REVIEW/REVISION: 01/29/2021_AM</p>
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BOARD POLICY

TITLE: TUITION WAIVER

BOARD POLICY # 5135 *(was 710.06)*

Umpqua Community College *may choose to* offer limited number of tuition waivers as encouragement for students to continue their education contingent of funding availability. Waivers must be used for tuition only based on eligibility criteria set by the College. Eligibility criteria can be found in the corresponding procedure. Cash refunds shall not be given, and unused funds shall not be credited toward future terms.

RESPONSIBILITY:

The Provost in coordination with the Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: TUITION WAIVER New BP #: 5135 Old BP # & Title: 710.06 New AP #: - Old AP # & Title: Revision Date: 1/4/2021	AREAS OF COLLABORATION <i>SLT, Provost, Student Services</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College offers tuition waivers as encouragement for students to continue their education. Tuition waivers are performance-, program-, or academic-based. Students are eligible for only one waiver per term, and waivers are used for tuition only. Cash refunds are not given, and unused funds are not credited toward future terms. Any exceptions to the tuition waiver policy are approved by the President.</p> <p>RESPONSIBILITY:</p> <p>The Provost is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	None	<p>Redo the numbering to Chapter 5 (may be BP 5032?)</p> <p>Umpqua Community College <i>might choose to</i> offer limited number of tuition waivers as encouragement for students to continue their education contingent of funding availability. Waivers must be used for tuition only based on eligibility criteria set by the College. Eligibility criteria can be found in the corresponding procedure. Cash refunds shall not be given, and unused funds shall not be credited toward future terms.</p> <p>RESPONSIBILITY:</p> <p>The Provost in coordination with the Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>

TITLE: Tuition Waiver

ADMINISTRATIVE PROCEDURE # 5135 *(was 710.06)*

RELATED TO POLICY # 5135 TUITION WAIVER

A. Categories of Tuition Waivers

1. **Merit tuition waivers** for distinguished service to the college. These include athletics, student leadership, student ambassadors, *The Mainstream* student newspaper, and fine and performing arts.
2. **Program-specific tuition waivers** for participation in a college program or as a community service. These include GED/Adult High School Diploma (AHSD), Student Support Services (SSS)/Transfer Opportunity Program (TOP), Upward Bound (UB), and Educational Talent Search (ETS), UCC Scholars, community partner awards, and state-mandated waivers.
3. **Employee and dependents tuition waivers** as described in bargaining agreements for faculty and classified employees and in Board Policy 322 for administrative employees.

B. General Terms and Conditions for all Waivers

1. The number *and availability* of tuition waivers for any type of award is determined by senior administrators by January 31 *contingent on funding availability as part of the budget planning process every year.*
2. A student may receive only one tuition waiver per term. The waiver covers only tuition for credit classes taken during the approved term and has no cash value. Unused portions will be forfeited for further use and cannot be exchanged, refunded, or transferred. The student is responsible for all fees and textbooks.
3. An application with original signatures must be submitted by the deadline established by the program and no later than the Friday of the first week of the term. A late application will be processed the following term. The student must have a minimum of a 2.00 GPA to be awarded a tuition waiver. Some programs may have higher GPA requirements.
4. The student must be registered for any required courses designated on the waiver and meet all program requirements. The student may be required to repay the waiver if these requirements are not fulfilled.
5. Any exceptions to the tuition waiver procedure are approved by the President.

C. Merit Waiver Terms and Conditions:

Merit Waivers are awarded to students who demonstrate a specific athletic ability, skill set or talent, leadership capabilities and academic promise. Recipients of merit waivers are required to serve the college in a notable capacity as listed below.

1. Athletics

A tuition waiver may be granted to a student-athlete. The student-athlete must be enrolled full-time with a 2.00 term/cumulative GPA. The student-athlete must fulfill all program and course requirements as outlined in Department of Athletic guidelines. Athletic waivers will be awarded in compliance with all Federal, State, NWAC and other applicable rules and regulations. The authorizing party is the Director of Athletics.

