

# POLICIES

This section provides details concerning what each student needs to know about the College's academic expectations. For answers to specific questions about College policies, please contact Enrollment Services at [welcome@cocc.edu](mailto:welcome@cocc.edu) or 541-383-7500.

## Academic Warning Policy

Students are considered to be in good academic standing if they earn a minimum 2.0 GPA each term. Certificate and degree seeking students not meeting this requirement receive an academic warning. All students on academic warning will be sent an email to their COCC email account specific to their situation the day after grades are processed; it is the student's responsibility to monitor their academic standing and complete academic warning requirements in a timely manner. Note: Students who do not have an assigned advisor may request one through CAP Services or Admissions and Records; students on academic warning may not be self-advised, and students who were self-advised must meet with an advisor; students may not change advisors while on academic warning.

Academic warning descriptions and requirements are as follows:

### First Academic Warning

When students earn less than a 2.0 term GPA, they are placed on first academic warning. At this stage, students are strongly encouraged to meet with their advisor prior to registration.

### Second Academic Warning

When students earn less than a 2.0 term GPA for two consecutive terms, they are placed on second academic warning. At this stage, students are required to meet with an academic advisor and complete the second academic warning worksheet. The worksheet must be submitted to Admissions and Records no later than 5 p.m. on Monday of the second week of the following term. If students are preregistered and fail to complete these steps, their registrations will be voided and a full tuition and fees refund issued (bookstore expenses may not be refundable). Second academic warning students will be prevented from registering for one calendar year or until they complete the second academic warning worksheet.

### Third Academic Warning

When students earn less than a 2.0 term GPA for three consecutive terms, they are placed on third academic warning. At this stage, students must complete the academic reinstatement petition with their advisor and submit the petition to Admissions and Records no later than 5 p.m. on Monday of the second week of the following term. The Academic Reinstatement Committee will review completed petitions no later than Wednesday of that week. The Committee has three options:

- Approve the petition as is: Students continue attending classes, following the requirements of the petition. If students fail to follow the academic plan or requirements, their registration in classes may be voided, and their petition is considered denied.
- Approve the petition with revisions: If students fail to follow the revised academic plan or requirements, their registration in classes may be voided, and their petition is considered denied.
- Deny the petition: If denied, students will not be allowed to continue or register for classes; any current registrations will be voided and a full-tuition/fee refund will be issued (bookstore expenses may not be refundable). Students may petition for reinstatement the following

term or cease to attend classes for one calendar year. After one year, students may re-enroll and begin classes as if no academic warnings existed (grades on students' transcripts remain the same).

All petitions are final and are not subject to appeal unless there is information pertinent to the outcome that was not submitted at the time of the initial request.

Note: Students on third academic warning may be required to participate in an activity or activities specifically chosen to address why they received three academic warnings. Depending on circumstances, this could be: attending a study skills class or workshop; meeting with a personal counselor to talk about time management, stress management, or life situations; attending a career counseling workshop or class; other options recommended by the advisor. If students do not follow through with this activity or activities, they will be dropped from that term's classes. Financial aid recipients will need to pay back a prorated amount of their funding. See the [financial aid withdrawal penalty policy](#).

If students are preregistered and fail to complete the petition, their registrations will be voided and a full tuition and fees refund issued, except books. Third academic warning students will be prevented from registering for one calendar year or until such time as their academic reinstatement petition is approved.

### Fourth Academic Warning

When students earn below a 2.0 term GPA for four consecutive terms, they receive a fourth academic warning and are blocked from all registration in credit classes for one calendar year. After one year, students may re-enroll and start their academic record as if no academic warnings existed. The student transcript, however, will remain the same.

## Credit for Prior Learning

Credit for prior learning is defined as credit obtained through evidence-based assessment of learning that occurs outside of traditional college-level coursework that includes these types of assessments:

- American Council on Education credit recommendation (military service, non-collegiate learning)
- College-Level Examination Program (CLEP)
- Credit for prior industry certifications (CPC)
- Course challenge

### ACE Credit Recommendations

The American Council on Education (ACE) is a college credit recommendation service that evaluates workforce training and makes suggestions for academic credit. In most cases the College will accept the recommendations in the ACE National Guide. To be considered for college credit, students must submit official ACE transcripts.

ACE guidelines will be used when considering military credit for courses (not occupations) documented on the DD-214 and/or other official training documents. Typically, credit is considered only when it is equivalent to regular course offerings at the College, when it is not duplicated, and when it is applicable to a student's degree requirements.

