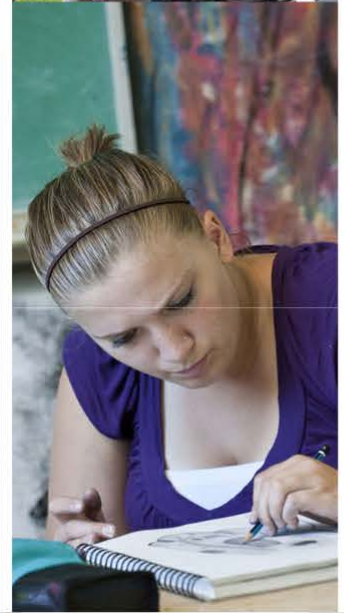


# Student Handbook



*building dreams, transforming lives*

[www.cgcc.edu](http://www.cgcc.edu)



## **Building dreams and transforming lives, our daily drive at Columbia Gorge Community College!**

At the foundation of every community college is the intent to make accessible ladders upon which the aspiring can rise. The students enrolled at CGCC capitalize on educational opportunities as a means of bettering themselves and advancing their career goals. Whether academic, technical, or short-term training, we are here to support your vision for success.

CGCC is geared to power your education with over 24 fields of study, transfer programs, community education classes, and business services. With small class sizes, state of the art facilities, and dedicated faculty and staff, we strive to create an environment that will foster your achievement. Flexibility in course offerings and schedules, whether on-campus or online, helps ensure course options that will work for you.

While striving to protect the affordability of a college education, CGCC does not compromise on the quality of instruction and support provided to our students. Financial aid can be available to help bridge the gap between the costs of education and the available student/family resources. Our financial aid program provides access to federal and state funding sources to help meet the costs of your educational goals.

We hope that every student keeps their academic success as a top priority while attending CGCC. But balancing school, work, and life challenges can be difficult at times. We, the CGCC Student Services staff, are here to provide support through the admissions, registration, graduation, and transfer processes. Services available to students include academic advising, disability support and accommodation services, mental health counseling, financial aid support, student success workshops, career services, and more.

The purpose of our Student Handbook is to introduce you to many of these resources, provide you with information about being a student, inform you of the campus community's expectations of a student, and to support your success as you navigate the various institutional processes and procedures. As you read this document, please reach out to our office for clarification if you find something confusing or ambiguous. We are here to help!

Finally, we would encourage you to be an active and participatory member of our campus community. Familiarize yourself with the many student life opportunities, and build upon your in-class experiences by getting involved outside the classroom. Whether you choose to join a student club, volunteer with a local organization in our community, attend guest lectures, or serve as a student government representative; CGCC has something to interest everyone. If nothing sparks your interest, start a new club and help us grow our dynamic student organizations.

We wish you the very best in your academic endeavors and welcome you to Columbia Gorge Community College. Go Chinooks!

Sincerely,

The CGCC Student Services Team

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## **PREAMBLE**

The Student Handbook serves as a general source of information for all Columbia Gorge Community College students. Columbia Gorge Community College students include all individuals participating in a learning opportunity at the College. Participation in a learning opportunity at the College indicates a free choice to become part of the College community, to participate in its programs and to accept the responsibility of membership therein. The College's acceptance of the student in turn represents the extension of the privileges of community membership to the individual and the right to remain a member of the community by meeting the entire academic, financial and behavioral expectations of the College.

Columbia Gorge Community College is committed to providing affordable access to quality teaching and learning opportunities to the residents of the Columbia River Gorge and surrounding area. The College considers all students as partners in the responsibility of creating and maintaining that environment.

Amendments to the Student Handbook are made to this document via the Columbia Gorge Community College Student Handbook website at <https://www.cgcc.edu/sites/cgcc.us/files/student-services/student-handbook.pdf>. Students are advised to check online for updates that may occur to policy and procedures.

### **COLUMBIA GORGE COMMUNITY COLLEGE MISSION STATEMENT**

Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community.

### **COLUMBIA GORGE COMMUNITY COLLEGE VISION STATEMENT**

Be the first option of choice for education and training services in the communities we serve.

### **COLUMBIA GORGE COMMUNITY COLLEGE VALUES**

Respect for the Individual – Integrity – Community Focus – Excellence – Commitment to Learning

### **EDUCATIONAL PHILOSOPHY STATEMENT**

CGCC is committed to providing high quality education, delivered in a flexible manner, resulting in opportunities for our students to achieve their diverse educational goals.

### **CGCC GENERAL EDUCATION PHILOSOPHY STATEMENT**

Through a broad, well balanced curriculum, the General Education program strives to instill a lifelong love of learning and to foster civic competence within our students.

### **CORE LEARNING OUTCOMES**

**Communication**—Students will communicate effectively using appropriate reading, writing, listening, and speaking skills.

**Critical Thinking and Problem Solving**—Students will creatively solve problems by using relevant

methods of research, personal reflection, reasoning, and evaluation of information.

**Quantitative Literacy**—Students will extract, interpret, evaluate, communicate, and apply quantitative information and methods to solve problems, evaluate claims, and support decisions in their academic, professional and private lives.

**Cultural Awareness**—Students will demonstrate an appreciation of cultural diversity and constructively address issues that arise out of cultural differences in the workplace and community.

**Community and Environmental Responsibility**—Students will address the consequences of human activity upon our social and natural world through.

### ACCREDITATION STATEMENT

Columbia Gorge Community College is accredited through The Northwest Commission on Colleges and Universities (NWCCU), the accrediting agency for this region. Credits, certificates and degrees earned at CGCC appear on a CGCC transcript and are transferable to four-year institutions subject to the specific policies of those institutions.

### COLUMBIA GORGE COMMUNITY COLLEGE CORE THEMES

- Access: CGCC offers diverse environments and opportunities.
- Education: CGCC provides learning resources for a sustainable future for individuals.
- Partnerships: CGCC links people and community resources.

### EQUAL OPPORTUNITY STATEMENT

Columbia Gorge Community College is an equal opportunity educator and employer. Columbia Gorge Community College and its Board of Education prohibit discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact:

- Employment—Human Resources Coordinator: Courtney Judah, (541) 506-6151
- Student Affairs and Services —Chief Student Services Officer: Dr. Eric Studebaker, (541) 506-6010
- Instructional Services—Chief Academic Officer: Lori Ufford, (541) 506-6025
- Title IX —Title IX Coordinator: Mike Taphouse, (541) 506-6026



## 1. ACADEMIC GUIDELINES AND PROCEDURES

Many academic guidelines and procedures are published in the online Catalog (<https://www.cgcc.edu/catalog>). The catalog and this handbook are guides created for the convenience of students. Neither the catalog nor this handbook should be considered a binding contract between any person and the College nor do they give rise to any contract or due process rights. The College reserves the right to—at any time and without advance notice—withdraw or cancel courses and majors, change fee schedules, change the academic calendar, change admission and registration requirements, change any requirements governing instruction in and graduation from the College, and change any other policies, guidelines and procedure that affect students. Changes shall go into effect whenever the proper authorities so determine and shall apply to both prospective students and students matriculated at the time of the change. The College will try to advertise advance notice of changes when economic and other conditions permit. Addendums to the catalog will be published on the CGCC website as appropriate.

By enrolling in the College, each student understands that the College’s policies, guidelines, and procedures apply to the student. The College may modify or vary from its policies, guidelines and procedures as needed to properly carry out its educational responsibility.

Please Note: As the CGCC Student Handbook is a living document and subject to change without prior notice, please ensure that you’re referring to the most up-to-date version of the handbook by visiting the Student Handbook website: <https://www.cgcc.edu/sites/cgcc.us/files/student-services/student-handbook.pdf>. The College strives to ensure the information in this handbook is current and in compliance with policies adopted by CGCC. In cases when the catalog or Student Handbook appears to conflict with approved policies, those policies will take precedence over information found in the catalog or handbook. In cases where the general Student Handbook appears to conflict with a program-specific handbook, the program-specific handbook will take precedence over the general Student Handbook.

### 1.1 ACADEMIC CONDUCT AND DISCIPLINE

#### A. Academic Discipline

The broad purpose underlying student discipline is to order College life in such a way that the interests of the student body as a whole and of the individual members are best served. The College’s authority extends to the conduct of all students of the College. The College reserves the right to sever the connection of any student with the College for appropriate reason. When a situation of a disciplinary nature arises, the College will, as appropriate, endeavor to discover the reasons underlying the behavior in question so that constructive steps for the future may be taken. The guidelines of conduct and disciplinary procedures are stated in detail in the CGCC Student Handbook.

#### B. Disciplinary Procedures

In most cases, instructors handle cases of academic misconduct in their classes, determining an appropriate penalty after discussion with the student. Possible penalties include loss of participation points, loss of points on the work in question, retake of an examination, extra work, grade reduction, or failure in the course. In cases that are referred to other college officials, additional penalties may include disciplinary probation or suspension or expulsion from the College. An appeals process is available to the student. A more complete statement

concerning definitions, offenses, penalties, and grievance procedures is found below.

### C. Academic Conduct

#### 1. Standards of Honesty

The College requires all students to meet its standards of honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the College, are particularly serious offenses and constitute misconduct subject to discipline.

#### 2. Disruptive Behavior

Any behavior that seriously interferes with other students' ability to engage in learning and/or the instructor's or staff member's ability to provide instruction is misconduct subject to discipline.

#### 3. Examples of Academic Misconduct

##### Plagiarism

Plagiarism is a serious offense where someone else's work is presented as one's own. There are many forms of plagiarism, which include, but are not limited to, copying published material verbatim, paraphrasing the work of another without properly citing that work, keeping the content and/or structure of another's work and changing the words, and unfairly using material, such as taking large portions of another's work without substantial addition of one's own ideas or commentary. (For more specific examples of plagiarism, please visit <http://www.plagiarism.org>.)

##### Using someone's work

A student who misrepresents the work of another as his/her own is engaging in academic misconduct. For example, handing in a paper purchased from a term paper service, using a paper prepared by another, or engaging another person to take a test (class-related or standardized) in his/her stead, are examples of academic misconduct. This type of academic misconduct applies to all disciplines and fields of study.

##### Knowingly allowing someone else to represent your work as his/her own

By letting someone else use your work, there are at least two people involved: the person who does the work and the person who falsely represents that work as her or his own. Both are subject to academic discipline.

##### Gaining or attempting to gain an unfair advantage

Violations of the College's standards of honesty include possession, or an attempt to gain possession, of a test prior to its being given. An attempt to gain possession does not imply that one must physically have an original of the test or assignment. Other violations include, but are not limited to, accessing computer files; breaking or entering a locked or unoccupied office in an attempt to gain an unfair advantage; using a cell phone or other device to obtain materials from websites or other students; using reference materials that have not been allowed by the instructor; using hand-written, electronic, or printed notes during a "closed book/closed notes" test; stealing books or other materials from the Library or any College facilities; removing pages from College owned books or journals; and/or employing bribery, intimidation, or harassment in an attempt to gain unfair advantage.

##### Unsafe Behavior

Behavior that poses a significant threat or risk to oneself or others in any educational setting—whether in a clinical, laboratory, or an actual or simulated workplace setting—is a particularly serious variety of academic misconduct. What constitutes unsafe behavior varies across contexts, but may include failure to properly follow established protocols and procedures, acting in negligent disregard for potential harm to the wellbeing of others, and distracting others when learning or performing potentially dangerous procedures. Further, failure to take appropriate precautions against potential risks (e.g., not wearing eye protection in a lab setting) may also be deemed unsafe behavior. See course materials and program handbooks for further information regarding specific guidelines and expectations.

