

Umpqua Community College

EMS Program

Student Procedures Handbook

2022-2023



UMPQUA COMMUNITY COLLEGE

WWW.UMPQUA.EDU

STUDENT PROCEDURES HANDBOOK 2022-2023

Table of Contents

ACCESSIBILITY	3
INTRODUCTION.....	4
PROGRAM OVERVIEW	4
GENERAL POLICIES	6
1. CLINICAL/CLASSROOM DRESS CODE.....	7
2. GRADING GUIDELINES.....	8
3. PROFESSIONAL CONDUCT	8
4. EXAMINATION RETESTS	10
5. ATTENDANCE POLICY/CLINICAL ABSENCE.....	10
6. CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES.....	10
7. SOCIAL MEDIA	10
8. EMPLOYMENT.....	10
9. READMISSION POLICY.....	10
10. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).....	11
11. CRIMINAL BACKGROUND CHECK.....	11
12. DRUG/ALCOHOL SCREENING	11
13. PLATINUM EDUCATIONAL GROUP.....	12
14. CODE OF STUDENT CONDUCT	13
1) STANDARDS OF STUDENT CONDUCT – BP 5500.....	01
2) DEFINITIONS – AP 5501	02
3) STUDENT MISCONDUCT – AP 5502	03
4) HAZING – AP 5505	09
5) ACADEMIC INTEGRITY – AP 5506	10
6) STUDENT DISCIPLINE - AP 5520	13
7) STUDENT RESPONSABILITIES, RIGHTS, AND FREEDOMS.....	23
8) STUDENT GRIEVANCES – AP 5535.....	25

ACCESSIBILITY

Accessibility Statement:

UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should contact the Accessibility Services Office in the Educational Skills Building (ESB 15/8). If you plan to use academic accommodations for this course, please contact your instructor and our office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the

“Approved Academic Accommodations” letter sent by email.

To request academic accommodations for a disability, please contact:

Les Rogers, Accessibility Service Coordinator at (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800-735-2900 or by email: les.rogers@umpqua.edu

Additional information can be found on the UCC website:

<https://www.umpqua.edu/accessibility-services>

(Links to an external site.)

ADA Compliance Statement:

Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

Mental Health Statement:

The Campus Mental Health, Recovery and Wellness Department at UCC offers counseling services and specialty advising for students who are enrolled at UCC. We can assist with common student and personal concerns, including Counseling Services (personal, crisis, 10/1 related), Recovery/Specialty Academic Advising (10/1 related, Veterans, and students receiving accommodations), career exploration, planning and counseling, testing anxiety, referrals to campus and community resources.

Campus Mental Health, Recovery and Wellness Department

Educational Skills Building (ESB)

Room #10. Phone: 541-440-7900

Equal Opportunity Statement

UCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activities, operation, or of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

WELCOME TO UMPQUA COMMUNITY COLLEGE'S EMS PROGRAM

This handbook has been prepared by your instructors to provide you with the information needed to be successful in your studies in Emergency Medical Services (EMS). *Please read it carefully and ask an instructor for clarification if necessary. Refer to it often.*

INTRODUCTION

PURPOSE OF STUDENT PROCEDURES HANDBOOK

This handbook describes the guidelines for the EMS Program at Umpqua Community College.

MISSION OF THE PROGRAM

Umpqua Community College EMS Program strives to prepare competent, entry level EMT's and Paramedics with cognitive, psychomotor, and affective learning domains.

Our EMS program is committed to providing high quality initial and prehospital continuing education. We offer quality resources, effective teaching practices, and use advanced technology. We advocate respect, sound judgment, compassion, integrity, and teamwork as a foundation for customer service-oriented patient care.

EDUCATIONAL PHILOSOPHY OF THE EMS PROGRAM

The faculty of the program has a philosophy of cooperative learning. Both student and instructor share the responsibilities that are involved in the learning process. This partnership involves each party having a duty in the educational process.

PROGRAM OVERVIEW

The EMS program consists of initial training for students interested in obtaining licensure/certification as Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced Emergency Medical Technician (AEMT), and EMT-Intermediate.

The EMS program also offers an Associate of Applied Science Paramedicine degree. The degree has been designed to be completed in two years if attending full time. However, there are entry level requirements for reading, writing, and mathematics. The length of time for completing the degree may be extended depending on your skills in these areas upon application for admission to the college.

GOALS AND OBJECTIVES

The primary goal of the staff of the program is to prepare all students to be competent in cognitive, psychomotor, and affective domains to be proficient entry level EMT's and Paramedics.

Upon completion of the students respective EMT or Paramedic course:

- a. Each student will demonstrate the knowledge relevant to his or her role as an EMT or Paramedic.
- b. Each student will demonstrate the psychomotor skills necessary to function in the role of EMT or Paramedic.
- c. Each student will demonstrate the attitudes and personal behaviors consistent with the profession and necessary to function in the role of an EMT or Paramedic.

Faculty will provide leadership, model professional behaviors, help students to identify effective methods of learning, assist in developing these methods, facilitate learning, and provide learning feedback through various forms of evaluation. These evaluations will be aimed at developing all domains (cognitive thinking, hands-on psychomotor skills, and affective behaviors) and levels of learning of an out-of-hospital healthcare provider. These levels of learning include foundational knowledge, problem-solving, critical thinking, and other higher order thinking skills.

Students are responsible for their own learning and are expected to be active and engaged in learning. Students must identify their needs, methods, and strategies for their individual construction of knowledge. Each student must construct his or her own knowledge in a meaningful manner that enables the student to become a competent and professional healthcare provider and a lifelong learner.

Additionally, students and faculty are partners to monitor student progress through the course. Students must learn to self-assess progress in all domains which includes being alert for feedback from multiple sources.

Instructors are available to meet with students to answer questions, provide tutoring, and clear up any confusion. Appointments will be made with the instructors outside of class time. All tutoring will be at the direction of the student. That is, instructors will not reteach lectures but will respond to specific student stated questions. Instructors will be available to the entire class to clarify points of class confusion or in the event, incorrect information is inadvertently taught.

1. NATIONAL ACCREDITATION STATUS

The Umpqua Community College EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

2. STATE ACCREDITATION STATUS

The Umpqua Community College EMS Program is an accredited program meeting the state EMT Accreditation Standards by the Education Division of Community Colleges and Workforce Development.

3. RESOURCES

Services available on campus to students include a library with computer access, Wi-Fi access throughout campus, student counseling, student tutoring, career services, and accessibility services.

4. INSTRUCTORS

Umpqua Community College EMS program instructors are licensed EMT's and Paramedics by the Oregon Health Authority EMS and Trauma Systems.

5. EMT COURSE INFORMATION

The EMT is a two term (12 credit) course. It is taught on Monday's and Wednesday's, from 10:00-13:50 in TC 106. At the request of volunteer agencies, we will offer EMT courses off campus during evening or weekends depending on their request.

6. PARAMEDIC COURSE INFORMATION

The Paramedic Course is a four term (54 credit) course. Fall term classes are Mondays from 0800-1500, Tuesday, Wednesday, and Thursday 0800-1200. Winter and Spring term classes are Tuesdays and Wednesdays from 0900-1200, and Thursdays 0800-1200.

All classes meet in the Technology Center

Winter and Spring Term Paramedic students complete Clinical and Field experience. Paramedic students will perform their Field Internship during Summer term. See Umpqua Community College Paramedic Clinical and Field Internship Manual for specific details regarding goals and objectives.