2. ASUCC Student Leadership

A maximum of 12 credits/term may be granted to an ASUCC Leadership Team officer or senator. The student-leader must be enrolled at least part-time with a 2.50 term/cumulative GPA and fulfill the academic requirements and responsibilities of the student leadership role. The authorizing party is the Director of Student Engagement.

3. Student Ambassadors

A maximum of 12 credits/term may be granted to a Student Ambassador. The ambassador must be enrolled at least part-time with a 3.00 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is the Director of Student Engagement.

4. *The Mainstream*

A maximum of 12 credits/term may be granted to The Mainstream student staff. The student must be enrolled in, maintain, and earn a minimum of twelve credits with a 2.00 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is The Mainstream faculty advisor.

5. Fine and Performing Arts

A maximum of 12 credits/term may be granted to a student in the Fine and Performing Arts department. The student must be enrolled full-time with a 2.00 term/cumulative GPA and fulfill the responsibilities of the program. The authorizing parties are the full-time faculty in the following departments: music, theater, and fine arts.

D. Program Specific Terms and Conditions:

1. Adult Basic Skills (ABS)

Up to 12 credits may be awarded to a GED/AHSD student at any ABS site and Wolf Creek Job Corps under one of the following programs:

- a. **Concurrent Enrollment (CE):** A second and/or third term participant, approved based on program eligibility. The credits may be spread out over

more than one term, and remaining credits must be used within one year after the GED completion date.

- b. **Upon Graduation:** A GED or Adult High School Diploma (AHSD) graduate who has completed at least 60 hours of instruction in an ABS program. The tuition waiver must be used within one year of completing the GED Certificate or AHSD.

HD100 or HD136 is required for both programs, unless waived by the authorizing party, who is the department chair or Director of College Transitions.

2. Educational Talent Search (ETS)

A one-time 7-credit tuition waiver may be granted to an active participant of ETS who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

3. Upward Bound (UB)

A one-time 12-credit tuition waiver may be granted to an active participant of UB who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

4. UCC Scholars

A 12-credit/term tuition waiver may be granted to a student approved to participate in the UCC Scholars Program. The participant must meet all the criteria outlined in the UCC Scholars Program participation agreement. The authorizing party is the Director of Student-Engagement. The tuition waiver is applied after scholarships.

5. Community Partners

- a. **ADAPT-RSAT:** Up to 12 credits may be granted to a participant of the ADAPT-RSAT program who has successfully passed the following program courses with a grade of C or higher: CJ 243, HS 205, and SOC 225. The tuition waiver must be used within six months of program completion, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition.
- b. **Project HOPE:** Up to 12 credits may be granted to a graduate of Project HOPE who has successfully completed Program Phases I, II, III, & IV. The tuition waiver must be used within six months of graduating from Project HOPE, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition. The authorizing party is a judge for the 16th Judicial District in Douglas County.

- c. Performing One Act: Up to 12 credits each for fall, winter, and spring terms may be granted, to be used immediately following high school graduation.

6. Veterans' Dependents:

Covered under AP 5136, this state-mandated waiver is for dependents of veterans who are 100% service-connected disabled. The waiver is applied after scholarships, other tuition waivers, and federal aid with the exception of loans.

7. Foster Child Tuition Waiver

Covered under AP 5137, this state-mandated waiver is for current foster child or a former foster child under 25 years of age. Tuition waiver will be granted for tuition and fees if the child meeting eligibility criteria is enrolled in courses totaling one or more credit hours. The waiver is reduced by the amount an eligible student receives from the Oregon Opportunity Grant and the Pell Grant. The Chaffee Education and Training Grant may not be applied to reduce the tuition waiver.

8. **Other:** Other tuition waivers may be added at the discretion of the President.

E. Employees and Dependents

Employees and their dependents are eligible for tuition waivers as described in Board Policy 322 for administrative personnel and non-represented part-time classified employees, and in the respective bargaining agreements for faculty, part-time faculty, and classified staff. Employee tuition waiver forms can be found on <http://www.umpqua.edu/myucc> under the Resources tab.