#### Disruptive Behavior

Disorderly behavior that disrupts the academic environment violates the standard of fair access to the academic experience. Purposeful acts, such as physically or verbally harassing an instructor or fellow student, or engaging in any type of disruptive behavior in a class situation that interferes with the ability of the instructor to teach or other students to learn are examples of disruptive behavior.

#### Giving false information or altering documents

Falsely attesting that work has been accomplished when it has not been, falsely attesting that functions or classes were attended that were not attended, and altering answers to test questions after the tests have been graded and returned are examples of giving false information. Altering grade report forms or changing grade forms or class rolls, either in their physical or electronic form, and altering, falsifying, or misusing to deceive in any way any other College documents also constitutes a violation of expected standards of honesty. Falsifying research data or other scientific misconduct also may be considered a violation.

Violations are not limited to the areas and examples given.

The academic discipline procedure may be invoked whenever the College believes the principles of honesty and fairness are violated and/or the facilities that support the academic environment are harmed. The examples given above are illustrative only (it is impossible to delineate or cite every possible violation), and any act that violates the principles of honesty and fairness may be subject to academic discipline. Some acts, such as sabotage of another student's work or sabotage of an instructor's records, may not fall neatly into any one of the six areas listed above but are subject to academic discipline if found damaging to the academic environment at Columbia Gorge Community College. Some of the described acts, or similar acts, may also constitute violations of the Code of Student Conduct, subject to discipline under the Student Conduct Disciplinary Procedures as well as these Academic Misconduct Procedures.

## 1.2 Academic Misconduct Procedures

Program-specific academic misconduct policies or procedures will take precedence over the general procedures outlined in this Student Handbook.

### A. Assignment of Cases of Misconduct

#### 1. Cases subject to the Academic Misconduct Procedures

Cases of academic dishonesty and misconduct that can be handled through effective classroom management shall first be addressed by the instructor. Such cases include, but

are not limited to, the following:

- Violations of academic conduct policy and procedure stated in syllabi and program handbooks (cell phone use, laptop use, etc.).
- Interference with instruction (unsafe behavior, conduct or statements outside of and inconsistent with the learning environment, disruptive behavior, etc.).
- Violations of academic honesty (plagiarism, cheating, etc.).

The instructor may consult with his/her supervisors and Student Services regarding the case. The instructor, his/her supervisor, and Student Services may determine a case would be more appropriately assigned to Student Services.

## 2. Cases Referred to Student Services

Cases of egregious academic misconduct will be referred to Student Services. This level of misconduct includes, but is not limited to, harassment, harm to self or others, intimidation, threats, abuse, illegal acts, and/or behavior that constitutes an existing or potential threat to the health or safety of others.

In cases where an educational employee believes egregious academic misconduct occurs, the employee should contact her/his supervisor immediately and submit an email to [conduct@cgcc.edu](mailto:conduct@cgcc.edu) reporting the Student Misconduct to Student Services. Student Services will then evaluate the issue. The instructor may be asked to provide additional information, and the instructor and her/his supervisor will be notified regarding decisions made about the student's attendance in the learning environment where the misconduct occurred. Academic misconduct that may result in suspension or expulsion from CGCC may be subject to Student Conduct Disciplinary Procedures set forth in Section 2.3.

### B. Dismissal from Class Meeting

The instructor has the primary responsibility for maintenance of academic integrity and classroom conduct, and can order the temporary removal or exclusion from the classroom of any student engaged in misconduct for each class session during which the conduct occurs. In most cases, extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action will be effected through appropriate College [or program] Academic Misconduct Procedures. In some cases, particularly in clinical settings when students have behaved in an unsafe manner, extended dismissals may be imposed according to program handbooks or policies.

### C. Instructor Discussion with Student

When an instructor believes that a student has committed an act of academic misconduct that falls within the purview of the Academic Misconduct Procedures, she/he should seek to discuss the alleged violation with the student as soon as possible, but within a maximum of five business days, and give the student an opportunity to explain. Prior incidents of potential academic misconduct that fall outside this time period may be reviewed to provide context for the most recent incident, and at the instructor's discretion, may inform the instructor's response to the incident under review.

### D. Determination of Penalty

If the instructor still believes the student committed an act of academic misconduct after discussing the matter with the student, the instructor may determine an appropriate penalty, such as loss of points, grade reduction, retake of a test or examination, extra work, failure of an assignment, failure in the course, or a combination of these or other penalties. The instructor

shall inform the student of the penalty either during the initial discussion or in a separate communication, which in general should occur within one week of the initial discussion. When the instructor informs the student of the penalty, the instructor should request a response by the student indicating whether the student accepts the penalty. Where such acceptance is established, instructors are not required to report the incident to Student Services. Note that if the student does not respond to communications from the instructor, the matter may still proceed and the case may be referred to Student Services.

#### E. Initiation of Case and Notification to Student

##### 1. Initiation

The instructor must submit a report of the Academic Misconduct describing the alleged incident, including information regarding the communications with the student. The instructor also needs to report the penalty and describe the student's response to the instructor's. If there are documents related to the case, such documents become a part of the record of the case and should also be included in the report. These documents and the details within the report should be emailed to [conduct@cgcc.edu](mailto:conduct@cgcc.edu).

If the alleged academic violation occurred outside of the structure of a course, the appropriate instructor, program, department, or school/school official, shall initiate the case by submitting a report of the alleged violation to [conduct@cgcc.edu](mailto:conduct@cgcc.edu).

##### 2. Notification

Once a case is initiated, email notifications of the matter will be sent to the following: the student, the instructor's supervisor, and if appropriate, the notification may also be sent to the Chief Academic Officer.

#### F. Addressing Continuing and Escalating Misconduct

##### 1. Institution of a Behavior Contract

If a case is initiated and the misconduct continues or escalates, a behavior contract may be created. In developing the contract, the instructor may consult with Student Services, the Promoting Access to Student Success (PASS) Team, and/or the instructor's supervisor, although such consultation is not required. The instructor shall send a copy of the behavior contract and summary of the case to the instructor's supervisor. The behavior contract, including the student's acceptance or refusal, is submitted to the Chief Student Services Officer.

The behavior contract states behavioral expectations for the student and penalties assigned if the contract is violated. Penalties in the behavioral contract are generally class-based (loss of points, redoing work, additional work). If continued enrollment in the course is in question or additional, non-class-based penalties may be appropriate, the case should be referred to and handled by Student Services and may be subject to the Student Conduct Disciplinary Procedures set forth in Section 2.3. Contact Student Services for more information on the behavior contract.

##### 2. Refusal of a Behavior Contract

If a student refuses to sign and accept a behavior contract, the case is immediately referred to and handled by the Chief Student Services Officer.

##### 3. Violations of a Behavior Contract

If a student violates a behavior contract, the penalties specified in the behavior contract are enacted. The penalties could include a referral of the case to the Chief Student Services

Office when continued enrollment in the course is in question or additional, non-class-based penalties may be appropriate. Violation of a behavior contract must be reported to Chief Student Services Officer.

#### G. Addressing Repeated Offenses in Multiple Classes

Cases of academic misconduct, including academic dishonesty, are recorded and monitored by Student Services. If a student violates the same academic policy/guideline/rule three times during their time at CGCC, a case is created and assigned to the Chief Student Services Officer to determine a penalty for the repeated offenses.

### 1.3 Appeals Processes

The following section describes CGCC guidelines and procedures for three types of appeals processes: grade appeals, academic integrity appeals, and academic record appeals. Students may appeal any decision that falls into these categories using the procedures outlined below.

#### A. Types of Appeals

##### 1. Grade Appeal:

This procedure is used when a student believes the final grade assigned for a course should not stand because of discrimination or arbitrary or capricious action, the results of extenuating circumstances (e.g., emergencies), or other reasons not related to academic performance. A grade appeal cannot be based upon differences in assigned grades between multi-section courses, whether or not the course sections are taught by the same instructor. Grade appeals also cannot be carried out for grades assigned to individual assignments within a course, except for cases where an individual assignment/assessment grade is impacted by extenuating circumstances, such as an emergency or planned absence the instructor knows about in advance (see section 1.5.B below). To appeal grades on individual assignments, see section 2.1.C below.

##### 2. Academic Misconduct Appeal:

When a student wants to appeal a decision made regarding a violation of the student conduct guidelines regarding academic misconduct, the academic misconduct appeal process is used. Academic misconduct includes both possible breaches of the student code of conduct (see section 2.2.A below) and possible academic misconduct (see section 1.1 above), depending on the circumstances. Academic misconduct that may result in suspension or expulsion from CGCC may be subject to the Student Conduct Disciplinary Procedures set forth in Section 2.3.

##### 3. Academic Records Petition:

This procedure is followed when students want to request an exception to academic policies or deadlines, which may include drop for non-attendance (“no show”), late withdrawal, Oregon residency, academic renewal, or other academic policies. For more information about what constitutes an Academic Records Petition, contact Student Services, email [registrar@cgcc.edu](mailto:registrar@cgcc.edu), or call (541) 506-6011.

#### B. Grade Appeal Procedures

The grade appeal policy and procedure is designed to provide all students at the College with a clearly defined avenue for appealing the assignment of a course grade, following the posting of final grades.

A final grade is the instructor’s evaluation of the student’s work and achievement throughout a

terms participation in a course. Factors upon which the final grade may be based include, but are not limited to: attendance, recitation, class participation, written, oral, and online quizzes, reports, papers, final examinations, and other class activities.

If the student fails to pursue any step of the grade appeal procedure within its allotted time, the decision made in the previous step shall be final (see Steps 1 and 2, below). All correspondence and records should be retained in the office in which the complaint is finally resolved.

The grade initially assigned by an instructor remains in effect until and unless a change is determined by the appeal process.

### 1. Conditions for an Appeal

In all cases, the student shall have the burden to prove all allegations in her/his complaint by clear and convincing evidence at all stages of the appeal. Students may appeal grades they believe were based on prejudice, discrimination, arbitrary or capricious action, the results of extenuating circumstances (e.g., emergencies), or other reasons not related to academic performance. A grade appeal cannot be based upon differences in assigned grades between multi-section courses, whether or not the course sections are taught by the same instructor.

### 2. Grade Appeal Procedure and Time Schedules

- Step 1. Informal Consultation with Instructor.

This must be initiated within 14 calendar days of the posting of the course grade for viewing by students. The student shall first consult with the instructor in an effort to reach a satisfactory resolution of her or his appeal. Students who wish to appeal a grade should first meet with the College instructor to review the assigned grade and attempt to resolve the matter informally. In the event that the student cannot schedule a face-to-face meeting with the instructor, the student may attempt to consult with the instructor by email or phone, or the student may ask the instructor's supervisor to schedule the meeting between the student and the instructor.

Informal consultation is a required first step, and no further grade appeal is permitted unless informal consultation is first attempted. The instructor's decision after the consultation must be completed and communicated to the student within ten business days of the informal consultation. The only exception to this procedure is when the instructor is no longer employed by the College or is otherwise unavailable so that it is impossible to complete Step 1. If the student has attempted to contact the instructor via email and has not received a reply within ten business days, the student may proceed directly to Step 2, provided that the student must present documentary evidence of the attempt to confer by email with the instructor.

- Step 2. Appeal to the Instructor's supervisor.

If a student wishes to appeal a grade further, the student must submit a written appeal to the instructor's supervisor responsible for the course being appealed within ten business days following the end of Step 1. The appeal to the instructor's supervisor must be submitted in writing and must contain the student's name, ID, the course/section, instructor, written communication resulting from Step 1, and description of how the case meets the conditions of a grade appeal. (See Conditions for an Appeal, section 1.3.C.1, above.) The instructor's supervisor will then review the information provided to reach a decision. The supervisor's decision will be communicated to the student and the instructor within 15 calendar days of the receipt of the appeal if practicable.

- Step 3. Appeal to the Chief Academic Officer.