### College Level Examination Program (CLEP)

The College recognizes CLEP achievement by awarding credit to students with satisfactory scores on CLEP exams. A [CLEP equivalency table](#)

outlining how credit will be awarded is maintained on the college website. Credit is applied to a student's record after the student has been admitted to the College and official transcripts have been received by the Admissions and Records office.

Students may arrange to take the CLEP tests at the Tutoring Center by calling 541-383-7539.

## Credit for Prior Certification

Students in career and technical education programs may receive credit for prior certification if they have completed a course, training, or other program that is taught to state, national or other officially recognized standards. Credit is not awarded for other life experiences. Students interested in receiving credit for prior certification must submit official copies of prior certifications to the program director, along with a credit for prior certification request form. Once approved, students will then forward the documentation to the Transcript and Degree Evaluation department in Admissions and Records. The student must pay a \$40 per course fee before credits will be awarded.

Credits will be posted at the top of the student's transcript in a section titled "Credit for Prior Certification" so it will not be confused with regular college coursework. The College's awarding of credit does not guarantee that the credit will be accepted by another higher education institution. Each institution establishes its own credit for prior certification policy and will evaluate prior certification based on their policy.

Credit for prior certification may not be used to acquire full-time status or to meet eligibility requirements for any other purpose, such as financial aid, veteran benefits, or scholarships. Credit for prior certification does not apply to meeting residency requirements for a COCC certificate or degree.

## Challenge Courses

Students who have knowledge and experience similar to a particular course's content may challenge a course and receive credit for that course. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than courses in which they have already demonstrated competency nor at a lower level than courses in which the student has already registered.
- Students may not challenge courses which they have already taken.
- Students may not challenge courses in which experiencing the course itself is essential.
- Challenged courses do not apply to meeting residency requirements for a certificate or degree.
- Challenged courses do not count in determining financial aid eligibility.

In order to assess whether or not the student has a reasonable chance of successfully challenging a course, a student must receive permission from a faculty member in the subject area and the department chair before challenging a course. If approved, the student and department complete the challenge petition form. This must be completed by the end of the second week of the term. The challenge paper or final must be completed before the end of the term.

Challenged courses are charged the regular tuition rate payable at the time the completed petition is processed through the Admissions and Records office. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled only at the instructor's discretion in extraordinary circumstances. A grade

of pass or no pass is assigned, where a pass is earned for performance equivalent to a grade of B- or higher. Students may not re-challenge a course if they do not pass the first attempt. View the [Course Challenge policy](#) for complete details.

## Computer Competency Requirement

Some associate degrees require students to demonstrate basic computer skills before graduation. To meet this requirement, students must successfully complete CIS 120 Computer Concepts or pass the IC3 GS6 Digital Literacy Level 2 exam.

The IC3 exam may be taken at the Tutoring and Testing Center or any authorized Certiport Authorized Testing Center. Locally, appointments can be made through the Tutoring and Testing Center located in the lower level of the Barber Library. A \$35 fee is charged and may include one free re-take. If a student needs to retake the exam a third time, another fee is charged.

Passing the certification test does not provide students with course credit; instead, a notation is placed on the student's record so that the testing may be used to meet degree requirements. Passing CIS 120 Computer Concepts demonstrates digital literacy and results in a letter grade and four credits on a transcript.

Specific CIS courses may be required in some Associate of Science or Associate of Applied Science programs, and the competency test will not substitute for that. See individual program descriptions for details.

## Dean's List

Students enrolled in 12 or more graded credits who receive a term GPA of 3.60 or better will have a dean's list notation on their official transcript each term that the GPA is earned. The dean's list will be published each term.

## Grade Changes

Instructors are entirely responsible for assigning grades. A student who disputes the final grade (A–F, P, NP) in a course should meet with the instructor to review the grade. If not satisfied, the student may meet with the department chair, who can further review the grade with the instructor. If the student believes that the grade is arbitrary or capricious, the student has recourse through the College's [grade appeal procedure](#).

Students who wish a change of grade to (or from) W or X must submit a petition directly to the Admissions and Records office. Requests for grade changes are considered only within one year of the grade being awarded.

## Grading on Attendance

With the exception of the College's administrative withdrawal policy, the individual instructor or department determines grading on attendance in class and/or participation. Instructors requiring attendance in class and/or participation to count in students' overall grades will outline expectations and procedures in their respective syllabi.