GENERAL POLICIES

1. ENROLLMENT

All students must be enrolled and on the official roster provided by the college, to be allowed in the classroom. If a student is not on the official roster, they will be asked to leave the classroom and will not be admitted until they have been properly enrolled in the class by the Office of Registration & Records.

2. INCLEMENT WEATHER POLICY

Occasionally campus will be closed due to weather. There are different options in being notified whether campus is open or closed. On the UCC website, you may sign up to receive alerts by text, phone call, and/or email. You can also check the website or local media.

3. TOBACCO USE

Cigarette smoking is prohibited on campus except in designated areas. All forms of tobacco use are prohibited during all clinical, field experience, and field internship rotations.

4. EMERGENCY DRILLS AND EVACUATION

In case of an emergency fire alarm during class time, leave all items and proceed to nearest exit in calm manner. Walk to parking lot on *west side* of PE complex away from building and gather as a group, so an instructor can account for all students and give instructions. No one is allowed to leave until cleared by an instructor.

5. LOCKDOWN

In the case of a lockdown the instructor will lock the door, turn off the lights, and all students shall seek cover. No one shall leave the classroom until cleared by security or law enforcement personnel.

6. ADVANCED PLACEMENT

UCC does not offer advanced placement for prior learning to allow a student to "Place-out" of any portion of didactic, laboratory, clinical, or field requirements.

PROGRAM STANDARDS

1. CLINICAL/CLASSROOM DRESS CODE

Students are required to wear appropriate attire as described below. All uniforms will be clean and wrinkle free. Agency insignia or patches shall not be worn during any clinical rotation.

- A. Students are to wear the following uniform during class time, clinical rotations, field experience, and field internship.
 - Navy blue or black slacks with black belt (**no denim**)
 - UCC EMS Program shirt
 - Dark-colored shoes (clean) or boots (clean and polished).
Boots strongly encouraged during field time.
 - UCC EMS identification tag
 - Dark blue coats are optional
- B. Students must maintain the following grooming standards:
 - Bathe daily and use deodorant daily and as needed
 - **No** use of perfumes, colognes, and other fragrant products
 - Jewelry is limited to watches, wedding rings, and single stud earrings
 - **No** facial piercings may be worn
 - Hair must be clean and combed. Male student's hair must be cut above the shirt collar. Female student's hair must be pulled back and secured.
 - Facial hair which may interfere with the seal of PPE masks must be removed per Oregon OSHA standards
 - Fingernails clean and cut short
 - Polish used must be light pink or pearl polish only
 - Tattoos: Any visible tattoos that may be viewed as offensive **MUST** be covered during class, clinical, and field rotations. Any student with visible tattoos understands that they may have to cover them up at the discretion of the EMS Program Director or the agency they are doing their rotations with.
- C. The following attire is required for Paramedic students in the **OR**:
 - Hospital scrub shirt and pants (provided by hospital)
 - Clean white or black shoes
 - Shoe covers, masks, eye protection, and gloves as prescribed by hospital infection control standards (provided by hospital)

The use of scrubs is appropriate in all clinical settings (for example, ED, OR) if the student's uniform becomes contaminated.

The student must notify the preceptor and/or charge nurse so all decontamination processes are met. The student is required to have a secondary uniform in their personal vehicle in the event of contamination.

The use of scrubs is only appropriate in field internship settings if the student's uniform becomes contaminated, and only used until the student can change to their second uniform. The student must notify the preceptor and/or duty supervisor so all decontamination processes are met.

UCC EMS Program uniforms are **ONLY** to be worn during the mentioned times. **Wearing the EMS Program uniform "off duty" is in strict violation and is subject to disciplinary action.**

2. GRADING GUIDELINES

The following grading scale will apply to all graded work as well as the student's final grade in the course.

<u>Letter Grade</u>	<u>Percent Scale</u>
A	90.00% -- 100%
B	80.00% -- 89.99%
C	75.00% -- 79.99%
F	0% -- 74.99%

To pass, the student must receive a minimum of 75% for ALL course work. Additionally, to pass the course the student must receive a minimum of 75% on the written final. Furthermore, to pass the course the student must receive a minimum of 75% on the practical final. In summary, for a student to pass the course they must pass the written exam, practical exam, and have an overall score of 75%. If the student fails the written and/or practical exam, they will fail the course regardless of whether their overall score is above 75%.

The student will be required to pass all psychomotor and affective domains to pass the course. These portions are pass/fail.

3. PROFESSIONAL CONDUCT

Students must demonstrate satisfactory progress toward achievement of the identified Professional Behavioral competencies. A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to expulsion from the program. Each student must consistently demonstrate the following characteristics to pass the course:

Integrity

Examples of professional behavior include, but are not limited to: Consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient care and learning activities; personal accountability including acknowledgment of personal errors, omissions, and limitations.

Empathy

Examples of professional behavior include, but are not limited to: Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect to others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.

Self-Motivation

Examples of professional behavior include, but are not limited to:

Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities; thoroughness and completeness in work.

Appearance and Personal Hygiene

Examples of professional behavior include but are not limited to: Clothing and uniform are appropriate, neat, clean, and well maintained; good personal, hygiene and grooming.

Professional Maturity/Self-Confidence

Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; accepts feedback positively and takes responsibility

for actions, demonstrates an awareness of strengths and limitations; exercises good personal judgment.

Communications/Critical Thinking

Examples of professional behavior include, but not limited to:

Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations; demonstrates logical thinking skills.

Time Management

Examples of professional behavior include, but are not limited to:

Consistent punctuality; completing required hours, tasks, and assignments in a timely manner.

Teamwork and Diplomacy

Examples of professional behavior include, but not limited to:

Placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; showing respect to all team members; remaining flexible and open to change; communicating with others to resolve problems; cooperation and flexibility.

Respect

Examples of professional behavior include, but are not limited to:

Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession; following instructor instructions; listening in class, being punctual to all classes.

This includes fellow students, hospital personnel, station personnel, and patients, without regard to race, color, national origin, religion, sex, sexual orientation, veteran status, or handicap.

Patient Advocacy

Examples of professional behavior include, but are not limited to: Not allowing personal bias or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity; confidentiality of privileged information.

Careful Delivery of Service

Examples of professional behavior include, but are not limited to:

Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

4. EXAMINATION RETESTS

One retest will be given on major written exams (midterms and finals) at the discretion of the instructor. No more than one retest will be allowed. All retests will have to be completed prior to the date that final grades will be posted unless extenuating circumstances prevent this from occurring.

Practical Final Retest.

If a student is unsuccessful on their first attempt at a skill-station, they will have an opportunity to retest that station with a different proctor. If on their second attempt they are still unsuccessful, they will have one more opportunity to pass the station in front of a panel of proctors of the instructors choosing.

5. ATTENDANCE POLICY/CLINICAL ABSENCE

If a student is going to be absent from class, they **MUST** inform instructor by email, phone, or text message as soon as possible prior to class. This will be counted as an excused absence from class. If a student does not notify instructor of absence, this will be counted as an unexcused absence from class. The student will not be able to make up any assignments, quizzes, tests, etc. that occur during an unexcused absence. Any points that are issued in a lab setting, the student will be unable to make up the points. (This applies to any absence from class.)

Actual physical attendance of at least 85 % of class time is required to receive a passing grade. At the discretion of the instructor, scheduled class makeup sessions may be conducted.

6. CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES

Cell phones and pagers are to be placed in vibrate or silent mode while in class, clinical, and field rotations. Phones are not to be used during clinical rotations except during rest or meal breaks. Laptop computers or tablets may be used in the classroom, so long as, it does not interfere with other students or the instructor. All electronic devices must be stored away during exams.

7. SOCIAL MEDIA

Posting of any patient information, pictures of scenes, or any other information or pictures gained during clinical or field rotations on social media sites is strictly prohibited. Any student that violates this policy will be subject to immediate disciplinary action up to and including expulsion from the program. Posting pictures of classroom or UCC EMS Program insignia is prohibited unless consent is given by the EMS Program Director.

8. EMPLOYMENT

Any student who is working will be expected to meet the course schedule. No special accommodations are to be expected in the program because of outside employment. Clinical and field time may **NOT** be done while subject to call-out (on-duty) by an employer or volunteer agency. Your time may be compensated by your employer, but you **CANNOT** be available to work during that time. Job or fire pagers are **NOT** to be carried during your clinical rotations.

9. READMISSION POLICY

Students who fail the Paramedic course during the first three terms will have the opportunity to retake the course the following year without having to reapply so long as they have not been dismissed for behavioral counseling or unsuccessful affective evaluations.

10. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All students who have contact with patients or patient records must complete HIPAA compliance training. Clinical affiliates may impose additional requirements for HIPAA training of students.

11. CRIMINAL BACKGROUND CHECK

All students must submit, at their own expense, a criminal background check by visiting www.mystudentcheck.com and selecting:

Umpqua Community College-Background Check Only.

The background check is required on incoming students prior to registering for the course.

Background checks from other agencies will not be allowed as substitution.

As a result of the background search, students with felony convictions will only be considered on a case-by-case basis. Potential students with felony convictions involving crimes concerning arson, perjury, domestic violence, child abuse, elderly abuse, or patient misconduct/abuse, will not be permitted in the EMS Program.

Please refer to the NREMT Felony Policy for details regarding certification at

https://www.nremt.org/nremt/about/policy_felony.asp

The student is responsible for notifying (in writing) the EMS Program Director of ANY arrests, regardless of adjudication, that occur after beginning the program. Failure to promptly notify the EMS Program Director shall be grounds for dismissal from the program. Pending the resolution of an arrest, the student may be suspended from clinical and field sites. A student convicted of any of the above stated crimes, while enrolled, will be removed from the program.

12. DRUG/ALCOHOL SCREENING

The drug and alcohol screening are done at the student's own expense.

All students must submit a drug and alcohol screening by visiting:

OccuHealth at 2570 NW Edenbower Blvd, Roseburg, OR 97471.

The drug and alcohol screenings are required on incoming students prior to starting clinical rotations. Drug and alcohol screenings from other agencies will not be allowed as substitution.

As a result of this screening, students with any positive results will not be permitted in the EMS Program. Students are granted an appeal process by contacting the EMS Program Director.

Once a student is enrolled in the program, if there is reasonable suspicion of drug or alcohol use, the student is obligated to report to OccuHealth immediately. The student is responsible for the expense of the screening.

Pending the resolution of any testing, the student may be suspended from clinical and field sites. A student subsequently found to have positive test results will be removed from the program.

The student is obligated to notify the EMS Program Director of any request by an affiliated agency for additional testing due to reasonable suspicion.

If tested by an affiliating agency, the student shall provide the EMS Program Director with a copy of any test results. Failure to promptly notify the EMS Program Director shall be grounds for dismissal from the program. The student is responsible for any expense incurred from the testing. If the student refuses to take a drug and alcohol screening, they will need to sign a form stating such. By refusing the screening the student understands that they are subject to possible disciplinary action which may lead to dismissal from the program.

13. PLATINUM EDUCATIONAL GROUP

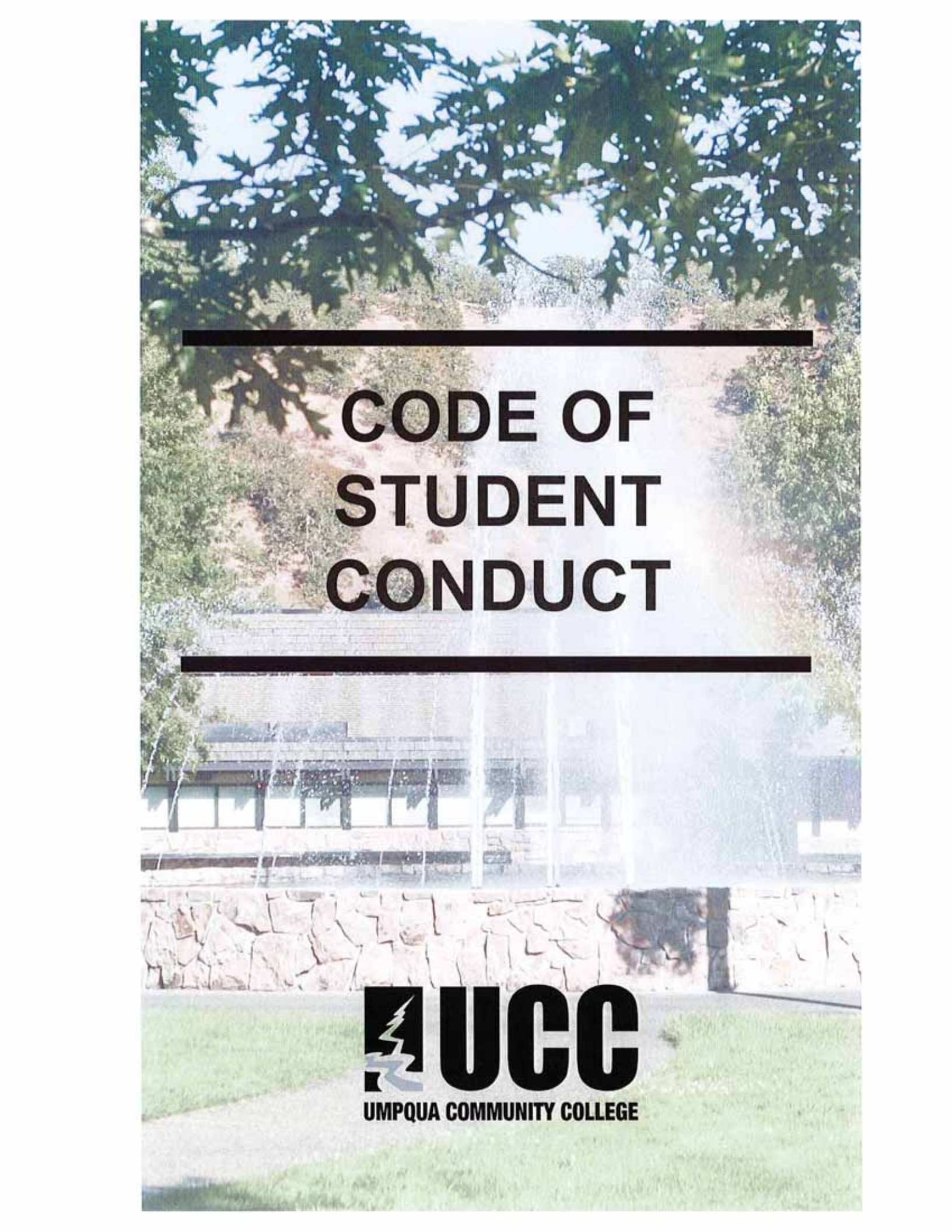
All students will be required to establish an account with **Platinum Educational Group** to utilize EMS Testing for quizzes and exams for all levels of training.