If the student wishes to appeal a grade further, he or she may submit an appeal to the Chief Academic Officer within ten business days of the end of Step 2. The appeal to the Chief Academic Officer must be submitted in writing and must contain the student's name, ID, the course/section, instructor, communication resulting from Step 1 and 2, and description of how the case meets the conditions of a grade appeal. The Chief Academic Officer will then review the information provided to reach a decision. The decision will be communicated to the student, the instructor, and the instructor's supervisor within ten business days of the receipt of the appeal. All decisions made in Step 3 are final.

### 3. Retention of Records

As part of the College's grade appeal procedure, instructors are required to keep grade-related materials until the appeal time frame has elapsed. Material that applies to an ongoing grade appeal process must be retained for six months following completion of the grade appeal process. Grade-related material refers to examinations, projects, term papers, records on grades, attendance records, electronic files, and other material that is used in the grading process and is not returned to the student. If materials are returned to the student, a student desiring to appeal must present any tests, examinations, term papers, or other graded material that form the basis for their appeal.

Failure by College personnel to meet the timelines set forth in the Grade Appeal procedure does mean that the student prevails. In the event College personnel do not meet timelines, the College will attempt to equitably adjust the schedules to permit the evaluation of the student's appeal.

## C. Academic Misconduct Appeal Procedures

The Academic Integrity Appeal Procedure is designed to provide all students at Columbia Gorge Community College with a clearly defined avenue for appealing decisions regarding academic misconduct.

### 1. Conditions of the Appeal

In all cases, the student shall have the burden to prove all allegations in her/his complaint by clear and convincing evidence at all stages of the appeal. The only grounds for appeal that will be accepted are gross error in procedure, violation of the student's rights, new evidence, or extreme bias on the part of the individual/group making the decision and/or assigning the penalty.

### 2. Timeframe for Initiating an Appeal

The student may challenge the penalty recommended by an instructor by following the appeals procedure below. In full-term courses, students may initiate an appeal within ten calendar days of notification of the penalty. Failure to make an appeal within this ten business day time period shall constitute a waiver of the appeal right, shall result in the penalty becoming final as recommended, and the case shall be considered complete.

In short-term courses, clinical courses, or other time-critical circumstances, students are advised to begin the appeals process immediately (or as soon as feasible but no longer than two business days) after any allegations of misconduct. Failure to do so will not only constitute a waiver of right to appeal, but also may severely hinder a student's ability to complete a program or course.

If it is determined that the student committed an act of misconduct and the student drops



or withdraws from the course, the case will remain open for monitoring by Student Services.

### 3. Penalty and Decision Appeal Process

- Step 1. Informal consultation with instructor (if appropriate).

This must be initiated within ten business days of the student receiving notification of the penalty, or as soon as feasible, but no longer than two business days, if the course is short-term and/or is part of a time-sensitive clinical schedule. The appeal to the instructor must be submitted in writing. The instructor's decision, whether a denial of the appeal or other resolution, must be completed within ten business days of receiving the appeal, or within two business days in the case of short-term and/or time sensitive courses.

- Step 2. Appeal to the instructor's supervisor.

If a student has reasonable grounds and wishes to appeal a penalty further, she or he must submit a written appeal to the appropriate instructor's supervisor within ten business days following the end of Step 1 for full-term courses. For short-term and/or time-sensitive courses, students must appeal as soon as feasible after receiving the instructor's decision, but no longer than two business days. The appeal must be submitted in writing. The instructor's supervisor may request additional information from the student or instructor. For full-term courses, the instructor's supervisor has seven calendar days from receipt of the appeal to make and communicate the decision to the student and the instructor. For short-term and/or time-sensitive courses, the instructor's supervisor must make and communicate the decision to the student within two business days.

- Step 3. Appeal to the Chief Academic Officer.

If a student has reasonable grounds and wishes to appeal a penalty further, she or he must submit a written appeal to the Chief Academic Officer within ten business days (for full-term courses) or two business days (for short-term and/or time-sensitive courses) following the end of Step 2. The Chief Academic Officer will endeavor to render a written decision within ten business days (for full-term courses) or two business days (for short-term and/or time-sensitive courses) of receipt of the appeal. Decisions made in Step 3 are final.

### 4. Grading and Attendance Protocol for Students Engaged in a Conduct Case or Appeal through Student Services

This protocol applies when a student's attendance in a class and/or a student's grade is potentially impacted by the following circumstances:

- A student is engaged in a conduct case being handled by Student Services.
- A student is involved in an appeal of a conduct decision and/or penalty determined by Student Services.
- A student is involved in an appeal of an Instructional Services decision.

### 5. Attendance in class

In most cases, the student may continue to attend the class until the conduct and/or appeal process has been concluded. However, in some circumstances, such as when the student is behaving unsafely in a clinical or laboratory setting (see 1.1.C.3g above), students may be ineligible to return to class until any and all appeals are completed. In addition, the Office of

Student Services may determine that a student's continuation in the course will significantly compromise the learning environment or safety of others, thus warranting a student's removal from class until the appeals process is complete. The student will be notified whether she/he is eligible to return to class pending outcome of the appeal.

#### 6. Entering Grades

- Mid-appeal/Mid-case

If the appeal occurs at the end of a term, the Chief Student Services Officer will notify the instructor to assign the student a grade incomplete (I) while the appeal is pending.

- Upon case/appeal completion, post grade reporting period

In the event that (a) a grade related penalty has been appealed by a student, (b) a penalty of suspension or expulsion has been appealed, (c) the appeal has not yet been resolved, or (d) if an appeal or case is resolved after the period for course grade reporting, the Chief Student Services Officer will notify the appropriate parties about necessary changes to the grade record and will contact the Registrar's Office to finalize the course grade. If the instructor is unavailable, the instructor's supervisor will finalize the grade.

#### 7. Enrollment and Grades Regarding Suspension or Expulsion

In the case of expulsion, the student will be assigned a failing grade in the associated course. In the case of suspension, the grade assigned for the associated course will be determined by the Registrar after consultation with the appropriate instructor(s) and instructor's/instructors' supervisor(s). An expulsion will take effect immediately upon exhaustion of the appeal process; if this occurs in the middle of a term, the expulsion will terminate enrollment in all courses. In the case of a suspension, if the review and appeal is exhausted in the middle of a term, the Chief Student Services Office will determine whether the student can continue in other courses.

#### D. Academic Records Petition Procedure

The Academic Records Petition policy and procedure is designed to provide all students at Columbia Gorge Community College with a clearly defined avenue for appealing the College's application of academic policies, academic deadlines, and the content of the student's official record.

1. Informal Appeal/Consultation with Student Services—Students seeking exceptions to academic policies or deadlines should first contact Student Services to explain the situation. In some circumstances, Student Services personnel may help provide information and satisfactory remedies for the student. In such cases, no further action may be required.
2. Formal Appeal—If the student would like to further appeal any decisions or policies after consulting with Student Services, the student must obtain and complete an Academic Records Petition Request form (see Student Services for the form). Once completed, the form and any accompanying, relevant documentation and evidence should be submitted to a Student Services representative. Completed forms and documentation will be reviewed by the Registrar. Decisions by the Registrar should be rendered and students notified within ten business days. In the event that forms are incomplete and/or more supporting documentation is needed, the Registrar may contact the student for more information. Such actions will delay the Registrar's responses and decisions.
3. Appeal of the Registrar's Decision—Students may appeal decisions made by the

Registrar by submitting a request for appeal in writing to the Chief Student Services Officer. This request must contain the same documentation (original or copies) submitted to the Registrar in the previous step, as well as a cover letter explaining why the Registrar's decision is inappropriate, and additional information as necessary to convey the facts in the student's case. As in step 2 above, the student may be contacted for more information. Decisions will be made and communicated by the Chief Student Services Officer within ten business days after all relevant appeals materials have been received. Decisions of the Chief Student Services Officer are final.

#### E. Appeal Proceedings

Regardless of the nature of the appeal, neither formal rules of process and procedure nor rules of evidence, such as those applied in court, are used in proceedings under this section.

### 1.4 Credits and Grades

#### A. Credit Hour

Columbia Gorge Community College (CGCC) grants credit for college work based on the national standard of the Carnegie Unit. Credit is based on in-class or equivalent hours and student out of class work. CGCC operates on the quarter system, in which one credit is based on, or equivalent to, 30-36 hours of academic engagement. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- Lecture – 10 to 12 clock hours of instruction with a minimum of 20 hours of out-of-class student work.
- Lecture/lab – 20 to 24 clock hours of instruction with a minimum of 10 hours of out-of-class student work.
- Lab – 30 to 36 clock hours of instruction with minimal outside study.
- Cooperative Education/Clinical – 30 to 36 clock hours of supervised or semi-supervised instruction consisting of work experience in which a college instructor visits the work site periodically but primary supervision is from the employer or other individual contracted to provide the work experience
- Seminar – 10 to 12 clock hours in class with a minimum of 20 hours of out-of-class student work (Example: Cooperative Education Seminar 280)
- Independent Study – A minimum of 30 hours student involvement equals one credit hour.

For courses in which instruction is less clearly tied to clock hours, such as courses that might be offered exclusively online, course submissions shall include evidence of equivalency that reasonably approximates the minimum hours of student engagement.

#### B. Class Attendance

The philosophy of the institution is that students who attend class learn more than those who do not attend regularly, and that grades are a reflection of learning. Furthermore, the policy below affirms that instructors and students share important responsibilities for the quality of the overall in-class learning experience.

##### 1. Responsibility of Instructors

It is the responsibility of the instructor to determine the attendance guidelines that best promote learning in a particular course. On or before the first meeting of each class, the instructor is expected to articulate and inform students in writing via a course syllabus about specific class attendance requirements. In general, instructors should exercise fair and

consistent standards in determining when to excuse an absence and/or when to provide accommodations for missed major exams and assessments. An excused absence or accommodation may be available to students who miss class to observe a recognized religious day, to fulfill jury duty or military service, or to participate in a school sanctioned activity, provided the student gives reasonable notice to the instructor.

Accommodations may be available for students with disabilities. More information regarding disability services can be found at [www.cgcc.edu/disability-resources](http://www.cgcc.edu/disability-resources) or by visiting Student Services.

## 2. Responsibility of Students

It is the responsibility of the student to comply with the class attendance guidelines/policies and complete assignments, including those that involve out-of-class or online participation. Students are responsible for informing instructors in advance about anticipated absences. Students should recognize that individual sections of a course may be taught differently and that the attendance policy for individual sections of a course may not be the same.

The College recognizes that regular attendance is the student's responsibility. The instructor may evaluate the lack of attendance in terms of the course requirements and take a reasonable course of action. An instructor may initiate a drop for non-attendance if the student is not present during the first week of class, this is commonly referred to as a "no-show". Attendance in hybrid and online courses is defined in the course syllabus.

A class missed due to required participation in a verified school activity will not be considered an absence. Students who miss class or are absent for any reason are still responsible for completing all course requirements. When the number of class hours absent exceeds the number of course credits, the instructor has the authority to send a notice to the student as a warning and/or refer the student to the PASS advisor.

Any student absent from a written test shall be regarded as having failed that test. However, if such absence is caused by some unavoidable, extenuating circumstance (the burden of proof lies with the student and the final determination lies with the instructor), the instructor shall give a comparable test to the student at a later date.

Students must withdraw themselves if they decide not to complete any class. Please contact Student Services to begin the withdrawal process. Students who stop attending yet do not drop/withdraw from their classes will get failing grades (or whatever grades they earned). After 75 percent of the term has elapsed (eighth week of full-term classes) students cannot initiate drops/withdrawals. Once the deadline to withdraw from a course has passed, students will be issued a grade.