## Grading Policy

End-of-term grades are available via the student's Bobcat Web Account only and will not be mailed or provided over the phone.

Only the grades in the following list may be assigned. All courses graded with a P, NP, W, X, I, and IP do not apply to GPA.

To calculate GPA, multiply the number of credits for each course by the grade points for the grade received in that course (grade points listed below). Add these numbers together and divide by the total number of graded credits for that term. Include F grades and exclude P, NP, W, X, I, and IP grades.

Grade	Points	Description
A	4.0	outstanding performance
A-	3.7	superior
B+	3.3	excellent
B	3.0	very good
B-	2.7	good
C+	2.3	better than satisfactory
C	2.0	satisfactory
D	1.0	passing <sup>1</sup>
F	0	not passing
P		pass: not computed in GPA; applies toward percentage of credits completed; may be awarded only in authorized classes
NP		no pass: not computed in GPA; may be awarded only in authorized classes
W		withdraw: not computed in GPA; must be assigned by Admissions and Records office
IP		course in progress
I		incomplete: not computed in GPA; will convert to F if requirements of the incomplete grade contract are not met by the end of the following term
X		audit: not computed in GPA; does not meet graduation requirements; not eligible for financial aid

<sup>1</sup> Note: Courses in which D grades are earned may not be used in the Associate of Arts Oregon Transfer, Associate of Arts Transfer, or Associate of Science Transfer and may have limitations in specific certificate or degree programs. D grades are not considered passing for prerequisite courses.

## Pass/No Pass

Pass is interpreted as a C or higher. Courses using the pass/no pass option have been deemed inappropriate to use standard letter grading. Credits are awarded but not calculated in GPA.

## Challenge Course Pass/No Pass

All challenge examinations will be graded on the pass/no pass basis. The standard for a P in challenge courses is performance at the level of a grade of B- or higher. Credits are awarded but not calculated in GPA.

## Withdrawal

Students who withdraw from full-term courses between the eighth week of the term and the Wednesday before finals week will receive a W on their transcript. For short-term courses, proportional times will be used. The W is not computed in a student's GPA. Instructor permission is required.

## In Progress

An IP notation is made on a transcript if the course is currently in progress. At the end of the course, a grade will be entered.

## Incomplete

Incomplete grades are assigned at the instructor's discretion when non-academic extenuating circumstances prevented a student from completion, but there is a reasonable expectation that the student can successfully complete the course. An incomplete is not a substitution for a failing grade. A contract detailing the conditions for work completion is required and must be completed before the end of the term. An incomplete grade will not count toward academic warning but may affect satisfactory academic progress and financial aid eligibility.

The default deadline for incomplete work to be submitted is automatically set to the end of the following term (excluding Summer term). If contract requirements have been met, the instructor will assign the appropriate grade; if contract requirements are not fulfilled by the deadline, the I grade will convert to a F or NP (based on the course setup). The instructor may extend the incomplete up to four terms following the original term of enrollment.

Students and instructors are expected to complete an incomplete grade contract in order to outline remaining requirements.

## Audit

Students who want the experience of taking a particular credit class but do not want to receive college credit may choose to audit any of the College's courses. An audit does not require students to meet specific course requirements, but students should participate fully in class activities. Note the following:

- X appears on the transcript.
- X is not calculated into a student's GPA.
- Tuition is the same as classes taken for credit.
- Audited courses do not meet graduation or transfer requirements and are not eligible for financial aid.
- A student may convert audit status to regular status and vice versa before the end of the seventh week of the term for full-term classes.

## Graduation

The College will automatically award certificates or degrees upon completion of the requirements in the student's declared program. No application is necessary. Students will be notified of their progress as they approach completion and again after the certificate or degree has been awarded. Students use GradTracks, an online degree evaluation tool, to track their progress to completion and must be sure their academic

record accurately represents the catalog year and certificate or degree they are pursuing.

Students who wish to be awarded a certificate or degree that is not their declared program must complete the online [application for degree or certificate](#) no earlier than their final term.

The College provides advising toward its certificates and degrees; however, students are ultimately responsible for being informed about degree requirements and for selecting appropriate classes.