Paramedic students only, will be required to add Platinum Planner for Skills Tracking and Documentation. Directions for signing up will be given to you by your instructor.


The school will pay for your accounts through your student fees.

Platinum Educational Group (PEG) has terms and conditions that explicitly prohibit the storing and/or retrieving, downloading, copying, cutting, and pasting, transcribing, or otherwise duplicating or distributing, displaying, posting, or modifying of PEG content, information, or materials. Any attempt to copy the question/stem and all distracters/answers will result in immediate termination of site privileges. Being the EMS program utilizes PEG for testing purposes, any student who is found in violation of these terms and conditions will be removed from class and will receive a failing grade.

Paramedic students utilizing PEG for skills tracking and documentation recognize that these are integral components of their EMS training and is used for recording and verification of skills observed and performed during classroom labs, clinical experience, and field sites. Entries into platinum planner must be made within 48 hours of occurrence. If a student fails to make entry within 48 hours of occurrence, the skills, experiences, and calls obtained will not be counted toward goals and objectives. This will also reflect on the student's professional behavior evaluation. Student's written reports will corroborate their computer entries and will be regularly audited by the EMS Clinical Coordinator and/or Paramedic Instructor. Fraudulent documentation warrants removal from the program and a failing grade.

The background of the page is a photograph of a campus. At the top, there are green tree leaves. Below them is a large, multi-tiered fountain with several water jets spraying upwards. In the background, a building with a stone base and a dark roof is visible. The overall scene is bright and sunny.

CODE OF STUDENT CONDUCT

The logo for Umpqua Community College (UCC) features a stylized lightning bolt and a wave symbol to the left of the letters 'UCC'.

UCC
UMPQUA COMMUNITY COLLEGE

The Code of Student Conduct describes:

- your rights and responsibilities while a student at Umpqua Community College.
- the College’s student disciplinary process; and
- how a student can have a grievance addressed.

The Umpqua Community College Board of Education adopted the Code of Student Conduct policy (BP) and procedures (AP) as of May 2020.

Table of Contents

Standards of Student Conduct - BP 5500	1
Definitions - AP 5501	2
Student Misconduct - AP 5502	3
Hazing - AP 5505.....	9
Academic Integrity - AP 5506	10
Student Discipline - AP 5520	13
Student Responsibilities, Rights, and Freedoms.....	23
Student Grievances - AP 5535	25

STANDARDS OF STUDENT CONDUCT

Board Policy 5500

- A. Students of Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the College that are designed to perpetuate its educational purposes.
- B. The College, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.
- C. The provisions of the Standards of Student Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein, at any time, in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.
- D. The Standards of Student Conduct will apply to conduct which occurs on College premises, including hybrid and online classes, and to conduct which occurs elsewhere during the course of a College-sponsored function or activity, or at functions sponsored by the College. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Standards of Student Conduct.
- E. The President will establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The Dean of Student Services is responsible for the administration of the Standards of Student Conduct. In the absence of the Dean of Student Services, the President will appoint a designee to administer the Standards of Student Conduct.
 - 1. Administrative Procedure 5500 will provide definitions used throughout the Administrative Procedures for Standards of Student Conduct;
 - 2. Administrative Procedure 5501 will define the conduct that is subject to discipline;
 - 3. Administrative Procedure 5506 will define Academic Integrity, violations of Academic Integrity, and sanctions for violation; and
 - 4. Administrative Procedure 5520 will identify potential disciplinary

actions, including but not limited to the removal, suspension, or expulsion of a student.

- F. The procedures defining the Standards of Student Conduct will be made widely available to students through the college catalog, the website, and other means.

DEFINITIONS

Administrative Procedure 5501

1. **Definitions:** The following definitions apply for all policy and procedure related to Standards of Student Conduct:
2. **Day** – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.
3. **Expulsion** – Exclusion of the student by the Board of Education from all campuses and programs of Umpqua Community College for one or more years.
4. **Instructor or Faculty Member** – Any academic employee of Umpqua Community College in whose class a student subject to discipline is enrolled, or Life Coach / Counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.
5. **Long-term Suspension** – Exclusion of the student by the Provost and/or President for good cause from all classes and activities of the college for one or more terms.
6. **May** – used in the permissive sense.
7. **ORS** – Oregon Revised Statutes, the codified laws of the State of Oregon.
8. **Umpqua Community College or “the College”** – Umpqua Community College or UCC; includes any College premises, College-sponsored or supervised functions, or at functions sponsored by the College.
9. **Removal from class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.
10. **Shall** – used in the imperative sense.

11. **Short-term suspension** – Exclusion of the student by the Provost and/or President for good cause from one or more classes for a period not longer than 1 academic term.
12. **Student** – Any person currently enrolled as a student at any campus or in any program offered by Umpqua Community College, including academic and certificate programs, dual credit, Career & Technical, Community & Workforce Training, and Adult Basic Skills programs.
13. **Written or verbal reprimand** – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

STUDENT MISCONDUCT

Administrative Procedure 5502

The following are examples of conduct that will constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student as the College deems appropriate. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list.

- I. **Acts which are dishonest, disrespectful, or disruptive**
 - A. Committing acts of dishonesty including but not limited to:
 1. Engaging or participating in forms of academic dishonesty including cheating and plagiarism (including plagiarism in a student publication). Academic integrity is covered in more detail in UCC administrative procedure # 5506.
 2. Knowingly furnishing false information to any staff or faculty member of the College community or College office.
 3. Forging, altering, or misusing a College document, record, or instrument of identification, including information related to a cooperative work experience placement, supervised field experience placement, or clinical placement.
 4. Unauthorized preparation, transfer, distribution, or publication, or any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent side of instruction, including

but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administration procedure.

5. Tampering with the election of any College-recognized student organization.
 6. Attempting to represent or act on behalf of the College, any College-recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
- B. Disruptive behavior, including willful disobedience, repeated profanity or vulgarity, defiance of authority, or abuse of, College personnel.
 - C. Lewd, indecent, or obscene conduct or expression on Umpqua Community College premises
 - D. Libel or slander of another member of the college community.
 - E. Invasion of another person's reasonable right to privacy by any means, including the unauthorized use of surveillance or recording devices on College premises.
 - F. Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 - G. Engaging in or inciting others to engage in dangerous or unlawful acts on College premises, to violate lawful Umpqua Community College administrative procedures, or to disrupt the orderly operation of Umpqua Community College operations or functions.
 - H. Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
 - I. Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by College officials on College premises.

- J. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises.
- K. Aiding, abetting or procuring another person to engage in disruptive conduct on College premises.

II. Acts which are violent, threatening, or harassing

- A. Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the College community.
- B. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an Umpqua Community College employee, which is concurred with by the Provost and/or President.
- C. Unwanted contact or communication of any nature with another student or other member of the College community after being instructed by that person or a College official that such contact or communication is unwelcome or disruptive to the educational process of UCC, as determined by a College official.
- D. Sexual assault or sexual exploitation, regardless of whether the victim is affiliated with Umpqua Community College.
- E. Committing sexual discrimination (including sexual harassment) as defined by law or by Umpqua Community College's policies and procedures.
- F. Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status or activity protected by law.
- G. Engaging in intimidating conduct or bullying against another student or employee through words or actions, including direct physical contact; verbal assaults; repeated teasing or name-calling; social isolation or manipulation; and cyberbullying.
- H. Planning, directing or committing acts of hazing, as defined by ORS 163.197.
- I. Interference by force or by violence (or by threat of force or

violence) with any member of the College community in carrying out his/her duties or studies.