If a student informs an instructor in advance about an anticipated absence and the instructor decides not to provide an accommodation for a major exam or assessment, the student may appeal to the instructor's supervisor who oversees the course. An appeal must be based on (a) failure of the instructor to articulate a policy or (b) failure of the instructor to follow the articulated policy.

## C. Grade Symbols

A final grade is the instructor's evaluation of a student's achievement throughout a term's work in a course. Factors upon which the final grade may be based include attendance, recitation, written and oral quizzes and tests, reports, papers, the final examination, and other class activities.

Grades are earned upon completion of a course in the following categories:

GRADE	POINTS/ CREDIT HOUR	DESCRIPTION	USED TO CALCULATE GPA?
A	4	Excellent	Yes
B	3	Above Average	Yes
C	2	Average	Yes
D	1	Substandard, but receiving credit	Yes
F	0	Failure	Yes
P	-	Pass	No
NP	-	No Pass	No
I	-	Incomplete	No
AU	-	Audit	No
W	-	Withdrawal	No
R	-	Repeated	No

#### D. Incomplete Grades

At the discretion of the instructor, a grade of incomplete (I) may be assigned in a course where

- The student has completed more than 80 percent of the course
- The student is maintaining a passing grade
- The instructor judges the student's inability to complete the course due to legitimate unforeseen causes

The instructor must indicate what course requirements the student has left to complete. The remaining requirements must be listed on the Incomplete Grade Contract and must be determined prior to the final examination date. A copy of the contract is kept on file as part of the student's record with the Registrar. A term grade of "I" must be changed to a final grade within one calendar year. After that time, the grade will automatically be changed to an "F", and the student must repeat the course to receive credit. The student is responsible for completing all outstanding course requirements and for working with the instructor to initiate the grade change.

#### E. Change of Grade

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, if a student meets the requirements for the change of an I mark, or if determined by the outcome of a grade appeal.

### 1.5 GPA

For each student, CGCC calculates several types of grade point average (GPA), depending on where and how the GPA is used.

#### A. Official and Unofficial Transcript GPA Types

##### 1. Term GPA

Term GPA includes all coursework receiving a grade of A, B, C, D, or F (including developmental coursework) taken during a specific term at CGCC. This GPA appears on the CGCC transcript as "Term GPA." Term GPA is used to calculate a student's honors status.

## 2. Cumulative GPA

Cumulative GPA includes all coursework receiving a grade of A, B, C, D, or F (including developmental coursework) a student has taken while at CGCC. This GPA appears on the CGCC transcript as “Cum GPA.”

## 3. Overall GPA for Graduation

Overall GPA for Graduation includes all college-level coursework receiving a grade of A, B, C, D, or F a student has taken while at CGCC and appears as the cumulative GPA after completion of the student’s final term. This GPA is used to determine if a student meets the minimum 2.0 GPA required to graduate.

### 1.6 Course Attempts

#### A. Repeating a Course

The effect of repeating a course is as follows:

- Only the grade for the most recent iteration of the course will count in the GPA.
- All iterations of the course will continue to show on the transcript with their respective grades.
- An “R” for repeat will show on the transcript next to the respective grade.
- Certain courses may be repeated and the credits accumulated. For all others, the previous course is marked to show that it has been repeated.

#### B. Limited Attempts

Any student wishing to improve his/her grade in a course to meet core or degree requirements may register to repeat a course. “W” grades are counted as enrollment.

NOTE: Some programs may not allow multiple attempts for a course.

After the third attempt to receive a passing grade in a course, the student may appeal to the Registrar’s Office for one additional attempt by completing an academic records petition. Appeals are only considered for documented extenuating circumstances.

### 1.7 Academic Standing

The Standards of Satisfactory Academic Progress (“SAP”) are evaluated and students are notified of their current SAP standings at the conclusion of each period of enrollment. Possible SAP standings include: Good Standing, Warning, Probation, and Suspension. CGCC has an academic SAP and financial aid SAP policy. If not specifically identified as Academic or Financial aid, the following information applies to both, unless specifically identified as financial aid or academic only.

#### A. Good Standing

Students who are meeting all of the Standards of Satisfactory Academic Progress and are not in a period of Warning, Probation or Suspension are in Good Standing. Good standing meets the following criteria:

- S/he earns a Grade Point Average (GPA) of 2.0 or higher each term.
- S/he successfully completes 2/3 (66.67%) of completed credits each term.
- S/he must also be able to graduate within 150% of maximum credit limit (financial aid only)

#### B. Warning

Students who have been in Good Standing and who have not met one or more of the Standards of Satisfactory Academic Progress will be placed on Warning and strongly encouraged to meet with their Academic Advisor to develop a plan for academic success. A Warning does not prevent a student from receiving financial aid and scholarships. A Warning is intended to alert the student to a current deficiency in their academic progress. A student can only be on Warning for one consecutive period of enrollment.

#### C. Probation

Students who have not met one or more of the Standards of Satisfactory Academic Progress while on Warning will be placed on Probation.

Students must show they are meeting good standing levels by mid-term or they will not be able to register for the following term until grades post (academic SAP only).

#### D. Probation and Education Plan (financial aid only)

Education Plans may be required of students who fail to meet SAP standards for the term in which the student is on financial aid warning/probation. This status is only granted upon the approval of a financial aid SAP appeal with the condition the student follows an academic plan. The student is eligible to receive financial aid as long as the student continues to follow the plan.

#### E. Suspension

If a student fails to make satisfactory academic progress three consecutive terms then s/he is suspended.

The ability to register will be revoked for all credit classes that term.

A notation of suspension will be placed on the students' transcript

After one term passes, the student may re-enroll and start her/his academic record in good standing, as if no academic warnings existed.

Students who cannot mathematically complete their declared degree/certificate within the maximum timeframe while on any status (Good Standing, Warning, Probation, or Education Plan), will be placed on Suspension. (financial aid SAP only)

Students who cannot raise their graduation GPA to the minimum 2.00 within the maximum timeframe in any status (Good Standing, Warning, Probation, or Education Plan), will be placed on Suspension. (financial aid SAP only)

For students on financial aid SAP: Students who have been placed on Suspension may appeal. Appeals are reviewed and either approved or denied. Submitting an appeal does not guarantee approval.

#### F. Returning from Suspension

Prior to returning to CGCC after a term of suspension, students are required to:

Meet with an academic advisor and create an academic plan that includes appropriate student success strategies.

For financial aid SAP, students are informed of the number of credits or minimum GPA that must be successfully completed to be reinstated. These courses must be completed without financial aid.

Appeals associated with the Suspension Contract process must be made, in writing, to the Chief

Academic Officer (see section 1.3.B Step 3 above).

See the Course Catalog for more information on academic SAP and <https://www.cgcc.edu/financial-aid/resources>



## 2. Student Rights and Non-Academic Conduct

Columbia Gorge Community College is an academic community comprised of multiple constituencies including students, faculty, and staff. Membership within the College community invokes certain privileges, rights, and responsibilities. This section focuses on the opportunities, rights, and responsibilities of students at Columbia Gorge Community College.

### 2.1 Student Rights

#### A. Free Inquiry, Expression, and Assembly

CGCC respects community members' constitutionally-protected free speech activity. The welfare and strength of CGCC and of society at large depend upon the ability to engage in free expression in the search for meaning. These ideals help to create the stimulating and challenging learning environment that should characterize higher education. In the spirit of a true educational environment, individuals are encouraged to invite, rather than inhibit, discourse on ideas. CGCC strives to foster free and open expression of divergent views by students, student organizations, faculty, staff, and visitors. To this end, CGCC recognizes and protects full freedom of inquiry, discussion, study, publication, and for artists, the creation and exhibition of works of art.

CGCC also recognizes its responsibility to provide a secure learning environment that allows members of the community to express their views in ways that do not disrupt the operation of CGCC. CGCC reserves the right to limit the time, place, and manner of speech activity as deemed necessary by CGCC in order to serve the interests of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.

This policy does not permit expression that is unlawful or otherwise prohibited by law. Such expression includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, copyright or trademark violation, harassment, trespassing, and false or deceptive advertising. CGCC will vigilantly protect individuals against discrimination or harassment.

CGCC will not make viewpoint-based restrictions on speech.

An individual, organization, or department hosting an event is responsible for all reasonable costs associated with the event. These costs may include but are not limited to those related to security and cleanup. For questions and options related to any health, safety, fire or other regulations that must be observed by users of a facility please contact Facilities Planning and Management.

In addressing all complaints and reports under this policy, CGCC will take permissible actions to ensure the safety of students, faculty, staff, and visitors while honoring individuals' rights to engage in speech activity.

- Enforcement Guidelines

To ensure that speech activity does not interfere with the operation of CGCC or the rights of others, all speech activity must meet the following criteria:

- Speech activity must not interfere with the free flow of traffic, vehicle or pedestrian, or the ingress and egress to buildings on campus.
- The use of microphones, bullhorns, or any sound amplification device is not permitted.

- Speech activity must not impede the orderly conduct of CGCC classes, scheduled college ceremonies, events, or other CGCC activities.
- CGCC employees may not allow their speech activity to interfere with their work time or the work time of other CGCC employees.
- Pamphlets, handbills, circulars, newspapers, magazines, and other written materials may be distributed on a person-to-person basis.
- The individual or organization that reserves the speech and demonstration area shall be responsible for seeing that the area is left clean and in good repair. Persons or organizations responsible for the event may be held financially responsible for cleanup costs or destruction of property owned or operated by CGCC.
- Individuals and programs using the speech and demonstration areas must comply with all applicable state and federal laws and institutional policies, rules, and regulations.

- Violations

Violations of these guidelines may result in one or more of the following:

- A requirement that an individual or organization cease and desist, relocate, or vacate the premises or property owned or controlled by CGCC by law enforcement or an authorized representative of CGCC.
- Commencement of institutional disciplinary proceedings by the appropriate department or academic unit.
- Arrest and prosecution for violation of local, state, and federal law(s).

1. Handbills, Posters, Flyers, Banners, and Signs

Building administrators or other College officials may designate areas in classrooms and/or in or around College buildings for students or student organizations who wish to post handbills, posters, flyers, banners, signs, and other similar items on campus. All such materials must be stamped and approved by Student Services prior to distribution. Columbia Gorge Community College prohibits the posting or display of these items by students or student organizations outside of these designated areas, including on the exterior of any College building, telephone/utility pole, tree, sidewalk, window, trash can, or any other exterior surface located on the campus, including vehicles.

2. Use of Chalk on Sidewalks:

Columbia Gorge Community College limits the use of sidewalk chalk, sidewalk art, or other sidewalk chalk displays to College messages in support of College sponsored events or activities. Sidewalk chalk should not be used on College structures and buildings, including but not limited to steps, verandas, porches, and columns.

3. Political Activity

CGCC's students are free to express their political opinions and engage in political activities so long as they do so only in their individual capacities and they avoid even the appearance that they are speaking or acting for CGCC. Students taking political positions for themselves or groups with which they are associated should clearly indicate by words and actions that their positions are not those of CGCC and are not being taken in an official capacity on CGCC's behalf.

- **Activities and Events**

Political activities hosted at but not sponsored by CGCC may be undertaken in compliance with CGCC's policies and procedures. Similarly, student political clubs and organizations may invite candidates or campaigns to speak on campus. The use of CGCC's facilities for such a purpose shall require compliance with CGCC's facility use policies and procedures. Posters, social media, emails and websites advertising any such event should include a disclaimer that the opinions expressed will be neither the opinions of CGCC nor are they sanctioned by CGCC. CGCC's policies and procedures regarding the use of its facilities prohibit discrimination against political organizations or candidates on the basis of their particular political viewpoint.