## Graduation Requirements

A certificate or degree is awarded when it meets the appropriate course requirements listed in this catalog and the student has met the following guidelines:

- Complete the minimum number of credits required for the degree.
- Earn a minimum 2.0 cumulative grade-point average at COCC.
- Owe no debt to the College.
- Complete at least 24 degree applicable residency credits for an associate degree, 18 certificate applicable residency credits for a two-year certificate, nine certificate applicable residency credits for a one-year certificate or career pathway certificate.
- Meet at least one of the following criteria:
  - a. Students have three years to complete their program under the catalog in which they began or any subsequent catalog.
    - i. The student's default catalog year is the year the student is admitted to the College, and the student may graduate under that default catalog year or either of the next two catalog years.
    - ii. If the student has a break in enrollment for four consecutive terms, the student must reapply to the College, and the default catalog year will now be the year the student is readmitted.
    - iii. The student's choice of catalog years is limited to two catalog years before the student's year of graduation; if the student does not graduate within three catalog years of student's admittance, the default catalog year will be updated yearly to the subsequent catalog year.
  - b. The student transfers back to the College other college credit and meets degree requirements listed in the current college catalog or the previous two catalog years.

When a student's completion of degree requirements coincides with the last term attended, the degree will be posted in that term. When the student uses transfer credit after an absence from the College, the degree will be posted in the term in which the degree evaluation is successfully completed and when it has been determined that all degree requirements have been met.

## Multiple/Concurrent Degrees

Students applying for multiple or concurrent degrees must meet the degree requirements outlined above and as listed for each degree. For each additional degree, students must: complete at least 15 credits at COCC that are different than those used for the other degree(s) are applicable to the additional degree requested; complete an application for degree no earlier than their final term.

## Graduation Honor Roll

Honors will be listed on graduates' transcripts based on the following cumulative GPA from the end of the term before the student's graduation:

GPA	Honor
3.60–3.74	honors
3.75–3.89	high honors
3.90–4.00	highest honors

Graduates participating in commencement exercises will receive honor cords. Graduates with a 4.00 cumulative GPA will have an asterisk by their name in the annual commencement program.

## Commencement

A commencement ceremony is held once each year in June after Spring term ends. All students who have met requirements for an associate degree, two-year certificate of completion, one-year certificate of completion, or a career pathway certificate of completion are eligible to participate in commencement if they have earned or will earn that certificate or degree in the past Fall, Winter, or Spring terms or the coming Summer term; only candidates for summer graduation who demonstrate a realistic plan to complete all requirements by the end of Summer term are eligible. To participate in commencement, students must RSVP.

## International Credentials

International credentials will be evaluated using the following principles:

- Coursework must be completed at a nationally recognized, university-level institution and must be at a level of achievement comparable to the College's A, B, C and D grades. Note that a D will not be accepted for the Associate of Arts Oregon Transfer, foundational requirements, and some programs. See individual program descriptions. The applicability of such transfer credit will be evaluated as is credit from United States institutions.
- Association of International Educators and American Association of College Registrars and Admissions Officers guidelines will be used in evaluating credentials.
- The student will pay costs associated with international transcript evaluations.

It is the responsibility of each student with transcripts from foreign universities to have the transcript translated (if necessary) and evaluated for acceptance toward a COCC certificate or degree. The student must use a member of the National Association of Credential Evaluation Services. Details on foreign transcript evaluation are available at the Admissions and Records office. English taught outside the United States may not meet the College's English composition requirement. Degrees from foreign countries do not waive general education or writing competency requirements.

## Midterm Grade Reports

Midway through each term, instructors have the option to file grades of D, F, or NP for students (including those who are not regularly attending class) whose performance indicates it. It is entirely at the instructor's discretion to submit or not submit a midterm grade report. If an instructor submits a midterm grade, an email is sent to the student's COCC email address.

Students must take responsibility for withdrawing if they do not wish to continue in a class.



## Repeat Grade Policy

As a general rule, if a student takes the same course twice, whether at the College or another institution, only one course may be used to satisfy certificate or degree requirements.

## Institutional Repeat Policy

If a student repeats a course, and both courses were taken at the College, the most recent course will be calculated in the cumulative GPA and applied toward degree requirements. The original course and grade will remain on the transcript with an R indicating it was later repeated. The original course grade will not be calculated in the GPA for that term or in cumulative GPA. Students may repeat a course as many times as they wish; however, only the original/first course's grade will be excluded from the term, and cumulative GPA and only the most recent course will be used toward graduation requirements. There is no limit to the number of courses a student may repeat unless otherwise stated in specific program requirements.