- J. Willful conduct which results in injury or death to a student or employee or which results in damaging or defacing any real or personal property owned or controlled by Umpqua Community College, or personal property of another student or employee.

III. Acts involving unapproved use of cigarettes, drugs, alcohol, or other illicit intoxicants

- A. Unlawful possession, use, sale, offer to sell, or furnishing, any controlled substance, alcoholic beverages, cigarettes and tobacco products, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia. Possession of controlled substances with a valid prescription is not prohibited. You must be 21 to legally possess cigarettes and tobacco products in Oregon.
- B. Appearing or being under the influence of alcohol or illicit substances on College premises.
- C. Smoking in any area where smoking has been prohibited by the law or by regulation of the College or Umpqua Community College.

IV. Acts that threaten campus integrity, safety, and security

- A. Violating any notice against trespass on College premises or unauthorized entry upon Umpqua Community College facilities.
- B. Unauthorized use of Umpqua Community College facilities and/or unauthorized use of College equipment.
- C. Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
- D. Failure to identify oneself to College personnel when requested to do so.
- E. Failure to leave a building or specified work area when directed to do so by College personnel.
- F. Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval, and/or on or in unauthorized places. Removing written or printed messages or materials approved by the College for posting without specific authorization to do so.

- G. Engaging in unauthorized canvassing, sales or solicitation on College premises.
- H. Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other known dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
- I. Unauthorized use of College computers (hardware or software), internet or electronic communications equipment or systems, including but not limited to:
 - 1. Unauthorized entry into a file, to use, read, or change its contents.
 - 2. Unauthorized transfer or copying of a file or files or software.
 - 3. Unauthorized use of another person's identification and password.
 - 4. Use of computing facilities to interfere with the work of another member of the College community.
 - 5. Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
 - 6. Use of computing facilities to interfere with the normal operation of the College computing system.
 - 7. Unauthorized installation of software on College equipment.
 - 8. Tampering with College computer hardware.
 - 9. Any attempt to gain access to College computers or network, on campus or off campus, without authorization (i.e., hacking).
 - 10. Use of computing facilities to conduct personal business activities or illegal activities.
 - 11. Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy. (#3720)
- J. Violation of electronic devices guidelines for personal devices.

- K. Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training, or other animals defined in ORS 346.680, or animals used for instructional purpose.
 - L. Engaging in gambling activities on College premises, except as expressly permitted by law and with written approval from the President or President's designee.
- V. Acts that violate local, state, or federal laws or UCC Board Policies & Administrative Procedures**
- A. Committing or attempting to commit robbery or extortion.
 - B. Stealing or attempting to steal Umpqua Community College property or private property on campus, or knowingly receiving stolen Umpqua Community College property or private property on campus.
 - C. Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
 - D. Abusing or obstructing the Standards of Student Conduct procedures, including but not limited to:
 - 1. Falsifying or misrepresenting information before the Dean of Student Services, hearing panel, or President.
 - 2. Disrupting or interfering with the orderly conduct of the hearings panel.
 - 3. Instituting a College grievance knowingly without cause.
 - 4. Attempting to discourage an individual's proper participation, or use of, the College hearings.
 - 5. Attempting to influence the impartiality of the Dean of Student Services or members of a hearing panel, prior to, during, and/or after a hearing panel.
 - 6. Harassing (verbal or physical) and/or intimidating the Dean of Student Services, member of a hearings panel, or other College employee prior to, during, and/or after a College hearings panel.

7. Failing to comply with the sanction(s) imposed under the Standards of Student Conduct
 8. Influencing or attempting to influence or aiding another person to commit any of the prohibited acts above.
- E. Violating published Board of Education or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
- F. Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.

HAZING

Administrative Procedure 5505

- A. Hazing is not permitted at Umpqua Community College. No individual, student organization, club, team, or any other College-affiliated student group is permitted to plan, engage in, or condone hazing, on or off the Umpqua Community College campus.
1. "Hazing" includes, but is not limited to:
 - a) To subject an individual to whipping, beating, striking, branding or electronic shocking, to place a harmful substance on an individual's body or to subject an individual to other similar forms of physical brutality;
 - b) To subject an individual to sleep deprivation, exposure to the elements, confinement in a small space or other similar activity that subjects the individual to an unreasonable risk of harm or adversely affects the physical health or safety of the individual;
 - c) To compel an individual to consume food, liquid, alcohol, cannabis, controlled substances or other substances that subject the individual to an unreasonable risk of harm or adversely affect the physical health or safety of the individual; or

- d) To induce, cause or require an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- B. This policy is not intended to prohibit or sanction the following conduct:
 - 1. Customary public athletic events, contests, or competitions that are sponsored by the College; or
 - 2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.
- C. Umpqua Community College encourages all members of the College community who believe that they have witnessed, experienced, or are aware of conduct that violates this policy to report the violation to the Dean of Student Services. In the absence of the Dean of Student Services, reports are made to the Provost.
- D. Should the College become aware of hazing by a student organization or any of its members, the College may immediately suspend the organization or group pending an investigation into the allegations. Allegations of hazing are resolved in accordance with the student conduct process. Students and/or student organizations found responsible for violating this policy are subject to the full range of disciplinary sanctions. For more information, refer to BP/AP 5500 Standards of Student Conduct.

NOTE: Oregon law requires community colleges and universities to provide an annual report to the legislature on the number of hazing incidents reported and investigated during the previous academic year.

ACADEMIC INTEGRITY

Administrative Procedure 5506

I. Introduction

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but also to the academic reputation of UCC as a whole. Academic dishonesty

jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

II. Academic Dishonesty

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Cheating on any graded assignment; cheating is defined as any of the following:
 - a. Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
 - b. Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
2. Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.
3. Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
4. Submitting one's own previously graded work as a new assignment without the instructor's permission.
5. Plagiarism or the presenting as one's own work the work of another writer without acknowledgement of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or another source such as the Internet.
6. Fabrication or falsification of any information, research, data, references or clinical records.

7. Assisting another student to engage in any form of academic dishonesty.
8. Turning in work which was completed, all or in part, by an individual other than the student.
9. Tampering with evaluation devices or documents.
10. Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/ assignment or participation in being impersonated by another student.
11. Use of electronic devices, including cell phones, smart watches, or other similar wireless devices to convey information relevant to the test, quiz, or other student assessment, during any test, quiz, or other student assessment.

III. Immediate Sanctions for Academic Dishonesty

1. **Zero or "F" grade for assignment.** An instructor may immediately issue a zero or "F" grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup
2. **Zero or "F" grade in course.** An instructor has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of "F" for a course if the instructor has documented that the student has engaged in egregious acts of academic dishonesty.
3. **Request for administrative sanctions.** An instructor or department chair may petition the Dean of Student Services to apply administrative sanctions. Administrative sanctions include:
 - a. Complete withdrawal from all courses (with no possibility of refund);
 - b. Disciplinary suspension from the student's academic program (if applicable); and/or
 - c. Disciplinary suspension from the college.

IV. Process

Step 1: Filing of Report

The instructor will file a written report of the act of academic dishonesty with the Department Chair, Chief Academic Officer,

Dean of Student Services, and Registrar within 5 days of when the instructor discovered the act of dishonesty.

Step 2: Filing of Standards of Student Conduct Violation

Pursuant to Administrative Policy 5520, the instructor or department chair may initiate disciplinary proceedings by filing a Standards of Student Conduct violation with the Dean of Student Services.