- **Publications**

Student publications may run editorials expressing the editor's views on candidates for public office, provided that the editorial page indicates that the views expressed therein are those of the student editors and not those of CGCC.

- **Contributions**

Student clubs and organizations are prohibited from using CGCC funds to contribute to a political organization, candidate or cause.

- **Campaign Materials**

The placement of political posters and banners are subject to CGCC's guidelines regarding posters and banners on campus.

- **Use of College Resources**

CGCC's supplies, materials, equipment, telephones, printing or copying services and its email service may not be used to promote or oppose a political candidate or organization.

## B. Right of Privacy – Personal Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that governs access to students' educational records, which are records that contain information directly related to a student that are maintained as official working files by the College. Under FERPA, students have the right to gain access to their educational records, and such access includes the right to inspect and review the records, the right to obtain copies of the records (a copying fee may be charged), and the right to challenge or supplement information on file. Public or "directory" information about a student, which may be released to anyone upon request, includes the student's name, address, email address, telephone listing, academic major, enrollment status, part-time/full-time, year (e.g. freshman/sophomore), dates of attendance, and participation in officially recognized activities. Directory information requests must be made directly to the Chief Student Services Officer and will only be released if such requests are deemed to be in the best interest of all students. Additionally, directory information will not be released to vendors or others desiring to solicit students for membership or purchases. Students may request that the College not release directory information by completing a Directory Hold at any of the College's Student Services locations.

Pursuant to FERPA, once a student reaches 18 or attends a postsecondary institution, parents no longer have access to their children's educational records, unless the student is claimed as a dependent as defined by Section 152 of the Internal Revenue Code or the student provides the College with written consent to allow such disclosure. An exception to this rule is in the case of violations of the College's alcohol and drug policies by students under age 21. In such cases, information regarding the violation may be released to parents, regardless of whether the student is considered a dependent or independent student.

In general, the College will not release information contained in a student's educational records to a third party without written consent of the student unless a legal exception applies. However, prior written consent from the student is not required, for example, under the following circumstances, which are some, but not all, of FERPA's exceptions to prior consent:

- If it is directory information and the student has not requested that such information be withheld;
- To the parents of a student classified as dependent under the Internal Revenue Code;
- To the parents of a student who violated the College's alcohol or drug policies if the student is under age 21;
- To College officials who have a legitimate educational interest;
- To officials at another institution in which the student seeks to enroll;
- In connection with a health or safety emergency if necessary to protect the student or others;
- To financial aid lenders checking enrollment status for loan purposes;
- To authorized representatives of the following:
  - Secretary of the United States Department of Education;
  - Office of the United States Comptroller General; and
  - State and local education authorities as part of an audit or program review.
- In response to a court order and/or subpoena after reasonable effort to notify affected

student (unless ordered not to contact the student by the Court); or

- To an alleged victim of any Title IX violation, the final results of the College conduct proceeding regarding such an alleged offense.

### C. Student Complaints

The College prohibits retaliation based on student complaints, whether oral or written, regarding any area of academic or student life. The College will endeavor to provide a timely response to any complaint.

Defamatory or charges brought in bad faith may cause a student to be held responsible for violations of College policies through the college conduct process.

Student concerns should be resolved as quickly as possible at the lowest possible College unit that has the authority to act. Because no single process can serve the wide range of possible complaints, the College provides specific processes for responding to certain kinds of student complaints. Where College policy provides a specific complaint or grievance procedure, an aggrieved student should use that procedure.

Examples of established procedures for specific types of student complaints include

- Academic Integrity Issues
  - Academic Misconduct
- Record-Related Issues
  - Academic Standing
  - Drop for Non-attendance (a.k.a. “No-Show”)
  - Financial Aid
  - Grade Appeals
  - Residency
  - Satisfactory Academic Progress
- Student Conduct Process
- Violation of the Respectful Community Policy
  - Discrimination
  - Sexual Harassment

#### 1. General Complaint Procedures for Students

Students may use the following procedures to formally question the application of any College regulation, rule, policy, requirement, or procedure not otherwise covered by a more specific policy or procedure.

- **Step One:** The student should meet with the College decision-maker concerned to discuss the complaint and to attempt to arrive at a solution. This meeting should occur no later than 10 business days after the action which resulted in the complaint. Note: You may contact Student Services for assistance in determining the appropriate decision-maker.
- **Step Two:** If the student’s complaint is not resolved at Step One, the student must, within 10 business days of the Step One meeting, submit a written complaint to the next level in the College’s administrative structure (department chair, director or her/his designee in the administrative unit within which the complaint originated). The

complaint must be signed and dated by the student, or sent from an official CGCC student email account. The name and title of the person to whom the request should be addressed can be obtained from the employee in Step One.

If the student's issue cannot be resolved by the Step Two administrator by telephone call or email correspondence, the Step Two administrator shall make a reasonable effort to arrange for a meeting with the student and the employee within 10 business days from the date that the request is received. If this timeframe cannot be met, the Step Two administrator should notify all parties in writing and determine a mutually agreeable time. The meeting should be informal, with a candid discussion of the problem in an attempt to find a solution. The Step Two administrator may give an oral decision at the close of the meeting, or he or she may choose to take the matter under advisement. Typically, the Step Two administrator will render a final decision within 10 business days, informing all parties of the decision.

- **Step Three:** If the student wishes to appeal the Step Two decision, he or she may appeal to the next level supervisor in the administrative structure of the College within 10 business days from the date of the Step Two written decision. The student may obtain from the employee in Step One or Step Two the name and title of the person to whom the request should be addressed.

The appeal must be in writing, signed and dated, or sent from an official CGCC student email account. Upon receiving this written appeal, the Step Three administrator will review all information concerning the complaint and appeal and should render a written decision within 10 business days from the date of receipt of the appeal. The Step Three administrator's decision is final.

In all cases, if the final decision requires any change to an official record of the College, the College employee must comply with all College regulations and procedures necessary to accomplish the change.

#### D. Fourth Amendment Rights

Students at Columbia Gorge Community College have the right to be secure from unreasonable searches and seizures. However, CGCC reserves the right to conduct reasonable searches of a student, her/his personal property or vehicle and any locker or other depository on College premises when there is reasonable suspicion that the search will lead to the discovery of: (i) evidence of a violation of the Student Code of Conduct or other applicable College policy; (ii) evidence of illegal activity on campus or in conjunction with any College activity; or (iii) weapons or any other object or thing which presents an immediate danger to the well-being of persons or property. In addition, students as well as others may be subject to metal detection equipment at College events and activities.

#### E. Participation in Student Organizations

Students at Columbia Gorge Community College have the right to participate in student organizations and conduct social affairs.

The activities of student organizations operate under policies established by the Student Life Center. Responsibility for the conduct of such activities rests with the sponsoring organization. All organizations are required to adhere to policies and standards of conduct prescribed herein by the College.

## 2.2 Student Conduct Rules and Responsibilities

### A. Community Expectations and Student Responsibility

Columbia Gorge Community College and its surrounding community expect all students and employees to practice high levels of academic and professional honesty and integrity. Maintaining discipline and standards of conduct in the college setting protects the character of the collegiate community and supports the values of Columbia Gorge Community College.

The following disciplinary information is intended to give students and other members of the community general notice of prohibited behavior, the procedures through which alleged conduct violations will be handled, and the rights and responsibilities of those involved during the disciplinary process.

## B. Code of Student Conduct

The following are examples of prohibited behaviors and activities which may result in disciplinary action by Student Services at Columbia Gorge Community College regardless of whether the violation took place off campus, on campus, or online. Commission of or attempts to commit these acts, condoning, and supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts are violations of this Code. Please note that this Code does not, nor is it intended to, create contract or due process rights nor does it afford due process rights like those that may be provided by criminal or civil statutes or procedures. The College also may undertake other disciplinary actions in addition to those of law enforcement agencies when any local, state, or federal law has been violated.

To report a violation of the Code of Student Conduct, please contact Student Services at (541) 506-6010 or [conduct@cgcc.edu](mailto:conduct@cgcc.edu). Please note that violations of sexual assault, stalking, discrimination and harassment are addressed in Section 3 below.

### 1. Smoke-Free Campus Environment

Columbia Gorge Community College is committed to providing a safe and healthy environment for its employees, students and visitors. Smoking, the use of electronic cigarettes, the burning of any type of pipe, cigar, cigarette, or similar product, and chewing tobacco is prohibited in all campus buildings as well as in all vehicles owned, leased or rented by the College. Smoking is also prohibited within 50 feet, approximately 20 paces, of all campus buildings.

### 2. Alcohol

Alcohol misuse or abuse interferes with the College's educational mission and shows a lack of respect for one's self, for others within the College community, and for the community at large.

Students found in violation of this policy will be subject to campus disciplinary action, as well as potential civil liability and/or criminal prosecution.

The following acts by students are prohibited by this policy when they occur on campus, at a CGCC-sponsored event, at a CGCC-sanctioned activity, or while acting as a representative of CGCC:

- It is unlawful, and therefore violates this policy, for any student under the age of 21 to possess or consume alcohol.
- Columbia Gorge Community College prohibits operation of equipment or vehicles while under the influence of alcohol.
- Columbia Gorge Community College prohibits inappropriate behavior that is a direct result of alcohol consumption. Any student publicly intoxicated will be in violation of this policy.
- The distribution of alcohol without a permit is unlawful and thus a violation of College policy. Any possession of alcohol in plain view or unattended and unsecured

alcohol shall be considered distribution in violation of this policy. Alcohol left unattended and unsecured or in plain view may be confiscated. The College prohibits the possession of items that provide for common distribution of alcohol on or in College property and buildings located on the College's campus. Examples include, but are not limited to, kegs, pony kegs, party balls, and other forms of common supply. Such items may be confiscated by the College.

\*Permission for certain legal alcohol use may be approved by the Office of the President.

### 3. Drugs and Drug Paraphernalia

Columbia Gorge Community College prohibits the use, possession, distribution, sale, manufacture, and delivery of illegal drugs, including the misuse of prescription medications, by members of its community. Illegal drugs including prescription drugs for which the person does not have a valid prescription and any drug prohibited by federal law, including marijuana, are subject to confiscation. Columbia Gorge Community College also prohibits the possession, sale, and distribution of drug paraphernalia. These items are strictly prohibited and are subject to confiscation.

Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability.

Columbia Gorge Community College also prohibits behavior that is a direct result of drug consumption, use, or abuse. Any student found to be impaired by the use of drugs will be in violation of College policy.

Information regarding a student's violation of the College's drug and alcohol policies may be released to that student's parent, if the student is under the age of 21.

### 4. Presentation of Identification

In order to identify community members, the College issues each new student an identification card at the time of registration. Students should be in possession of their College identification card at all times, and they may be asked to present their identification card to enter and/or participate in College-sponsored events.

Students at Columbia Gorge Community College are required to present their College identification to authorized College personnel upon request. Examples of authorized College personnel include, but are not limited to, the following: college officials, faculty, and staff. Students who fail to present their College identification to any College official may be denied access to college events and facilities, and if necessary, individuals without College identification may be asked to leave campus or the event site.

Any misuse of student identification cards by holders, or the use or attempted use by another person, may result in cancellation of privileges provided and conduct charges and proceedings. The loss or theft of student identification cards should be reported immediately to Student Services, and a substitute card will be issued (a fee may be charged for this service).

### 5. Fraud or False Identification

Students at Columbia Gorge Community College must demonstrate integrity by refraining from altering, falsifying, or misusing student documents or College documents, records, or forms of identification. Students must also refrain from misusing any state-issued or federally-issued identification (e.g., driver's license), including possessing a fake or fictitious identification, or



possessing identification belonging to someone other than themselves.