Courses in music or theater performance, studio art, cooperative work experience, and health and human performance (HHP) activity classes may be repeated for credit. The grades and credits for such courses will be recorded on the transcript and totaled cumulatively. In some cases, there may be a limit to the number of total credits allowed from those courses when used toward a certificate or degree. There is no limit to the number of courses a student may repeat. If students wish to use the grade repeat policy for music or theater performance, studio art, cooperative work experience, and HHP activity classes, they must complete a student petition and submit it to the Admissions and Records office; the course repeat policy will automatically happen for all other coursework.

## Transfer Repeat Policy

If a student has repeat courses transferred from another institution, the College will use the following criteria to determine which course applies to needed requirements:

- The most recent COCC course with a grade C or better.
- If both courses came from other institutions, the transfer course with the highest grade will be selected.
- Some degrees and certificates have specific policies on permissible age of transfer courses; refer to the applicable program description.

## Transfer Credit Articulation

In keeping with the philosophy that college-level knowledge can be validated and documented in various ways, Central Oregon Community College recognizes many educational experiences for credit. A guiding principle of the College's transfer credit practice is that acceptable transfer credit is applied in the same manner as is credit earned at the College.

Transfer credits earned at another regionally accredited institution generally will be accepted as they apply to COCC degree requirements. Students who wish to use previous college credits toward a COCC degree should order official transcripts from the previous college. The College will articulate the transcript toward the certificate or degree listed on the student's admission application. The articulation will be viewable on GradTracks, the College's online degree audit tool.

Limits on college credit transfer are:

- Subject matter may not duplicate that for which credit has previously been awarded in transfer or at the College.
- Credit awarded by another institution for life experience is not transferrable to COCC.
- Courses which espouse a particular religious view usually do not equate to COCC courses.
- In some cases, science credits more than five years old may not be applicable to specific programs.
- Transfer credit is only considered for courses where a grade (of A, B, C, D, pass, satisfactory) and credit has been awarded. Note that a D will not be accepted for the Associate of Arts Oregon Transfer, Associate of Arts Transfer, and Associate of Science Transfer degrees, foundational requirements, and some programs; see individual program requirements.
- Students working toward a COCC degree or certificate must meet residency credit requirements for the degree or certificate. Challenge, Advanced Placement, College Level Examination Program, and Credit for Prior Certification, credits do not meet residency requirements.

## Non-collegiate, Non-accredited and Non-regionally Accredited Institutions

The College will evaluate records for career and technical education students from these types of institutions (such as business and trade schools) under the following guidelines:

- Only coursework that is technical in nature and certificate or degree applicable will be evaluated.
- Coursework will be evaluated by the appropriate career and technical education program director.
- Sufficient documentation (transcripts, certificates, course descriptions, etc.) must be submitted to enable an informed review. Documentation must be received directly from the originating institution or program. The American Council on Education guides will assist in evaluating the credentials. In some cases, COCC faculty will be consulted for evaluation of a particular credential.
- Material must be equivalent to regular credit courses offered at the College. Credit is not considered based on what the student knows but on the content of, and recorded achievement in, the course itself.
- Material may not duplicate that for which credit has previously been awarded in transfer or at COCC.

## Advanced Placement Exams

The College recognizes Advanced Placement (AP) achievement by awarding credit to students who score three or above on AP exams. An [AP equivalency table](#) outline how credit will be awarded and is maintained on the college website. Credit is applied to a student's record after the student has been admitted to the College and after official transcripts or score reports have been received by the Admissions and Records office.

## International Baccalaureate

The College recognizes International Baccalaureate (IB) achievement by awarding credit to students who score four or above on standard or high-level IB exams. An [IB equivalency table](#) outlining how credit will be awarded is maintained on the college website. Credit is applied to a student's record after the student has been admitted to the College and official transcripts or score reports have been received by the Admissions and Records office.

## Transferring Credits to a Four-Year University

As a general rule, Oregon public universities will accept up to 124 lower-division quarter hours of transferrable college credit. It is ultimately the responsibility of the students to know and meet the course requirements of the four-year college or university to which they wish to transfer. Students may obtain assistance from academic advisors.

Grades of A, B or C earned in transfer courses (numbered 100- 299) are generally accepted by other colleges; other grades may have limited transferability. The college has also made arrangements with select programs at four-year colleges and universities for the transfer of certain career and technical education courses.