Independent of the instructor, department chair, or Chief Academic Officer, the Dean of Student Services may choose to initiate disciplinary proceedings based on the written report of the student's act submitted by the instructor.

Step 3: Disciplinary Proceedings

Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with Administrative Procedure 5520, Student Discipline.

Step 4: Grievance/Appeals

Pursuant to Administrative Procedure 5535, Student Grievances, the student may grieve the instructor's decision.

Pursuant to Administrative Procedure 5520, Student Discipline, if additional disciplinary sanctions are imposed, the student may grieve the Dean of Student Services' decision.

STANDARDS OF STUDENT CONDUCT

Administrative Procedure 5520

I. Introduction

- A. Umpqua Community College will discipline students in accordance with UCC policy, and state and federal law. In keeping with the educational purposes of the College, disciplinary actions other than those requiring expulsion are intended to be educational and restorative, rather than punitive. In determining or recommending a sanction for misconduct, all relevant factors will be considered, including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, and the student's past disciplinary record, if any.
- B. The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students

involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

- C. These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions and will not be used to punish expression that is protected.
- D. The President of Umpqua Community College designates the Dean of Student Services to implement the procedures as outlined in this Administrative Procedure.

II. Informal Process

- A. The informal procedure attempts to resolve the matter through cooperative meetings with the parties involved short of a written charge of misconduct, investigation, and disciplinary action. The Dean of Student Services will work with the parties involved to facilitate meetings.
- B. If the parties are not satisfied with the informal discussion and any suggested resolution, a formal written charge of misconduct may be filed.
- C. **Informal Sanctions** – In a restorative justice model, all parties involved may wish to pursue natural and logical consequences that keep the student(s) in classes and in the college community, while also working to restore the relationships and status of everybody involved prior to the behavior(s) in violation of the Standards of Student Conduct. The imposition of informal sanctions must be related to the nature of the violation and agreed upon by all parties. Creative ideas to restore the situation are encouraged. The following are examples of informal sanctions:
 - 1. Restitution or reimbursement for damage to, or misappropriation of property which may take the form of monetary or material replacement or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
 - 2. Service to the community or other related discretionary assignments.
 - 3. Educational activities and/or training.

4. Decision-making skills workshops/peer education, written responses to posed questions.
5. Mandatory counseling or therapy, possibly at the student's cost.
6. Revocation of degree, holding transcripts, removal from specific courses.
7. Loss of institutional grants, scholarships, and/or merit awards.
8. Loss of privileges or denial of specified privileges for a designated period of time up to an academic year.
9. Exclusion from a portion of the campus (which may result in the filing of a trespass complaint with the Douglas County Sheriff's office if violated).

III. Formal Process: Short-term suspensions, Long-term suspensions, and Expulsions

If the informal process does not resolve the initial complaint against the student, then the following procedures for disciplinary action apply.

A. Step 1: Filing of Complaint

Any employee or student of the College may file a complaint against any student for misconduct. The complaint shall be prepared in writing, be signed, and shall contain the student's name and contact information (if readily available) and a statement of concern with full and relevant detail and documentation. The written documentation shall be submitted to (or by) the Dean of Student Services within 10 days after the event or behavior is discovered.

B. Step 2: Initial Determinations

If the Dean of Student Services or their designee deems it appropriate, one or more of the following measures may be taken prior to or in lieu of formal disciplinary action.

1. Disciplinary Admonition & Warning

Disciplinary Admonition and Warning means oral or written notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in more serious disciplinary action by the Dean of Student Services. The oral or written notice should be documented in the student's file.

2. Removal from Class or Campus

- a. Any instructor may order a student removed from their class for the day of the removal and the next class meeting for violations of the Standards of Student Conduct. The instructor shall immediately report (verbally or email) the removal to the appropriate Department Chair, Chief Academic Officer, and the Dean of Student Services, and will provide a written report to the Dean of Student Services within one day of the incident. If the instructor or the student requests, the Dean of Student Services shall arrange for a conference between the student and the instructor regarding the removal, and shall attend the conference if further requested.
- b. During a temporary class exclusion, the student will be provided a means of obtaining assignments, presenting assignments to the faculty member, completing projects and/or taking examinations without penalty. For a campus-wide exclusion, the student's instructors will be responsible for providing a means of obtaining assignments, presenting assignments, completing projects, and/or taking examinations without penalty. A temporary exclusion will become effective immediately upon verbal notice to the student.
- c. Nothing herein will prevent the Dean of Student Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

3. Summary Exclusion from Campus

- a. In certain circumstances, the Dean of Student Services may impose an exclusion sanction, whereby a student is excluded from classes or activities pending a hearing before a hearings panel and imposition of formal sanctions. In such a case, a student's health, behavior, or other actions are deemed to be so serious that the continued presence of the student in the College community represents a serious and immediate threat to the health, welfare, and safety of the College community and to the ongoing educational activities of the College.
- b. The student may be subject to exclusion when deemed necessary to ensure the student's own physical and

emotional safety and wellbeing; safety and well-being of member of the College community; preservation of college property, or stability and continuance of normal College operations and functions. The determination of the seriousness of the act(s) shall be the sole discretion of the Dean of Student Services, Provost, or President.

- c. Prior to imposing a summary exclusion, the Dean of Student Services will meet with the student, unless it can be shown that such a meeting is impossible or unreasonably difficult to afford. The student will be provided with a written notice of the exclusion. A summary exclusion will become effective immediately upon the written notice being delivered to the student.
- d. A summary exclusion is a temporary action that will be enforced and shall be in effect only until such time as a formal disciplinary hearing and resulting decision-making process has been completed. Determination of continuing exclusion (or formal suspension) or expulsion will be made through the formal hearing process.
- e. Summary exclusion may not be appealed prior to the required formal discipline hearing.

C. Step 3: Notice and Meeting

1. Upon receipt of written complaint regarding violations of the Standards of Student Conduct, the Dean of Student Services will review the documentation, conduct an investigation, and determine whether to move forward with a recommendation for additional sanctions.
2. If further disciplinary action is indicated, the Dean of Student Services (or designee) will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
 - a. the specific section of the Standards of Student Conduct that the student is accused of violating.
 - b. a short statement of the facts supporting the accusation.
 - c. the right of the student to meet with the Dean of Student Services or designee, to discuss the accusation, or to respond in writing.
 - d. the nature of the discipline that is being considered.

3. **Time limits** – the notice must be provided to the student within 10 days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 10 days of the last incident which led to the decision to take disciplinary action.
4. **Meeting** – If the student chooses to meet with the Dean of Student Services, the meeting must occur no later than 10 days after the notice is provided. At the meeting, the student will be told the facts leading to the accusation, and will be given an opportunity to respond verbally or in writing to the accusation. The Dean of Student Services will review the possible disciplinary actions that could be taken, and the student will be given an opportunity to respond.
5. **Initial Findings** – After meeting with the student, the Dean of Student Services has the option to discuss the charges as having no grounds for further review, if the Dean concludes that the charges are: untimely; being concurrently reviewed in another forum; previously decided pursuant to this procedure; frivolous; or filed in bad faith. The Dean may also determine if the charges can be disposed of by mutual consent of the parties involved on a basis acceptable to the Dean and the parties. The Dean may also determine that the charges have merit, cannot be disposed of by mutual consent, and may impose both formal and/or supplemental sanctions. Verbal notice of the initial findings may be provided to the student at the conclusion of the meeting.