RESPONSIBILITY:

The Provost in coordination with the Chief Financial Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:
DATE OF ADOPTION:
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE
Complete for Conversions Only

TITLE: TUITION WAIVER New BP #: Old BP # & Title: New AP #: 5135 Old AP # & Title: 710.06 Revision Date: 1/4/2021	AREAS OF COLLABORATION <i>SLT, Provost, Student Services</i>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>1. Categories of Tuition Waivers</p> <p>a. Merit tuition waivers for distinguished service to the college. These include athletics, student leadership, student ambassadors, <i>The Mainstream</i> student newspaper, and fine and performing arts.</p> <p>b. Program-specific tuition waivers for participation in a college program or as a community service. These include GED/Adult High School Diploma (AHSD), Student Support Services (SSS)/Transfer Opportunity Program (TOP), Upward Bound (UB), and Educational Talent Search (ETS), UCC Scholars, community partner awards, and state-mandated waivers.</p> <p>c. Employee and dependents tuition waivers as described in bargaining agreements for faculty and classified employees and in Board Policy 322 for administrative employees.</p>	<p>None</p>	<p>1. Categories of Tuition Waivers</p> <p>a. Merit tuition waivers for distinguished service to the college. These include athletics, student leadership, student ambassadors, <i>The Mainstream</i> student newspaper, and fine and performing arts.</p> <p>b. Program-specific tuition waivers for participation in a college program or as a community service. These include GED/Adult High School Diploma (AHSD), Student Support Services (SSS)/Transfer Opportunity Program (TOP), Upward Bound (UB), and Educational Talent Search (ETS), UCC Scholars, community partner awards, and state-mandated waivers.</p> <p>c. Employee and dependents tuition waivers as described in bargaining agreements for faculty and classified</p>

Commented [KC1]: The only thing I do not see in this section is a “way out”.....should we have a statement/caveat of some sort that the number of tuition waiver and related credits may fluctuate from year to year (term to term), depending on funding availability, number of applicants and other insinuating circumstances.

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Commented [KC3]: Just clarifying that we are still considering academic scholarship that are program specific?

Commented [KC4]: Spacing off in this section

<p>2. General Terms and Conditions for all Waivers</p> <ul style="list-style-type: none"> a. The number of tuition waivers for any type of award is determined by senior administrators. b. A student may receive only one tuition waiver per term. The waiver covers only tuition for credit classes taken during the approved term and has no cash value. Unused portions will be forfeited for further use and cannot be exchanged, refunded, or transferred. The student is responsible for all fees and textbooks. c. An application with original signatures must be submitted by the deadline established by the program and no later than the Friday of the first week of the term. A late application will be processed the following term. The student must have a minimum of a 2.0 GPA to be awarded a tuition waiver. Some programs may have higher GPA requirements. d. The student must be registered for any required courses designated on the waiver and meet all program requirements. The student may be required to repay the waiver if these requirements are not fulfilled. e. Any exceptions to the tuition waiver procedure are approved by the President. <p>3. Merit Waiver Terms and Conditions:</p> <p>Merit Waivers are awarded to students who demonstrate a specific athletic ability, skill set or talent, leadership capabilities and academic promise. Recipients of merit waivers are required to serve the college in a notable capacity as listed below.</p> <p>a. Athletics</p>		<p>employees and in Board Policy 322 for administrative employees.</p> <p>2. General Terms and Conditions for all Waivers</p> <ul style="list-style-type: none"> f. The number <i>and availability</i> of tuition waivers for any type of award is determined by senior administrators <i>contingent on funding availability as part of the budget planning process every year.</i> g. A student may receive only one tuition waiver per term. The waiver covers only tuition for credit classes taken during the approved term and has no cash value. Unused portions will be forfeited for further use and cannot be exchanged, refunded, or transferred. The student is responsible for all fees and textbooks. h. An application with original signatures must be submitted by the deadline established by the program and no later than the Friday of the first week of the term. A late application will be processed the following term. The student must have a minimum of a 2.0 GPA to be awarded a tuition waiver. Some programs may have higher GPA requirements. i. The student must be registered for any required courses designated on the waiver and meet all program requirements. The student may be required to repay the waiver if these requirements are not fulfilled.
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A tuition waiver may be granted to a student-athlete. The student-athlete must be enrolled full-time with a 2.0 term/cumulative GPA. The student-athlete must fulfill all program and course requirements as outlined in Department of Athletic guidelines. Athletic waivers will be awarded in compliance with all Federal, State, NWAC and other applicable rules and regulations. The authorizing party is the Director of Athletics.