Additional examples of fraud include, but are not limited to, the following: providing false information to the College, forgery, unauthorized alteration of any official documentation, misuse of a College official's signature, unauthorized use of a student identification card, misuse of information technology user ID's and/or passwords and the fraudulent misrepresentation or concealment of one's organizational affiliation(s) or sponsorship(s). Unauthorized use of the name of the College or the names of members or organizations in the College community also is considered fraud. Students who act inconsistently with this value and policy will be subject to conduct charges and proceedings.

#### 6. Disregard for College Authority

Students at the College are expected to comply with reasonable requests by College officials and to refrain from interfering with such requests. Examples of behavior that are inconsistent with this value and policy include but are not limited to the following:

- failing to comply with reasonable and lawful directions or requests of College officials, including, but not limited to, administrative officials, faculty, and staff;
- failing to comply with a written notice to appear during any investigation, conduct proceeding, or appeal procedure;
- falsifying, distorting, or misrepresenting information before a hearing body or any College official prior to or during any investigation, conduct proceeding, or appeal procedure;
- disrupting or interfering with any investigation, conduct proceeding, or appeal procedure;
- attempting to discourage an individual's proper participation in, or use of, the conduct, complaint, or grievance processes;
- attempting to influence the impartiality of a member of a conduct board or hearing body, the charging party, a witness, or victim prior to, during the course of, or after the conduct or other similar College proceeding;
- harassing (verbally or physically) and/or intimidating a member of a conduct board or decision maker, the charging party, a witness, or victim prior to, during the course of, or after the conduct or other similar College proceeding;
- failing to comply with or violating the terms of conduct sanction(s);
- influencing or attempting to influence another person to abuse conduct, complaint, or grievance processes;
- intentionally or recklessly submitting false accusations or charges through any college conduct, complaint, or grievance process; and
- attempting to bribe or influence another person with an offer of money, gifts, or services to perform an act or provide a service contrary to College policy.

Students who act inconsistently with this value and policy will be subject to conduct charges and proceedings.

#### 7. Disorderly Conduct

As voluntary members of the College, students will not engage in behavior that disrupts the

academic mission or activities of the College, or disrupts any activity or event of the College community. Some examples of behavior that is inconsistent with this responsibility include, but are not limited to, the following: conduct which causes a breach of the peace; lewd, obscene or indecent conduct; conduct which interferes with or disrupts activities or functions sponsored or participated in by the College or by members of the College community; interfering with or obstructing pedestrian or vehicular traffic; obstructing or interfering with ingress or egress of campus buildings or facilities; conduct which interferes with the rights of others; unauthorized use of electronic or other devices to make an audio or video record of any person without her or his expressed or implied consent when such recording will demonstrate a lack of the respect for the dignity of another by being likely to cause injury or distress.

#### 8. Assault and Battery

Students must refrain from conduct that physically harms, or attempts to harm, another. Examples of behavior that are inconsistent with this policy include, but are not limited to, the following: purposely, knowingly, or recklessly causing, or attempting to cause, bodily harm to another; purposely, knowingly, or recklessly placing another in fear of serious bodily harm; and intentional, reckless, or negligent conduct that threatens, or endangers, the health or safety of others. Students who act inconsistently with this policy will be subject to conduct charges and proceedings. Behaviors also covered by this policy include; engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of measurable harm, preventing or attempting to prevent another individual from exiting any College premises, including but not limited to blocking their pathway or exit, and preventing or attempting to prevent another individual from accessing their keys or phone.

In addition to the College conduct process, Columbia Gorge Community College provides a mechanism to address grievances that may arise over sexual harassment (including sexual assault and relationship violence) or alleged discrimination or harassment on the basis of race, sex, religion, veteran's status, age, national origin, sexual orientation, gender identity or expression, veteran status, genetic information or any other basis protected by law.

Incidents of non-sexual harassment should be reported to Student Services, (541) 506-6011 or [studentservices@cgcc.edu](mailto:studentservices@cgcc.edu). Incidents of sexual harassment should be reported to the Title IX Coordinator, Mike Taphouse, at [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu).

#### 9. Harassment

In the spirit of academic freedom and respect for the dignity of each person, students must honor the right of others to have an environment free of conduct that unreasonably interferes, hinders, or otherwise denies another a suitable working or learning environment. Members of the College community must refrain from harassing others or creating an environment that denies others a suitable working or educational environment.

Harassment is any action, threat, gesture, and/or word—whether physical, verbal or electronic, written or video—directed toward another person, which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing, and/or alarming nature of the conduct. Harassment frequently, but not always, involves a pattern of conduct.

This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly.

In addition to the College conduct process, the College's Respectful Community policy, Section 3.1 below, applies to grievances that may arise over sexual harassment (including sexual assault

and relationship violence) or alleged unlawful discrimination or harassment on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information or any other basis protected by law. Incidents of non-sexual harassment should be reported to Student Services, (541) 506-6011. Incidents of sexual harassment should be reported to the Title IX Coordinator at [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu).

#### 10. Hazing

Students and student organizations at Columbia Gorge Community College must exercise integrity and respect for the dignity of each person by refraining from the act of hazing in any form.

Hazing is any action taken or situation created, regardless of the person's willingness to participate, that causes embarrassment, harassment, ridicule, or risks emotional and/or physical harm to members of a group or team.

Examples include, but are not limited to, the following:

- Requiring new members to perform duties not assigned to other members;
- Socially isolating new members;
- Line-ups and drills/tests on meaningless information;
- Asking new members to wear embarrassing or humiliating attire;
- Expecting new members to perform personal service to other members such as carrying books, errands, cooking, cleaning etc.;
- Sleep deprivation;
- Forced or coerced alcohol or other drug consumption;
- Forced or coerced ingestion of vile substances or concoctions; or
- Expecting illegal activity.

Students who act inconsistently with this value and policy will be subject to conduct charges and proceedings.

#### 11. Respect for Property

As good stewards of resources, students at Columbia Gorge Community College must abstain from willfully abusing or damaging the property of others or the College. Examples of behavior that are inconsistent with this value include, but are not limited to, littering, vandalism, unauthorized use or misuse of College property or the property of others, or defacing College property or the property of students, faculty, staff, and guests. It is expected that all members of the College community will treat the property of the College and of others with respect. Students will be held responsible for any destruction or damage to College or personal property and may face discipline through the College conduct system.

#### 12. Theft

As good stewards of resources, students at Columbia Gorge Community College must honor the property rights of others. Examples of behavior that are inconsistent with this value include, but are not limited to, theft, attempted theft, identity theft, unauthorized possession of property of another, and possession, retention, or disposal of stolen property. Students who act inconsistently with this value and policy may be subject to conduct charges and proceedings.

### 13. Arson, Explosive Devices, and Emergency Equipment

The unauthorized setting of fires, use of explosive devices, and misuse of emergency equipment are prohibited at Columbia Gorge Community College. The College prohibits the attempt to set, the setting of, or the adding to unauthorized fires on College property.

Occupants of all College facilities have a responsibility to follow the directions and directives of the CGCC Building Administrator, or a designated representative, and College personnel during fire emergencies as well as unannounced fire drills and practice evacuations. The failure or refusal to cooperate will constitute a breach of regulations and is subject to disciplinary action.

The College prohibits the possession, use, or threatened use of explosive devices, materials, or chemicals, including, but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite.

Any student found willfully to have tampered with, damaged, or misused any campus emergency protection equipment, initiated a false alarm, negligently discharged a fire extinguisher, or set a fire, may be expelled from the College and held responsible for the cost of all damages. In addition to disciplinary action through the College conduct system, students and/or their nonstudent guests who engage in such activity may be subject to criminal prosecution and civil liability.

### 14. Possession of Weapons

The possession of weapons on campus or at College or student functions off-campus, by persons other than duly authorized law enforcement officials is prohibited.

For purposes of this policy, a weapon is any dangerous instrument if it is used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury, including but not limited to the following: firearms (any weapon from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded), bombs, knives (except small, personal, pocket knives with a folding blade no longer than three inches, or culinary knives), slingshots, etc. The possession of weapons in violation of this policy may subject to criminal liability, removal from campus or campus events or facilities, employment discipline, and/or sanctions under the College conduct system.

### 15. Unauthorized Entry

Students at Columbia Gorge Community College will exercise personal and professional integrity by refraining from unauthorized entry to or use of a College facility and/or property. Examples of behavior that are inconsistent with this policy include, but are not limited to, the

following:

- Unauthorized entry into or presence in College buildings or facilities or areas of buildings that are locked or closed to the student body and the public;
- Failure or refusal to leave College grounds, or a specific portion thereof, or a College facility when requested by an authorized College official; or
- Improper or unauthorized entry into a College office.

Students who act inconsistently with this value and policy will be subject to conduct charges and proceedings.

#### 16. Accomplice to a Violation

Columbia Gorge Community College prohibits students from being present or otherwise involved, in such a way as to condone, support or encourage any acts that would violate this Code. (Note: Students who observe acts in violation of this Code are expected to remove themselves from the situation and are encouraged to report the matter.)

Additionally, students at Columbia Gorge Community College have the responsibility to ensure that their guests on campus will behave in a manner consistent with community values and College policies. If guests violate College policies, students may be held responsible for the actions of their guests.

#### 17. Violating a No Contact Order

Students who violate a No Contact Order, regardless of the method or location of contact, may be subject to suspension or expulsion from Columbia Gorge Community College.

#### 18. Noise Level Violations

Columbia Gorge Community College restricts noise or sound, whether amplified or not, that causes a disturbance to reasonable persons in the area, disrupts the academic, research or service activities or mission of the College, or disrupts any activity or event of the College community. There may be places and times at the College where this policy is more restrictive. Whether a warning is given for such a violation is at the discretion of the College official addressing the situation.

To maintain a community of learning free of disruptions and disturbances, all events, gatherings, or activities wishing to have amplified sound, both indoors and outdoors, must seek approval in advance from Student Services. Students who do not honor these guidelines may be subject to conduct charges and proceedings.

#### 19. Misuse of Electronic Technology Resources

Electronic technology resources are essential tools for fulfilling CGCC's mission. However, the potential for abuse of these resources exists. Such abuses may include unauthorized access of resources and accounts; violations of applicable laws, particularly copyright; distribution of software and/or other malicious code; overusing and/or overloading, intentionally or not, CGCC technology resources to the detriment of other users; or harming or intending to harm CGCC technology resources and/or other authorized users' safe access to those resources.

Note: This list is not a comprehensive list of possible violations of CGCC's Electronic Technology Resources policy. For more information, please refer to [www.cgcc.edu/policies](http://www.cgcc.edu/policies)

### C. Medical Amnesty

The purpose of this section is to facilitate access and remove barriers to students who require medical assistance in alcohol related emergencies, and to provide the opportunity for caring, non-punitive interventions in response to such incidents.

Amnesty may apply when a student receives emergency medical assistance that is related to the consumption of alcohol or drugs.

The student will not be charged or sanctioned for alcohol or drug related violations of the Student Code of Conduct, nor for being an accomplice to the violation.

Students receiving medical assistance in compliance with this policy shall not be referred for prosecution for any state, local or federal crime or misdemeanor solely related to the possession, consumption or supplying of alcohol or drugs.

The student may be required to consult with Student Services and/or participate in an appropriate educational program.

Nothing in this policy shall prevent an individual who is obligated by federal, state, or local law; or College policy, practice, or procedure from reporting, charging, or taking other action related to the possible criminal prosecution of any student.

## 2.3 Student Conduct Disciplinary Procedures

The College conduct system is run under the direction of the Office of Student Services. This office investigates, hears, and/or reviews cases of nonacademic misconduct. Except for cases involving academic misconduct or academic dishonesty should follow the separate disciplinary processes set forth by section 1.2 above.

