

5500 – Standards of Student Conduct

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

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

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

The procedures shall be made widely available to students through the student handbook and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a college employee, which is concurred in by the President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to College property or to private property on campus.
- Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the College.

- Sexual assault or sexual exploitation regardless of the victim’s affiliation with the College.
- Committing sexual harassment as defined by law or by College policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct, hazing or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- Willful misconduct which results in injury or death to a student or to employees or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the College.
- Unauthorized entry upon or use of College facilities.
- Lewd, indecent, or obscene conduct on College-owned or controlled property or at College-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administrative procedure.

Legal Reference(s):

1. NWCCU Standards 2.C.2, 2.C.2, and 2.G.2
2. ORS 341.290(2)
3. CGCC Student Handbook



Approval Date: 04/24/13
Effective Date: 04/24/13
Last Revised: 08/21/19

ADMINISTRATIVE RULE

Rule Number/Name:	050.037.000 – Student Conduct and Complaints
Responsible Department:	Student Services
Authority:	Vice President of Student Services

Overview

Columbia Gorge Community College responsibly provides for the safety and well-being of students and staff, property protection, record security, and other education-related services.

Applicability

Students, chief student services officer, advisors, staff, faculty, and community members

Administrative Rule Statement

The CGCC Student Code of Conduct policy, found in the Students' Rights and Responsibilities section of the Student Handbook describes standards and expectations of student conduct on CGCC campus/property or any CGCC sponsored event. A portion of this document lists violations with which students may be charged.

Disciplinary charges may be initiated against a student by another student, faculty, staff member or a non-campus person. A complaint must be in writing, signed and presented to the Chief Student Services Officer who will investigate and take appropriate action.

Students charged with code violations are entitled to due process as outlined in the Disciplinary Due Process Hearings Procedure section of the Student Rights and Responsibilities policy in the Student Handbook.

Procedures are available online, in the student handbook and in the student services procedures manual.

Definitions

1. **Code of Conduct:** A code to protect the individual rights of students and staff and to control those actions that go beyond the exercising of such rights.

Interpretation of Administrative Rule

050.037.000/Student Conduct and Complaints

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Columbia Gorge Community College is an equal opportunity educator and employer.

ADMINISTRATIVE RULE

The Vice President of Student Services has authority for the interpretation of this administrative rule.

Cross Reference to Related Administrative Rules

None

Further Information

Vice President of Student Services
gcifuentes@cgcc.edu
541-506-6010

Strategic Direction

KFA 2: Students

Appendix

1. CGCC Board Policy 5500- Standards of Student Conduct
2. [CGCC Student Handbook](#)
3. CGCC Operating Procedure 050.037.001 - Student Conduct Disciplinary Due Process Hearing Procedures



Approval Date: 06/24/13
Effective Date: 06/24/13
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OPERATING PROCEDURE

Procedure Number/Name:	050.037.001 – Student Conduct Disciplinary Due Process Hearing Procedures
Associated Rule Number/ Name:	050.037.000 – Withdrawal from a Class
Responsible Department:	Student Services

Overview

This is the procedure for formal and informal disciplinary due process hearings.

Areas of Responsibility

Students, Vice President of Student Services

Operating Procedure Details

Disciplinary charges may be initiated against a student by another student, faculty, staff member or a non-campus person.

A complaint must be in writing, signed and presented to the Vice President of Student Services who will investigate and take appropriate action.

A student charged with violating a college policy shall be given notice in person or by certified, return receipt mail to meet with the chief student services officer or designee at a specific time, date and place for a conference regarding a charge of misconduct.

In the case of a minor student, such notice shall go to the parent or guardian. Failure on the part of the student to meet with the Vice President of Student Services or designee, as requested, may result in a decision being made in the student's absence. The student shall be notified of the decision by certified mail.

During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of student, faculty, staff or college property, or which relate to or interfere with the orderly operation of the college, as judged by the Vice President of Student Services.

OPERATING PROCEDURE

No disciplinary sanction as serious as expulsion, suspension, disciplinary probation or disciplinary warning shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. A student subject to these sanctions will be allowed to present his/her case to an appropriate college official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the college and the student may seek legal advice at their own expense, but to avoid an adversarial situation, neither the college nor the student will be represented by a lawyer during the college process. The student may withdraw from college of his/her own volition at any time during the disciplinary process.

Informal Hearings

Informal hearings are held when alleged misconduct is of a less severe nature. The Vice President of Student Services or designee shall conduct an informal hearing with the student. At such time the college official will:

1. Review the charges with the student;
2. Review the possible disciplinary action that may be taken if found to be true;
3. Provide the student an opportunity to respond to the charges.

The college official will inform the student of the decision within two school days of the conference. The decision of the college official can be appealed through the college grievance process. Examples of possible action include:

1. Dismissing the charge;
2. Reprimanding the student;
3. Ordering restitution;
4. Placing the student on disciplinary probation;
5. Ordering a summary suspension prior to a formal hearing; or
6. Reporting the incident to local law enforcement officials.