b. ASUCC Student Leadership

A maximum of 12 credits/term may be granted to a ASUCC Leadership Team officer. The student-leader must be enrolled in, maintain, and earn a minimum of nine credits with a 2.5 term/cumulative GPA and fulfill the responsibilities of the student leadership role. The authorizing party is the Director of Student Life and Campus Engagement.

c. Student Ambassadors

A maximum of 12 credits/term may be granted to a Student Ambassador. The ambassador must be enrolled in, maintain, and earn a minimum of twelve credits with a 3.0 cumulative GPA and fulfill the responsibilities of the position. The authorizing party is the Director of Student Life and Campus Engagement.

d. The Mainstream

A maximum of 12 credits/term may be granted to The Mainstream student staff. The student

j. Any exceptions to the tuition waiver procedure are approved by the President.

3. Merit Waiver Terms and Conditions:

Merit Waivers are awarded to students who demonstrate a specific athletic ability, skill set or talent, leadership capabilities and academic promise. Recipients of merit waivers are required to serve the college in a notable capacity as listed below.

f. Athletics

A tuition waiver may be granted to a student-athlete. The student-athlete must be enrolled full-time with a 2.0 term/cumulative GPA. The student-athlete must fulfill all program and course requirements as outlined in Department of Athletic guidelines. Athletic waivers will be awarded in compliance with all Federal, State, NWAC and other applicable rules and regulations. The authorizing party is the Director of Athletics.

g. ASUCC Student Leadership

A maximum of 12 credits/term may be granted to a ASUCC Leadership Team officer. The student-leader must be enrolled in, maintain, and earn a minimum of nine credits with a 2.5 term/cumulative GPA and fulfill the responsibilities of the student

Commented [KC5]: spacing

<p>must be enrolled in, maintain, and earn a minimum of twelve credits with a 2.0 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is The Mainstream faculty advisor.</p> <p>e. Fine and Performing Arts A maximum of 12 credits/term may be granted to a student in the Fine and Performing Arts department. The student must be enrolled full-time with a 2.0 term/cumulative GPA and fulfill the responsibilities of the program. The authorizing parties are the full-time faculty in the following departments: music, theater, and fine arts.</p> <p>4. Program Specific Terms and Conditions:</p> <p>a. Adult Basic Skills (ABS) Up to 12 credits may be awarded to a GED/AHSD student at any ABS site and Wolf Creek Job Corps under one of the following programs:</p> <p>i. Concurrent Enrollment (CE): A second and/or third term participant, approved based on program eligibility. The credits may be spread out over more than one term, and remaining credits must be used within one year after the GED completion date.</p> <p>ii. Upon Graduation: A GED or Adult High School Diploma (AHSD) graduate who has completed at least 60 hours of instruction in an ABS program. The tuition waiver must be used within one</p>		<p>leadership role. The authorizing party is the Director of Student Life and Campus Engagement.</p> <p>h. Student Ambassadors A maximum of 12 credits/term may be granted to a Student Ambassador. The ambassador must be enrolled in, maintain, and earn a minimum of twelve credits with a 3.0 cumulative GPA and fulfill the responsibilities of the position. The authorizing party is the Director of Student Life and Campus Engagement.</p> <p>i. The Mainstream A maximum of 12 credits/term may be granted to The Mainstream student staff. The student must be enrolled in, maintain, and earn a minimum of twelve credits with a 2.0 term/cumulative GPA and fulfill the responsibilities of the position. The authorizing party is The Mainstream faculty advisor.</p> <p>j. Fine and Performing Arts A maximum of 12 credits/term may be granted to a student in the Fine and Performing Arts department. The student must be enrolled full-time with a 2.0 term/cumulative GPA and fulfill the responsibilities of the program.</p>
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<p>year of completing the GED Certificate or AHSD.</p> <p>HD100 or HD136 is required for both programs, unless waived by the authorizing party, who is the department chair or Director of College Transitions.</p> <p>b. Educational Talent Search (ETS) A one-time 7-credit tuition waiver may be granted to an active participant of ETS who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.</p> <p>c. Upward Bound (UB) A one-time 12-credit tuition waiver may be granted to an active participant of UB who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.</p> <p>d. Transfer Opportunity Program (TOP) A 1-credit tuition waiver may be granted to an active TOP participant to complete the following: HD 100, HD 101, HD 110, and/or HD 214. The waiver must be used for the approved term and course indicated. The student must be enrolled full-time unless approval for part-time enrollment is received prior to the beginning of</p>	<p>The authorizing parties are the full-time faculty in the following departments: music, theater, and fine arts.</p> <p>5. Program Specific Terms and Conditions:</p> <p>b. Adult Basic Skills (ABS) Up to 12 credits may be awarded to a GED/AHSD student at any ABS site and Wolf Creek Job Corps under one of the following programs:</p> <p>iii. Concurrent Enrollment (CE): A second and/or third term participant, approved based on program eligibility. The credits may be spread out over more than one term, and remaining credits must be used within one year after the GED completion date.</p> <p>iv. Upon Graduation: A GED or Adult High School Diploma (AHSD) graduate who has completed at least 60 hours of instruction in an ABS program. The tuition waiver must be used within one year of completing the GED Certificate or AHSD.</p> <p>HD100 or HD136 is required for both programs, unless waived by the authorizing party, who is the department chair or Director of College Transitions.</p>
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the term. The authorizing party is the Director of TOP.