With the agreement of all primary parties, the College may, at any point in the conduct process, offer an alternative dispute resolution option in lieu of formal student conduct proceedings.

### A. Student Conduct Authority and Jurisdiction

Columbia Gorge Community College has the authority to maintain appropriate standards of conduct for students and is authorized to take appropriate action, which may include but is not limited to the issuance of written warnings, suspension and expulsion.

Student Conduct Rules and Regulations and the jurisdiction of the College conduct system apply to conduct that occurs on College premises, at College sponsored or associated events or activities, and to off-campus conduct that has the potential to disrupt College operations or a student's learning environment. The Office of Student Services will determine whether the College conduct system has jurisdiction to apply the student conduct rules and regulations occurring off campus on a case-by-case basis. This determination is final.

#### 1. Jurisdiction

When determining whether the College has jurisdiction to address off-campus student conduct, the following will be considered:

- Whether the student was acting as a representative of the College;

- Whether the student was traveling to or from campus
- The nature of the alleged conduct
- Injuries to students or others
- The extent of danger posed to the College community
- Whether the conduct was directed at another member of the College community
- Whether a student or student club/organization was involved
- Whether the incident could result in a felony charge
- Whether weapons, drugs, or alcohol were involved
- The date of the incident
- The conduct history of student(s) involved
- The proximity to campus
- The relationship the College has with the student or other individual students at the time of the alleged violation

All students are responsible for their conduct and subject to these proceedings from the time of application of admission through the actual awarding of a degree, even though conduct may occur between terms of actual enrollment and even if the conduct is not discovered until after a degree is awarded.

#### B. Dismissal of Conduct Proceedings or Complaint

The Office of Student Services may dismiss a complaint at any stage if it reasonably believes that the complaint is baseless, unsupported, or would be more educational if resolved in a different manner.

#### C. Judicial Process

Student disciplinary hearings are not intended to be adversarial in nature but educational, and conducted in an atmosphere of informality and fairness. Formal rules of process and procedure, and/or technical rules of evidence such as those applied in court are not used in the College conduct process.

Below is the outline for the College conduct process.

##### 1. Notice of Charge

When a charge is initiated against a student, the Office of Student Services will provide written notice advising the student of the charge, the specific policy, rule, or regulation the student is charged with having violated, any other information deemed pertinent to the charge and the date of the administrative hearing. If the student is unable to attend the hearing on the scheduled date, the Office of Student Services will work to find a reasonable and appropriate date for the hearing.

##### 2. Administrative Hearing Process

- The student should be afforded reasonable access to review the original complaint, subject to redaction to maintain the confidentiality of other parties involved. If additional information becomes available and is relevant, it will be discussed and reviewed at the proceeding. The personal notes of staff

members and confidential information of other students are not included in the case file and thus are not accessible.

- Hearings under this process shall be conducted by a CGCC college administrator, most often the Director of Advising and Career Services. The hearing will be closed to the public; student names and identifying information disclosed will remain confidential.
- The parties shall have the right to present information for consideration, including identification of potential witnesses.
- During the proceeding, the accused student is responsible for responding to the allegations. The student has the right to have a support person attend the hearing; however, the support person is not permitted to speak or participate directly in the hearing, and is limited to speaking only to the party he/she is advising.
- Refusal to respond to questions or inconsistency of statements posed during a hearing may lead to an adverse inference by the College administrator concerning the subject matter of the question posed. Adverse inference, if applicable, may be one factor considered by the College administrator in making its decision.
- In a case in which the student accepts responsibility for the charge, the hearing administrator may proceed directly into deliberation concerning appropriate sanctions rather than hear evidence of the charge. The parties will have the opportunity to make a final statement prior to deliberations.
- Hearings involving several students may be consolidated if the Office of Student Services, or other hearing officer, finds that the issues involved arise from a common nucleus of facts and circumstances.
- A student's criminal conviction may be accepted as a final factual determination that the student has violated applicable College policy. The function of the College's conduct process shall be limited to determining the appropriate College sanction.

### 3. Failure to Appear

If a student fails to appear at an administrative hearing under this Section after receiving notice to do so, the charge against the student may be adjudicated in the student's absence and may be considered a separate and new incident constituting a "Disregard for College Authority" for purposes of the Code of Student Conduct. Further, the failure to appear at an administrative hearing under this Section without good cause will result in the waiver of the student's right to appeal. If the student knows in advance she or he is unable to meet at the scheduled time, the student must contact the Office of Student Services to reschedule within a reasonable time period.

### 4. Adjudications

After reviewing all evidence and statements, the hearing administrator will determine whether it is more likely than not that the respondent violated College policy. If the respondent is found responsible for misconduct, the administrator will determine appropriate sanctions, which will be conveyed to the student in writing.

### 5. Privacy



It is an expectation that conduct matters will not be discussed with any individuals other than those specifically involved. Casual conversations outside of the hearing, even anonymous in content, pertaining to student discipline and conduct matters are a breach of confidentiality and may result in further disciplinary action. Complainants directly involved with a case may obtain outcome information from the college Administrator on a need-to-know basis. The college Administrator retains the right to suppress outcome information if there is insufficient reason. The only exceptions to this clause are school officials who require the information to perform appropriate tasks specified in his or her position, and as aggregate statistical crime facts reported to the Department of Education under the Clery Act.

#### D. Student Rights and Responsibilities Regarding Conduct Proceedings

Both students subject to a charge and complainants have specific rights related to the collegiate conduct system. For additional information regarding Student Rights and Responsibilities, please contact Student Services at [studentservices@cgcc.edu](mailto:studentservices@cgcc.edu), or at (541) 506-6011.

#### E. Appellate Procedures

In certain circumstances the outcome of a student conduct proceeding may be appealed. The following guidelines shall be followed:

1. A letter of appeal must be submitted to Student Services by the respondent or student organization within five (5) business days of receipt of the outcome of the conduct proceeding in order to be considered.
2. A student, who has been adjudicated in absentia, waives all rights to an appeal process except in extraordinary circumstances or where it can be demonstrated that the failure to appear resulted from the College not providing notice.
3. The appeal must be made in writing, and specify grounds that would justify consideration, specifically addressing at least one of the following criteria, which are the only criteria for an appeal:
  - There is a procedural error that significantly impacted the outcome of the conduct proceeding.
  - New evidence that could significantly alter the findings of fact, that was previously unknown to the student, has been discovered and is available during the appeal process.
  - The sanctions imposed are substantially disproportionate to the severity of the violation.

The Chief Student Services Officer (or designee) will review and determine the outcome of the appeal. The outcome of the appeal is final and shall be conveyed in writing. This response will contain new sanctions and deadlines for completion, if applicable.

The case will not be re-heard during an appeal. The Chief Student Services Officer will apply the criteria.

Appellate actions or inaction may include one or more of the following: Overturning the outcome of the case, maintaining the original outcome, overturning sanction(s), and/or imposing new sanction(s).

#### F. Imposition of Sanctions during Appeal Process

The imposition of sanctions may be postponed, at the discretion of the Chief Student Services Officer, while the appeal process is pending unless the continued presence of the student on the campus poses a serious threat to her or himself, to others, or to the stability and continuance of normal college functions. For instance, No Contact Orders, Trespass Notices, and Interim Suspensions will not be held in abeyance during appellate processes.

#### G. Extenuating Circumstances in Conduct Proceedings: Mental Health and Disability Issues

##### 1. Students with Mental Health Concerns

Columbia Gorge Community College strives to reasonably accommodate students with mental health concerns; however, occasionally the severity of a student's emotional or psychological state may disrupt the academic environment of the College or cause a risk to students. In these circumstances, the case may be referred to Student Services and/or the Student Support Services Coordinator. For more details regarding CGCC's procedures in these circumstances, please contact Student Services at [studentservices@cgcc.edu](mailto:studentservices@cgcc.edu) or (541) 506-6011. Also see the Mental Health Withdrawal policy below, section 4.5.

##### 2. Students with Disabilities

College policy calls for reasonable accommodations to be provided to students with disabilities on an individualized and flexible basis as mandated in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students with disabilities who require an accommodation in order to complete any of the appeal or conduct proceedings described above should contact the College department handling the appeal or judiciary proceedings. Students may also contact Student Services for assistance and referral. More information regarding disability services can be found at [www.cgcc.edu/disability-resources](http://www.cgcc.edu/disability-resources) or by visiting Student Services.

#### H. Disciplinary Sanctions

Sanctions are designed to promote the College's educational mission. When developing sanctions, the College will strive to consider circumstances surrounding the incident, including aggravating or mitigating factors. Examples of aggravating or mitigating factors include prior conduct history, harm, or danger posed to the College community.

Students found responsible for violating College policy may receive one or more of the following sanctions:

##### 1. Warning

An oral statement or written notice of the inappropriate nature of the conduct with or without written follow-up communication.

##### 2. Disciplinary Probation

Probation for a definite period of time that may include the possibility of more severe sanctions if the student is found responsible for violating any College rules and regulations during the probationary period.

##### 3. Social Probation

Probation for a definite period of time that prohibits a student from participating in any organized social activity, party, or function.

##### 4. Loss of Privileges

Denial of specified privileges for a designated period of time. This may include, but is not limited to, denial of participation in; specific programs, organizations or groups, College-sponsored events, and campus resources or facilities.

5. Fines

Imposition of monetary fines.

6. Restitution

Reasonable compensation for loss, damage, or injury to the appropriate party. Restitution may take the form of community service, monetary compensation, or material replacement.

7. Community Service

Assignments for the benefit of the College or community. Community service assignments must be approved by the Office of Student Services or other appropriate hearing body or administrator.

8. Required Personal Support

Required attendance at sessions with a counselor for an assessment, either through the College's Student Support Services Coordinator or outside provider.

9. Substance Abuse Education

Required meetings with a substance abuse educator or attendance of programs designed to help the student deal with substance abuse issues and learn from the experience.

10. Educational Project

Actions that will enhance the educational impact of the student conduct process on the student, which may include oral or written reports to the appropriate hearing body or administrator. Educational sanctions are designed to increase the student's understanding of how his or her behavior affects others.

11. Loss of Recognition

Loss of recognition on campus as a member of a particular group or organization. The Office of Student Services will notify national or regional governing bodies with which the individual is associated or which sponsors social, academic, or other events when such loss of recognition is imposed so that the full impact of this decision may be understood.

12. Parental Notification

Notification to parents of violations of the College's alcohol and drug policies if the student is under the age of 21.

13. Suspension

Suspension from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Academic coursework completed during a student's suspension will not be accepted as transfer credit.

14. Expulsion

Permanent separation of the student from the College community without the possibility of readmission.

I. Failure to Complete Sanctions

Students who fail to complete assigned sanctions in the prescribed time may experience a

judicial hold being placed on the student's account. In addition to a judicial hold, students and organizations that fail to complete sanctions may be charged with Disregard for College Authority.

#### J. Effect of Criminal Proceedings

The College conduct system is designed to further the College's educational mission. The conduct system is neither comparable to nor a substitute for any federal, state, or local criminal or civil court system. Even if a violation of College policy subjects a student or organization to criminal or civil liability, the determination of whether College policy was violated will be made on the basis of a preponderance of evidence (whether it was more likely than not that a violation occurred). Any criminal or civil proceeding may use a different or higher standard of proof. It is important for students to realize that each judicial proceeding occurs on a separate track, and it is not necessary for any campus process to be delayed until off-campus proceedings are completed.

### 3. Respectful Community and Title IX

It is the policy of Columbia Gorge Community College to maintain a Respectful Community by providing equal educational and employment opportunities, services, and benefits to any individual without regard to race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other basis protected by federal, state, or local law.