Students seeking a bachelor of arts or a bachelor of science degree should be aware of world language and other degree or major-specific requirements.

## Alcohol and Drug Policy

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. It is the College's responsibility to notify students and staff of college policy. In accordance with this intent, the following policy is in effect:

### Drug-Free Campus

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the college campus, in all college facilities, or as part of any college-sponsored activity. Violators will be prosecuted to the full extent of state and federal law, and employee and student consequences are stated in the drug-free campus policy.

Employees and students can find drug and alcohol abuse prevention information on the [college website](#).

## Concerns Regarding Gender Discrimination, Sexual Harassment, or Misconduct, Dating Violence, Domestic Violence and Stalking

Students or employees who believe they have experienced or witnessed discrimination, sexual harassment or misconduct, dating violence, domestic violence, or stalking are encouraged to report this information via the College's [incident reporting system](#) or by contacting the Vice President for Student Affairs/Title IX officer at 541-383-7211. Off-campus harassment, misconduct, or violence by members of the college community should be promptly reported.

### No Retaliation Statement

No one at the College may reprimand, discriminate, or otherwise retaliate against an individual for initiating an inquiry or complaint in good faith nor against other individuals who share information related to the complaint.

### Title IX Statement

Title IX of the Education Amendments of 1972 protects people from discrimination on the basis of sex in education programs and activities.

This includes discrimination based on sexual orientation, discrimination based on gender identity, discrimination based on pregnancy, or parental status; any acts of sexual harassment, sexual assault, dating or domestic violence, stalking; and failure to provide equal opportunity in educational programming and activities.. For questions about Title IX, contact the Title IX officer at 541-383-7211 or visit the [Title IX page](#).

## Directory/Release of Information

The College does not publish a student directory. Requests for directory information must clearly state the student's name.

Central Oregon Community College considers the following information to be directory information and may release it if requested:

- Student's full name
- Terms of attendance (not daily attendance)
- Major field of study
- Enrollment status
- Degrees, certificates, and honors awarded
- Address and telephone number
- Email address
- Participation in officially recognized activities and sports
- Most recent previous school attended
- Class standing (freshman or sophomore status)

Students who do not want the College to release this information must submit a signed statement requesting it to be withheld. Contact Admissions and Records for a form and additional information. The request to withhold information remains in effect until the student submits a signed statement indicating that directory information may be released. Students should update the College with addresses and telephone numbers. Students can update this through their Bobcat Web Account.

Information, such as grades, progress in coursework, financial aid status, and class schedule, will not be released except as authorized by law. If students wish to have this information released to parent/guardians, employers, or other non-college entities, they must submit a release of information form to Admissions and Records. The release is valid until the student requests in writing to have it revoked.

## Nondiscrimination Policy

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status, or any other classes protected under federal and state statutes in any education program, activity, or employment. Persons having questions about equal opportunity and non-discrimination should contact the equal employment officer in the Human Resources office at 541-383-7216.

Faculty, staff, and students are protected from discrimination and harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Persons attending classes or events who need accommodation for a specific disability should contact the office of Services for Students with Disabilities at 541-383-7583. Persons

needing physical accommodation for a college special event should contact the Americans with Disabilities Act coordinator at 541-383-7775. Further inquiries may be directed to the affirmative action officer in the Human Resources office at 541-383-7216.

## Photo/Video Consent

The College assumes consent of students and staff to use their likeness in photos and/or videos unless otherwise requested.

## Release of Directory Information for Military Recruiting Purposes

Under the Solomon Amendment Interim Rule to implement the National Defense Authorization Act of 1995 and of 1996 and the Omnibus Consolidated Appropriations Act of 1997, schools receiving Title IV funding must provide military access to directory information for students 17 years of age or older. For purposes of the act, directory information is defined as name, address, telephone listing, email address, date and place of birth, level of education, degrees received, and the educational institution in which the student was most recently enrolled. Students who have formally requested to withhold all directory information from third parties will not be included.

## Smoking Policy

Smoking is banned in all of the buildings of Central Oregon Community College. Smoking or the use of smokeless tobacco is limited to campus parking lots unless otherwise noted. Use in parking lots adjacent to buildings must be 25 feet away from any portion of the building. During high fire danger periods, smoking will be banned completely.