e. UCC Scholars

A 12-credit/term tuition waiver may be granted to a student approved to participate in the UCC Scholars Program. The participant must meet all the criteria outlined in the UCC Scholars Program participation agreement. The authorizing party is the Director for Student Life and Campus Engagement.

f. Community Partners

- i. ADAPT-RSAT: Up to 12 credits may be granted to a participant of the ADAPT-RSAT program who has successfully passed the following program courses with a grade of C or higher: CJ 243, HS 205, and SOC 225. The tuition waiver must be used within six months of program completion, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition.
- ii. Project HOPE: Up to 12 credits may be granted to a graduate of Project HOPE who has successfully completed Program Phases I, II, III, & IV. The tuition waiver must be used within six months of graduating from Project HOPE, and the student must sign up for HD 100 as part

h. Educational Talent Search (ETS)

A one-time 7-credit tuition waiver may be granted to an active participant of ETS who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

i. Upward Bound (UB)

A one-time 12-credit tuition waiver may be granted to an active participant of UB who is also a recent high school graduate. The waiver must be used either summer or fall term immediately following high school graduation and program completion. The authorizing party is the Director of ETS/UB.

j. Transfer Opportunity Program (TOP)

A 1-credit tuition waiver may be granted to an active TOP participant to complete the following: HD 100, HD 101, HD 110, and/or HD 214. The waiver must be used for the approved term and course indicated. The student must be enrolled full-time unless approval for part-time enrollment is received prior to the

<p>of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bare all financial responsibility of the cost of tuition. The authorizing party is a judge for the 16th Judicial District in Douglas County.</p> <p>iii. Performing One Act: Up to 12 credits each for fall, winter, and spring terms may be granted, to be used immediately following high school graduation.</p> <p>g. Veterans' Dependents: Covered under UCC Policy 710.07, this state-mandated waiver is for dependents of veterans who are 100% service-connected disabled. The waiver is applied after scholarships, other tuition waivers, and federal aid with the exception of loans.</p> <p>h. Other: Other tuition waivers may be added at the discretion of the President.</p> <p>5. Employees and Dependents Employees and their dependents are eligible for tuition waivers as described in Board Policy 322 for administrative personnel and non-represented part-time classified employees, and in the respective bargaining agreements for faculty, part-time faculty, and classified staff. Employee tuition waiver forms can be found on http://www.umpqua.edu/myucc under the Resources tab.</p> <p>RESPONSIBILITY:</p>		<p>beginning of the term. The authorizing party is the Director of TOP.</p> <p>k. UCC Scholars A 12-credit/term tuition waiver may be granted to a student approved to participate in the UCC Scholars Program. The participant must meet all the criteria outlined in the UCC Scholars Program participation agreement. The authorizing party is the Director for Student Life and Campus Engagement.</p> <p>l. Community Partners</p> <p>i. ADAPT-RSAT: Up to 12 credits may be granted to a participant of the ADAPT-RSAT program who has successfully passed the following program courses with a grade of C or higher: CJ 243, HS 205, and SOC 225. The tuition waiver must be used within six months of program completion, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bear all financial responsibility of the cost of tuition.</p>
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The Provost is responsible for implementing and updating this procedure.