Formal Hearings

Formal hearings are held in cases where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long-term suspension from the college. The student's status pending the hearing will be determined by the Vice President of Student Services.

OPERATING PROCEDURE

The written notice of the formal hearing shall inform the student of:

1. The policy or regulation alleged to have been violated in sufficient detail to allow the student to prepare a defense;
2. The possible disciplinary action to be taken;
3. The right not to be compelled to testify against oneself;
4. The right to a hearing as established under these disciplinary procedures;
5. The right to examine the evidence and to ask questions of witnesses appearing and testifying against him/her, and to offer witnesses and evidence in his/her behalf. Such evidence must be requested three school days before the hearing. The chief student services officer may determine under particular circumstances that written testimony and student witnesses will not be made available when issues of harassment/intimidation are involved;
6. The student may have an advisor of his/her choice. The name and address of the advisor shall be provided no later than three school days prior to the hearing. The advisor is not permitted to speak at the college hearing;
7. The right to enter a plea of "guilty" or "not guilty" within three school days after the charge; and
8. A plea of "not guilty" shall be entered and a hearing date set if the student fails to enter a plea within three school days.

Hearing Session

The purpose is to review all the facts and to consider both written and oral testimony in an effort to determine whether or not college policy has been violated and whether or not the student should be disciplined; and if so, what disciplinary action should be taken.

1. The hearing will not be open to the public or members of the college community except those asked to give testimony.
2. Those present in the hearing room will be the chief student services officer, who will act as the hearings officer, the student's advisor and the student involved in the action. In addition, witnesses will be interviewed individually and be absent from the hearing room during the time of other witness testimony.
3. The chief student services officer will ask questions in an effort to understand the facts and to determine the strength and credibility of testimony. The student against whom the disciplinary charges have been made may question the witness. The hearings officer may determine under particular circumstances that written

OPERATING PROCEDURE

testimony and student witnesses will not be made available when issues of harassment and intimidation are involved.

4. After reviewing available information on the case, the hearings officer will afford the student an opportunity to make his/her final comments before a decision is made. The hearings officer will give his/her conclusions and decision in writing within five school days following the hearing.

Further Information

Vice President of Student Services
gcifuentes@cgcc.edu
541-506-6010

References

1. CGCC Administrative Rule 050.037.000 – Student Conduct
2. CGCC Board Policy 5500 – Standards of Student Conduct

Forms

None



Approval Date: 06/24/13
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OPERATING PROCEDURE

Procedure Number/Name:	030.036.001 – Grievance
Associated Rule Number/Name:	030.036.000 – Grievance
Responsible Department:	Student Services

Overview

A student who has a grievance and/or appeal shall follow the specified steps of this grievance procedure to assure the grievance and/or appeal is given fair and careful consideration. The procedures described here are separated based on the type of grievance.

Any other COMPLAINT about college services, programs, or activities not addressed in the Student Grievance Procedures Section of the Student Rights and Responsibilities Handbook should be put in writing and sent to the Vice President of Student Services or appointed designee, who will forward it to the appropriate administrator.

Areas of Responsibility

Vice President of Student Services

Grievance Procedure

Step 1: Communicate with the Faculty/Staff Member:

- a. Academic Grievances: The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event that is the subject of the grievance; otherwise the student forfeits the right to grieve the issue. The student is encouraged to put the grievance in writing, including a specific description of the problem, the reasons the student believes his/her rights have been violated as defined in the Student Grievance Procedures section of the Student Handbook, and a proposed remedy.
- b. Harassment or Discrimination Grievances: If the grievance involves harassment or discrimination by a **college staff member**, the student should be directed to the chief operating officer. If the grievance involves harassment or discrimination by a **student**, the student should be directed to the chief student services officer.



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Step 2: Submit a formal written grievance to the Vice President of Student Services:

- a. In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student will submit a written grievance, with supporting evidence, including a specific description of the problem, the reasons the student believes his/her rights have been violated and a proposed remedy to the campus Vice President of Student Services or designee within 10 working days of the communication with the faculty/staff member. The chief student services officer or designee will review the grievance and refer it to the appropriate administrator.
- b. Within 10 working days, the administrator will objectively investigate the grievance, consult with all involved parties, consider relevant evidence, and render a decision in writing to the student, the faculty member involved, and the chief student services officer.

Step 3: Appealing the decision:

- a. The student may appeal the decision in Step 2 if (1) CGCC procedures were not followed or (2) there is relevant evidence that was not available during Step 2. An appeal must be made within 10 working days to the Vice President of Instructional Services for academic evaluation grievances, or to the Vice President of Student Services for other grievances as defined in the Student Grievance Procedures section of the Student Handbook. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

The appropriate chief will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, and consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

Further Information

Vice President of Student Services

gcifuentes@cgcc.edu

541-506-6010



OPERATING PROCEDURE

References

1. CGCC Administrative Rule 050.036.000 – Grievance
2. CGCC Board Policy #5500 - Student Rights, Responsibilities, and Conduct

Forms

None