If the student does not respond to a request for a meeting with the Dean of Student Services, the Dean will move forward to assess initial findings. If so determined, the Dean will place an Administrative Hold on a student's account (which will prohibit a student from registering and/or accessing an official student transcript), which will be in place until the student meets with the Dean of Student Services. The investigation will be completed and a report, not including the student's statement, will be submitted to the President and placed on hold until the student initiates contact with the Dean of Student Services. At the time that a student initiates contact, the Dean of Student Services will review the report and meet with the student.

D. Step 4: Initial Determination

Within 5 days after the investigation is complete, the Dean

of Student Services, or designee, will determine whether the student's conduct in a specific instance is in violation of the Standards of Student Conduct, whether to end the matter, or whether to refer the matter to an impartial hearing panel; **and will notify the student about the decision in writing, electronically.** If the complaint is brought before a hearing panel, disciplinary sanctions may include, but are not limited to, the following:

- a. Disciplinary reprimand
- b. Disciplinary probation
- c. Short term suspension
- d. Long term suspension
- e. Expulsion

E. Step 5: Hearing Procedures

Within 5 days after receipt of the Dean of Student Services' decision regarding the complaint of violation of the Standards of Student Conduct, if additional sanctions are recommended beyond the initial determinations, a Hearing Panel will be convened by the President or designee. Hearing procedures will be suspended in the case of a student's failure to respond to the Dean's request to meet.

1. Schedule of Hearing

The formal hearing shall be held within 15 days after the student has been notified of the Dean's decision and, if applicable, recommendation to the President.

2. Hearing Panel

The hearing panel for any disciplinary action shall be composed of the President, or designee, an administrator, a classified employee, a faculty member, and a student. The President, or designee will not serve as the chair of the hearing panel; the chair will be selected by the panel.

3. Conduct of the Hearing

The members of the hearing panel shall be provided with a copy of the initial report against the student, the investigation report submitted by the Dean of Student Services, any written response provided by the student, and any other collected evidence, before the hearing begins.

- a. The facts and evidence supporting the charges of misconduct shall be presented by the Dean of Student Services or designee.
- b. The Dean of Student Services or designee and the student may call witnesses and introduce oral and written statements relevant to the issues of the matter.
- c. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- d. Unless the hearing panel determines to proceed otherwise, the Dean of Student Services/designee and the student shall each be permitted to make an opening statement. Thereafter, the Dean shall make the first presentation, followed by the student. The Dean may present rebuttal evidence after the student completes their evidence. The burden shall be on the Dean to prove by the preponderance of the evidence that the facts alleged are true.
- e. The student may self-represent and may also have the right to be represented by a person of their choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the College may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- f. The Hearing shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.
- g. In a closed hearing, witnesses shall not be present at the hearing when not providing oral statements, unless all parties and the panel agree to the contrary.
- h. Within 5 days following the close of the hearing, the chair of the hearing panel shall prepare and send to the President or designee a written recommendation

regarding the initial complaint. The recommendation shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

F. Step 6: President's Decision

1. Within 5 days following receipt of the hearing panel's recommended decision regarding disciplinary action against a student found to have violated the Standards of Student Conduct, the President or designee shall render a final written decision. The President or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the President modifies, or rejects the hearing panel's decision, he or she shall review the documentation and record (if made) of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. Written notice of the decision will be provided to the student and will be placed in a student's file. The President's decision shall be final.

a. Disciplinary Reprimand

If the President imposes a Disciplinary Reprimand, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that continued misconduct may result in more serious disciplinary action. Written notice of a disciplinary reprimand will be placed in the student's file.

b. Disciplinary Probation

If the President imposes a Disciplinary Probation, written notice of the decision will be provided to the student and will indicate that a student may continue to be enrolled under stated conditions. Probation is for a fixed period of

time up to one year and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college policy, regulation, or Standards of Student Conduct during the probationary period. Disciplinary probation may include defining specific behaviors that the student must follow to remain a part of the College community. Written notice of disciplinary probation will be placed in the student's file.

c. Short-term suspension

If the President imposes a short-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of a short-term suspension will be placed in a student's file. The decision of the President shall be final.

d. Long-term suspension

If the President imposes a long-term suspension, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of a long-term suspension will be placed in a student's file. The decision of the President shall be final.

e. Expulsion

If the President imposes an expulsion, written notice of the decision will be provided to the student and will state that a student's conduct in a specific instance is in violation of the College standards and that further misconduct may result in more serious disciplinary action. Written notice of an expulsion will be placed in a student's file. The decision of the President shall be final.

G. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

IV. Referral to Outside Authorities

If a student is in violation of federal and/or state laws on campus, or at college-sponsored activities, it is the practice of the College to report offenses to local law enforcement agencies for prosecution. The College reserves the right to discipline a student even if no action is taken by the local law enforcement agency.

STUDENT RESPONSIBILITIES, RIGHTS, AND FREEDOMS

Administrative Procedure 5530

I. Student Responsibilities

A. Students will be responsible for:

1. Learning the substance of any course of study for which they are enrolled, participating in class activities, and knowing the rules and regulations governing the educational community.
2. Following the lawful direction of college personnel, including providing information and personal identification when requested.
3. Respecting the teaching/learning environment by interacting with civility within the classroom, including face-to-face, online, and hybrid class formats, and following safety guidelines.
4. Respecting the rights of others and cooperating to ensure that such rights are protected.
5. Exercising dissent in a responsible manner and within a framework compatible with the orderly resolution of differences.
6. Maintaining honesty and integrity in all work (as outlined in the Academic Integrity policy), communication, and interactions.
7. Properly using college equipment, computers and facilities, including timely return of loaned equipment/materials.
8. Complying with all college policies and regulations, including those posted in labs and classrooms.
9. Complying with local, state, and federal laws.
10. Utilizing established procedures to influence change or

challenge UCC policies and regulations.

II. Student Rights

A. Students will have the right to:

1. Be protected against improper academic evaluation. Students have protection through orderly procedures against unfair academic evaluation. Students' grades will be based solely on academic achievement, unless otherwise specified by the instructor in writing in the syllabus.
2. Confidentiality of student records. Umpqua Community College will abide by federal and state regulations regarding the privacy of student records and comply with the law regarding access procedures.
3. Due process in disciplinary proceedings. Students will have the right to be notified of the charges, will be afforded the opportunity to be heard, and will have the right to be assisted without prejudice by an advisor who may be an attorney.
4. Reasonable accommodation. UCC is committed to providing opportunities to students with disabilities in order for them to have meaningful access to college programs and services.

III. Student Freedoms

A. Students will be free to:

1. Organize and join associations to promote their common interests subject to the formal requirements for recognition by the Associated Students of Umpqua Community College (ASUCC), the college's Student Government, as a condition of institutional recognition.
2. State any reasoned exception to information or views offered in any course of study and to reserve judgment about matters of opinion without it affecting their grade as long as the disagreement is not disruptive to the instructional process.
3. Examine and discuss all questions of interest to them and express opinions publicly and privately. In accordance with Board Policy 723 Free Speech and Distribution of Materials, students will be free to support causes by orderly means, in ways that do not disrupt the regular and essential operation of the College or violate college policies or procedures.