## Social Security Number/Information Consent

The College adheres to the following policy statement:

*Providing your Social Security number is voluntary. If you provide it, the College will use your social security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Providing your Social Security number means that you consent to use of the number in the manner described.*

Oregon Administrative Rule 589-004-0400 authorizes Central Oregon Community College to ask students to provide their Social Security numbers. The numbers will be used by the college for reporting, research, and record keeping. The numbers will also be provided by the College to Data for Analysis (D4A), which gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research, and develop programs. This information helps the College to support the progress of students and their success in the workplace and other education programs.

D4A or the College may provide a student's Social Security number to the following agencies or match it with records from the following systems:

- State and private universities, colleges, and vocational schools to find out how many community college students continue their education and to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies

plan education and training services to help Oregon citizens get the best jobs available.

- The Oregon Department of Education to provide reports to local, state, and federal government. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if the College extends credit to the student.

State and federal law protects the privacy of student records. A Social Security number will be used only for the purposes listed above. However, there may be times when solicitation and disclosure of a student's Social Security number is mandated by law.

## Student Concerns Process

The College has a student concerns process designed to provide employees, students, and community members a way to appeal college decisions. Contact Student Life at 541-383-7590 for a copy of the procedure or see the [student concerns page](#) for more information.

## Student Educational Records and Directory Information

Admissions & Records maintains all official academic records of enrolled students including, but not limited to, transcripts, registration forms, transfer credits, and degree evaluations. For record-keeping purposes, the College considers web registration as part of a student's official record. The Financial Aid office maintains all student aid and scholarship records.

Central Oregon Community College follows the Federal Health Education and Welfare Guidelines for the Family Educational Rights and Privacy Act of 1974–Pell-Buckley Amendment (FERPA), which gives students attending post-secondary institutions the right to inspect their educational records.

Those rights are:

1. **The right to inspect and review their education records within 45 days of the day COCC receives a request for access.** Students must contact the registrar at 541-383-7500 or [welcome@coocc.edu](mailto:welcome@coocc.edu) and submit a written request that specifies the specific records they wish to inspect. The registrar will make arrangements and notify the student of the time and place where the records may be inspected. The College reserves the right to withhold transcripts from students who are in debt to the institution. Students have the right to discuss the matter with a representative empowered to resolve such disputes.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students should write the registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, COCC will notify and advise the student of the decision and of the right to a hearing regarding the request for amendment. The College will provide additional information regarding hearing procedures.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure

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

- Health and safety information: campus crime report/safety, alcohol/drug policy, drug and alcohol abuse prevention information, emergency procedures, sex offender information, vaccination policies, mandatory reporting-child protection policy
- Student outcomes: graduation and transfer rates, retention rates, graduate employment status

Please see the [Student Right-To-Know page](#) for more information.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA requirements.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

## Student Rights and Responsibilities

In order to provide for the maximum safety, convenience, and well-being of the college community, certain standards of behavior have been established. Upon admission to the College, all students accept an unqualified commitment to adhere to such standards and to conduct themselves in a manner appropriate to an educational environment, one which reflects respect for themselves and the College. Academic dishonesty, abuse of property, harassment, any violation of federal or state law, possession of alcoholic beverages and possession of illegal drugs are in violation of the College's standards and are cause for disciplinary action. The disciplinary action taken by the College covers a range of possibilities up to and including dismissal from college. A comprehensive student rights and responsibilities guide is [available online](#).

## Student Right-to-Know Act

In order for students to make informed decisions about attending college, Central Oregon Community College makes the following information available in accordance with the federal Student Right-to-Know Act and related regulations:

- General institutional information: services for students with a disability, cost of attendance and additional program costs, student diversity, students' rights under the Family Educational Rights and Privacy Act (FERPA), student concerns procedure, copyright infringement, net price calculator, non-discrimination policy, and annual student demographic information
- Financial aid information: withdrawal and refund policy and associated financial aid implications, return of financial aid due to withdrawal, types of aid, how to apply for aid, how aid is disbursed, rights and responsibilities of students receiving aid, financial aid penalties for drug law violations, Work-Study terms and conditions, satisfactory academic progress criteria, study abroad financial aid opportunities, and loan repayment options
- Student loan information: initial loan counseling, exit loan counseling, deferment options for Peace Corp and other service organizations
- Academic information: academic warning standards, accreditation, articulation agreements, degree options, academic programs, adult basic skills programs, campus academic facilities, faculty and staff contact information, transfer credit policy, International Baccalaureate credit, and out-of-state academic student complaint procedure