RESPONSIBILITY:

The Provost is responsible for implementing and updating this procedure.

- ii. Project HOPE: Up to 12 credits may be granted to a graduate of Project HOPE who has successfully completed Program Phases I, II, III, & IV. The tuition waiver must be used within six months of graduating from Project HOPE, and the student must sign up for HD 100 as part of the 12 credits. Failure to register and enroll in this course will be considered grounds for revoking the tuition waiver, and the student shall bare all financial responsibility of the cost of tuition. The authorizing party is a judge for the 16th Judicial District in Douglas County.
- iii. Performing One Act: Up to 12 credits each for fall, winter, and spring terms may be granted, to be used immediately following high school graduation.
- m. **Veterans' Dependents:** Covered under UCC Policy 710.07, this state-mandated waiver is for dependents of veterans who are 100% service-connected disabled. The waiver is applied after scholarships, other tuition waivers, and federal aid with the exception of loans.

i. **Other:** Other tuition waivers may be added at the discretion of the President.

6. Employees and Dependents

Employees and their dependents are eligible for tuition waivers as described in Board **Policy 322** for administrative personnel and non-represented part-time classified employees, and in the respective bargaining agreements for faculty, part-time faculty, and classified staff. Employee tuition waiver forms can be found on <http://www.umpqua.edu/myucc> under the Resources tab.

RESPONSIBILITY:

The Provost in coordination with the Chief Financial Officer is responsible for implementing and updating this procedure.

Commented [KC6]: A section we may need is time line in which tuition waiver will be awarded. Example: Tuition waivers for the upcoming fiscal year must d be awarded by such and such date as part of the budget planning process. Something to that affect.

Commented [KC7]: Duplicate to below...

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ADMINISTRATIVE PROCEDURE

TITLE: Tuition and Fee Waiver for Foster Youth

ADMINISTRATIVE PROCEDURE # 5137

RELATED TO POLICY # 5135 TUITION WAIVER

Umpqua Community College will provide a tuition and fee waiver to a current foster child or a former foster child under 25 year of age enrolled in courses totaling one or more credit hours. The waiver is reduced by the amount an eligible student receives from the Oregon Opportunity Grant and other federal aid (Pell Grant, FSEOG). The Chaffee Education and Training Grant may not be applied to reduce the tuition waiver.

The following eligibility requirements and limitations apply:

1. The student must be in the care and custody of Department Human Services (DHS), or one of the nine federally recognized Tribes in Oregon, and is or will be an undergraduate student; or must be a former foster youth who has spent at least 180 days in substitute care, also known as foster care, after age 14, AND did not leave substitute care and custody of (DHS or Tribe) prior to the youth's 16th birthday. The undergraduate student must access the Tuition and Fee Waiver prior to the age of 25.
2. Students are expected to complete the FAFSA as early as October 1st each year and fulfill FAFSA verification requirements if selected. Students who do not submit the FAFSA and submit verification documents as requested will not be eligible to receive the tuition and fee waiver.
3. Oregon DHS partners with the Office of Student Access and Completion (OSAC) to determine potentially eligible students and to match DHS data with the student's FAFSA information. OSAC then provides a list of eligible students to be considered for the Tuition and Fee Waiver in the OSAC Financial Aid Offices Portal.
4. The Financial Aid Office then determines waiver eligibility based on student enrollment and fulfillment of verification requirements. Each student's eligibility is then documented via the OSAC Financial Aid Office Portal. If it is determined the student's tuition and fee costs are more than the student's federal and state funds, the Financial Aid Office will direct the Accounting and Finance department to set up each student's tuition waiver.