4. Participate in institutional governance. The Associated Students of Umpqua Community College (ASUCC) Leadership Board serves as the student government body, and through this body, students are afforded the right to have student representation on selected UCC councils and committees.
 5. Engage in free and responsible discussion through student publications and student press, in conformance with local, state and federal laws and professional codes.
- B. Students will be free from:
1. Unlawful discrimination. In order for Umpqua Community College to maintain a place of learning and work that is free of unlawful discrimination Umpqua Community College and its Board of Education provide equal educational and employment opportunities and provide service benefits to all individuals without regard to sex, race, color, religion, national or ethnic origin, place of birth, age, sexual orientation, gender identity or expression, marital status, disability, political affiliation or belief, GED, veteran status, or/and other status or characteristic protected by applicable state or federal law.
 2. Unlawful harassment. Umpqua Community College is committed to providing a learning and working environment free of harassment.
 3. Sexual harassment/sexual assault. Umpqua Community College is committed to providing all individuals with the opportunity to work and learn in an environment free from sexual harassment/sexual assault.

STUDENT GRIEVANCES

Administrative Procedure 5535

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures will be available to any student who reasonably believes a college decision or action has adversely affected their status, rights, or privileges as a student. The procedures will include, but not be limited to, grievances regarding:

1. Course grades

2. The exercise of rights of free expression protected by state and federal constitutions
3. Violations of Board Policy and/or Administrative Procedures

This procedure does not apply to:

1. Student disciplinary actions, which are covered under separate board policies and administrative procedures.
2. Parking citations (i.e. "tickets"); complaints about citations must be directed to the Office of Safety and Security.
3. Disability grievances
4. Title IX grievances

I. Definitions

- A. **Complaint** – An informal method to discuss a matter of concern, brought by a student or employee to an administrative employee of the College, which may have implications that a College Board Policy and/or Administrative Procedure may have been violated, in order to determine if a grievance is warranted. A complaint is also a method for voicing dissatisfaction with services and instruction received at UCC to a supervisor of a department or program at the College.
- B. **Day** – Unless otherwise defined, day will mean a day during which the college is in session and regularly scheduled classes as published in the term schedule are held, excluding Saturdays and Sundays.
- C. **Grievance** – A formal process initiated by a student or employee when they believe an employee, department, or the College has acted in violation of the College's Board Policies and/or Administrative Procedures, or local, state, or federal laws.
- D. **Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" will not include the Grievance Hearing Panel or the College Grievance Officer.
- E. **President** – The President of Umpqua Community College (UCC) or a designated representative of UCC.
- F. **Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant will be limited to a complaint

regarding denial of admission. Former students will be limited to grievances relating to course grades.

- G. **Respondent** – Any person claimed by a complainant to be responsible for the alleged grievance.

II. Procedures for Informal Resolution

- A. **Informal Resolution** – Each student who has a grievance will make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and will attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor or department chair, and the Dean/Director who oversees the UCC department.
 - 1. The Provost or designee will appoint an employee who will assist students in seeking resolution by informal means. This person will serve as a student's Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board in attempting to resolve a grievance informally.
 - 2. Any student who believes they have a grievance will file a Statement of Grievance with the Grievance Officer within 15 days of the incident on which the grievance is based, or 15 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official; failure to take this first step in the grievance process will render the grievance waived. The Statement of Grievance must include a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issues involved, the policies or rights involved, and the relief sought. Within 5 days following receipt of the Statement of Grievance Form, the Grievance Officer will advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.
 - 3. If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint, which is satisfactory to the student, the student will have the right to request a grievance hearing.

III. Procedures for a Formal Grievance

- A. **Grievance Hearing Panel** – The President or designee will, at the beginning of each academic year, establish a standing panel of 12 members of the college community, including 3 students, 3 faculty members, 3 classified employees, and 3 administrators, from which one or more grievance hearing panels may be appointed. The panel will be established with the advice and assistance of the Associated Students of Umpqua Community College (ASUCC) Leadership Board, Faculty Association, Classified Association, and Administrator Group, who will each submit 3 or more names to the President or designee for inclusion on the panel annually. A Grievance Hearing Panel will be constituted in accordance with the following:
1. The panel will include a minimum of 1 student, 1 faculty member, 1 classified employee, and 1 administrator selected from the panel described above, as selected by the President or designee. Membership will be based on availability and lack of partiality.
 2. No person will serve as a member of a Grievance Hearing Panel if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing panel prior to the beginning of the hearing by addressing a challenge to the President or designee, who will determine whether cause for disqualification has been shown. If the President or designee feels that sufficient ground for removal of a member or members of the panel has been presented, the President or designee will remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
 3. The Grievance Officer will sit with the Grievance Hearing Panel but will not serve as a member nor vote. The Grievance Officer will coordinate all scheduling of hearings, will serve to assist all parties and the Grievance Hearing Panel to facilitate a full, fair and efficient resolution of the grievance, and will avoid an adversary role.

B. Request for Grievance Hearing

1. Any request for a grievance hearing will be filed on a Request for a Grievance Hearing within 20 days after filing the Statement of Grievance as described above.
2. Within 10 days following receipt of the request for a grievance hearing, the President or designee will appoint a Grievance Hearing Panel as described above, and the Grievance Hearing Panel will meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.
3. The determination of whether the Statement of Grievance presents sufficient grounds for a hearing will be based on the following:
 - a. The statement contains information which, if true, would constitute a grievance under these procedures;
 - b. The grievant is a student as defined in these procedures, which include applicants and former students;
 - c. The grievant is personally and directly affected by the alleged grievance;
 - d. The grievance was filed in a timely manner;
 - e. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
4. If the grievance does not meet each of the requirements, the Hearing Panel chair will notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 3 days of the date of the decision is made by the Grievance Hearing Panel.
5. If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer will schedule a grievance hearing. The hearing will begin within 10 days following the decision to grant a Grievance Hearing. All parties to the grievance will be given not less than 5 days' notice of the date, time, and place of the hearing.

C. Hearing Procedure

1. The decision of the Grievance Hearing Panel chair will be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
2. The members of the Grievance Hearing Panel will be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.
3. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
4. Formal rules of evidence will not apply. Any relevant evidence will be admitted.
5. Unless the Grievance Hearing Panel determines to proceed otherwise, each party to the grievance will be permitted to make an opening statement. Thereafter, the grievant or grievants will make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden will be on the grievant(s) to prove by substantial evidence that the allegations are true and that a grievance has been established as specified above.
6. Each party to the grievance may represent themselves, and may also have the right to be represented by a person of their choice; except that a party will not be represented by an attorney unless, in the judgement of the Grievance Hearing Panel, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 3 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party will have the right to be represented by an attorney. The hearing panel may also request legal assistance through the President or designee, or Director of Human Resources. Any legal advisor provided to the hearing panel may sit with it in an advisory capacity to provide legal counsel but will not be a member of the panel nor vote with it.
7. Hearings will be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 3 days prior to the date of the hearing.

8. In a closed hearing, witnesses will not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
9. Within 10 days following the close of the hearing, the Grievance Hearing Panel will prepare and send to the President or designee a written decision. The decision will include specific factual findings regarding the grievance, and will include specific conclusions regarding whether a grievance has been established as defined above. The decision will also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision will be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

D. President's Decision

Within 7 days following receipt of the Grievance Hearing Panel's decision and recommendation(s), the President or designee will send to all parties their written decision, together with the Hearing Panel's decision and recommendations. The President or designee may accept or reject the findings, decisions, and recommendations of the Grievance Hearing Panel. The factual findings of the Grievance Hearing Panel will be accorded great weight; if the President or designee does not accept the decision or a finding or recommendation of the Grievance Hearing Panel, the President or designee will review the record of the hearing, and will prepare a new written decision, which contains specific factual findings and conclusions. The decision of the President or designee will be final.

E. Time Limits

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.