REFERENCE: HB 2595

RESPONSIBILITY:

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this procedure when rules dictate change.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

		<p>References: HB 2595</p> <p>RESPONSIBILITY: The Assistant Vice President of Enrollment and Student Services is responsible for carrying out this policy and updating it when rules dictate change. Additional requirements and limitations for this waiver will be outlined in the corresponding Administrative Procedure.</p>
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BOARD POLICY

TITLE: INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS AND GRIEVANCES

BOARD POLICY # 5532 *(was 719)*

Umpqua Community College tracks formal, written complaints and grievances signed by a student or sent through a student's UCC email and addressed to UCC's President, Provost, Assistant Vice President of Academic Services, Assistant Vice President of Enrollment and Student Services, Director of Faculty Development, Dean of Students, and Dean of Community and Workforce Training. Student emails sent from a student account constitute a student's signature. Complaints or grievances received via any electronic means other than the complaining student's UCC email are not considered under this policy.

Only grievances or complaints that are related to the academic, campus, safety, or financial life of the student are accepted under the rules of this policy. Tracking of complaints or grievances include those brought forward under BP 5500 Standards of Student Conduct Procedure.

An annual report is produced by the Dean of Students and reviewed by the staff required to track complaints and grievances. The review proceedings are made available to the College's accreditor, the Northwest Commission on Colleges and Universities, per USDOE regulation 602.16(a)(1)(ix).

RESPONSIBILITY:

The Assistant Vice President of Enrollment and Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: Institutional Records of Student Complaints and Grievances	
New BP #: 5532	Old BP # & Title: 719
New AP #:	Old AP # & Title: NA
Revision Date: 1/29/2021	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College will track formal, written complaints and grievances signed by a student or sent through a student's UCC email and addressed to UCC's President, Vice President of Instruction, Vice President of Student Services, Dean of Arts and Sciences, Dean of Career and Technical Education, or Dean of Academic Support (Officers). Student emails sent from a student account constitute a student's signature.</p> <p>Only grievances or complaints that are related to the academic, campus, safety, or financial life of the student will be accepted under the rules of this policy. Tracking of complaints or grievances will include those brought forward under the Student Code of Conduct 721.7 Student Grievance Procedure.</p> <p>This policy does not impact or change existing or future campus policies and procedures for handling student complaints or grievances. Complaints or grievances received via fax or any electronic means other than the</p>	<p>NA</p>	<p>Umpqua Community College tracks formal, written complaints and grievances signed by a student or sent through a student's UCC email and addressed to UCC's President, Provost, Assistant Vice President of Academic Services, Assistant Vice President of Enrollment and Student Services, Director of Faculty Development, Dean of Students, and Dean of Community and Workforce Training. Student emails sent from a student account constitute a student's signature. Complaints or grievances received via any electronic means other than the complaining student's UCC email are not considered under this policy.</p> <p>Only grievances or complaints that are related to the academic, campus, safety, or financial life of the student are accepted under the rules of this policy. Tracking of complaints or grievances include those brought forward under BP 5500 Standards of Student Conduct Procedure.</p> <p>An annual report is produced by the Dean of Students and reviewed by the staff required to track complaints and grievances. The review proceedings are made available to the College's accreditor, the</p>

<p>complaining student's UCC email will not be considered under this policy.</p> <p>An annual report will be produced and reviewed by senior staff at UCC. The review proceedings will be available to the Northwest Commission on Colleges and Universities reviewers during any visit to the college, per USDOE regulation 602.16(a)(1)(ix).</p> <p>DATE OF ADOPTION: 12/10/2014</p> <p>DATE(S) OF REVISION(S):</p> <p>DATE OF LAST REVIEW:</p>		<p>Northwest Commission on Colleges and Universities, per USDOE regulation 602.16(a)(1)(ix).</p> <p>RESPONSIBILITY: AVPESS</p> <p>DATE OF ADOPTION: 12/10/2014</p> <p>DATE(S) OF REVISION(S):</p> <p>DATE OF LAST REVIEW:</p>
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