#### 3.1 Respectful Community

Discrimination and harassment undermine human dignity and the positive connection among all individuals at CGCC. It may also be illegal. Accordingly, CGCC strives to maintain a respectful community and prohibits discrimination or harassment based on race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other status protected by federal, state, or local law. All employees, students, contractors, vendors or visitors, and anyone participating in a CGCC sponsored activity (collectively referred to as "Members of the CGCC Community") are called on to create a campus environment free from prohibited discrimination, harassment, and conduct addressed in this policy. CGCC expects all members of the CGCC Community to avoid any behavior or conduct which is in violation of policy. CGCC will take appropriate action to eliminate, prevent, and address the effects of discrimination, harassment, sexual misconduct, relationship violence, stalking, and retaliation.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities as necessary to facilitate access to these procedures.

##### A. Extent of Respectful Community Mandate

It is important that members of the CGCC community understand that CGCC does not just prohibit discrimination and harassment of employees by employers. CGCC also prohibits discrimination and harassment between members of the CGCC community more generally, for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest. The policy applies to all CGCC programs and activities, including, but not limited to, discrimination in instruction, grading, and college employment. In addition, CGCC prohibits retaliation against an individual for opposing any conduct or practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is

central to the values of CGCC that individuals who believe they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution.

Conduct that occurs off campus may be subject to this policy, if off-campus harassment has continuing effects that create a hostile environment on campus or otherwise disrupts campus operations. CGCC encourages community members to report off-campus sexual misconduct.

This policy shall not be construed or applied to restrict constitutionally protected freedom of speech or expression.

#### B. Respectful Community Violations or Complaints

All complaints or any concerns about conduct that may violate this policy should be filed with the Title IX Coordinator or Student Services:

Student Services, (541) 506-6011

Mike Taphouse, Title IX Coordinator [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu)

### 3.2 Violations of the Respectful Community Policy

#### A. Discrimination

Discrimination is conduct that is based upon an individual's race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by federal, state, or local law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently regarding, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in a CGCC program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

#### B. Harassment

Harassment is covered under this policy if it is based upon an individual's race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by federal, state, or local law. Harassing conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

Harassment, as defined below, violates this policy.

##### 1. Sexual Harassment

Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

a) Types of Sexual Harassment

Consistent with the law, this policy prohibits two types of sexual harassment:

i. Tangible Employment or Educational Action

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, or participation in a College activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a CGCC program or activity. Generally, perpetrators will be agents or employees with some authority from the College.

ii. Hostile Environment Harassment

This variety of harassment occurs when a hostile environment is created based on race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by federal, state, or local law exists and both is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the College's programs, services, opportunities, or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment with the College. Any harassment that creates a hostile environment violates this policy.

A hostile environment can be created by anyone involved in a CGCC program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient. This type of sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that have the purpose or effect of interfering with an individual's work performance or participation in a CGCC program or activity, or creates an intimidating, or hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to,

- Demeaning and/or derogatory harassment towards one's gender
- Demeaning behavior, staring, pinching, touching, and other physical contact or blocking the movements of another person
- Unwelcome sexual comments, innuendos, jokes, abusive personal remarks, etc.
- Sexually explicit displays or distribution of pictures, materials, or objects in the work area
- Unwelcome amorous advances or propositions, physical conduct, obscene gestures
- Obscene letters, phone calls, emails, or unwelcome words or comments

with sexual or other discriminatory meanings

- Unwelcome requests for sexual favors or repeated social contact
- Sexual assault or other unwelcome sexual contact

#### b.) Determining Harassment

In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

- The degree to which the conduct affected one or more students' education or individual's employment
- The nature, scope, frequency, duration, and location of incident or incidents
- The identity, number, and relationships of persons involved
- The nature of higher education
- The severity, pervasiveness, and persistence of the conduct

#### 2. Sexual Misconduct

Sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence.

#### 3. Sexual Assault

Sexual assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to,

- Involvement in any sexual contact when the victim is unable to consent
- Intentional and unwelcome touching of—or coercing, forcing, or attempting to coerce or force another to touch—a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).

#### 4. Consent

Consent is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

#### 5. Inducing Incapacitation

Inducing incapacitation for sexual purposes includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse consent (as "consent" is defined in this policy) to sexual contact.

#### 6. Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information
- Engaging in non-consensual voyeurism
- Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose her or his genitals
- Possessing, distributing, viewing or forcing others to view illegal pornography

#### 7. Relationship Violence

Relationship violence is abuse or violence between partners or former partners involving one or more of the following elements:

- Battering that causes bodily injury
- Purposely or knowingly causing reasonable apprehension of bodily injury
- Emotional abuse creating apprehension of bodily injury or property damage
- Repeated telephonic, electronic, or other forms of communication—anonously or directly—made with the intent to intimidate, terrify, harass, or threaten.

#### 8. Stalking

Stalking includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

#### C. Off Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the College's attention.

### 3.3 Reporting of Discrimination, Harassment and Misconduct Involving Students

In order to enable CGCC to respond effectively and to stop instances of discrimination, harassment, and misconduct involving students or employees at CGCC proactively, all community members (as appropriate) should report information they have about reported discrimination, harassment, and misconduct involving students to the Title IX Coordinator



in as timely a manner as possible.

Make reports to [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu), contact Student Services at (541) 506-6011, or speak with any trusted CGCC employee.

To most effectively respond to and address instances, information provided should include all relevant details needed to determine what occurred and to resolve the situation. This includes the names of the respondent (if known), the reporting party, other students involved in the incident, as well as relevant facts, including the date, time, and location.

#### A. Process of Responding to Reports

Upon receiving a report of alleged or possible discrimination, harassment, or misconduct, CGCC will evaluate the information received and determine what further actions should be taken, consistent with the procedures described in the CGCC Title IX Investigation and Resolution Guidelines below. CGCC will take steps, either directly with the reporting party or through a reporting employee, to provide information about the CGCC Title IX Investigation and Resolution Procedure, as well as available health and advocacy resources and options for criminal reporting.

#### B. External Complaints

If you are a student/employee and filed a complaint with the Title IX Coordinator or a designee and believe the response was inadequate, or as a student, you otherwise believe you have been discriminated against by CGCC on the basis of race, color, national origin, age, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Department of Justice. You may file a complaint based on religion with EOS of the U.S. Justice Department.

U.S. Department of Education	Educational
Office of Civil Rights (OCR)	Opportunities Section
810 3rd Avenue #750	(202) 514-4092
Seattle, WA 98104	1-877-292-3804 (toll-free)
(206) 607-1600	(202) 514-8337 (Fax)
Email: <a href="mailto:OCR.Seattle@ed.gov">OCR.Seattle@ed.gov</a>	Email: <a href="mailto:education@usdoj.gov">education@usdoj.gov</a>

### 3.4 CGCC Respectful Community Investigation and Resolution Guidelines

#### A. Initial Review

In any situation where Columbia Gorge Community College receives notice of alleged policy violation associated with the Respectful Community Policy or identifies possible violations, CGCC will investigate and address as appropriate. If a Reporting Party makes CGCC aware of a perceived violation of the Respectful Community Policy, there are two avenues for resolution: formal and informal resolution process. The Reporting Party has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution process is not appropriate, even if both the Reporting Party and Respondent indicate a preference for informal resolution process. The Title IX Coordinator or a designee is available to explain the informal and formal resolution processes. Contact the Title IX Coordinator via email, [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu), or by phone, (541) 506-6010.

## B. Time Frame for Reporting

CGCC encourages prompt reporting but does not limit the timeframe for filing a report. Complaints can be submitted at any time following an incident. To most effectively respond to and address reports, information provided should include all relevant details needed to determine what occurred and to resolve the situation.

## C. Time Frames for Resolution

The College seeks to resolve all reports of discrimination, harassment, or misconduct within sixty (60) business days, if not sooner. It should be noted, however, that all time frames expressed in this procedure are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the extension of time frames, including extension beyond sixty (60) business days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Reporting Party and Respondent can expect that the process will proceed according to the time frames provided in this procedure. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

## D. Procedural Delays for Concurrent Investigations

At the request of law enforcement, the College may agree to temporarily delay its fact-gathering until after the evidence gathering stages of a criminal investigation. The College will nevertheless communicate with the Reporting Party regarding their rights, procedural options, and the implementation of interim measures to ensure safety and well-being. The College will promptly resume and complete its fact-gathering as soon as law enforcement has completed its evidence gathering stage of a criminal investigation.

## E. Title IX Informal Process

If the Reporting Party, the Respondent, and the Title IX Coordinator or a designee all agree that an informal resolution should be pursued, the Title IX Coordinator or a designee shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Title IX Coordinator or a designee shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, CGCC and the community. Typically, the informal resolution process will be completed within twenty (20) business days, if not sooner, of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Reporting Party or Respondent always has the option to request moving to the formal resolution process. The Title IX Coordinator also always has the discretion to initiate the formal resolution process. If at any point during the informal process, the Reporting Party, the Respondent, or the Title IX Coordinator or a designee wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent, and the overall intent of CGCC to stop, remedy and prevent policy violations associated with the Respectful Community Policy. (Informal actions might

include, but are not limited to providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination or hostile environment harassment; having a confidential conversation with a supervisor or instructor; or suspension if both parties agree).

#### F. Title IX Formal Process

The Reporting Party and the Respondent may each have a support person present at all interviews in which they participate. Individuals acting as a support person will not be allowed to participate during the interview and are present as an observer only. This procedure is not a legal proceeding and as such the Reporting Party and Respondent cannot be represented by another individual. It is acceptable to be accompanied by an attorney, but not represented.

1. Step 1: Title IX Coordinator or a designee discusses concerns with Reporting Party, and the Respondent as appropriate, including providing information about policy, procedures and other helpful resources.

The Title IX Coordinator or a designee also considers whether immediate or interim actions or involvement of other CGCC departments is appropriate. The Title IX Coordinator or a designee determines whether their group has jurisdiction to investigate the matter. The Title IX Coordinator or a designee only has jurisdiction to investigate complaints or behavior related to discrimination, harassment, sexual misconduct, stalking, and retaliation as associated with the Respectful Community Policy.

- Option 1: If the Title IX Coordinator or a designee determines that there is no jurisdiction, assistance will be offered to the Reporting Party and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.
  - Option 2: If the Title IX Coordinator or a designee determines that there is jurisdiction, the case will proceed to Step 2.
2. Step 2: Title IX Coordinator or a designee conducts or oversees the conducting of a thorough, fair, and reliable investigation of the alleged conduct. The College will strive to complete investigations within thirty (30) business days, if not sooner, of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. Respondents will have the opportunity to review and respond to evidence considered against them. Both parties will have the opportunity to review and provide comments to the investigator about the written investigation report before it is finalized.

#### G. Resolution

1. The Title IX Coordinator or a designee determines whether there is a preponderance of the evidence to believe that an individual engaged in a policy violation. This “preponderance of the evidence” standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it.
2. In making the determination of whether harassment has created a hostile environment, the conduct must not only be unwelcome to the Reporting Party, but also severe, persistent or pervasive, that a reasonable person in the Reporting Party’s situation would have perceived the conduct as unwelcome, and the discrimination resulting from the hostile environment created a limitation or denial of opportunities, benefits, or activities. The case findings will be in writing and will be provided to both the Reporting Party and to

the Respondent(s).

There are two most likely findings for Title IX investigations: Preponderance of Evidence Found or Preponderance of Evidence Not Found. Resolutions in those cases are described below.

- Option 1 - Preponderance of Evidence Not Found

If the Title IX Coordinator or a designee finds a preponderance of the evidence of a policy violation does not exist, the matter is documented and closed.

- Option 2 - Preponderance of Evidence Found

If the Title IX Coordinator or a designee finds that a preponderance of the evidence of a policy violation exists, the case's written report will include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, sanctions for the Responding Party.

#### H. Dissemination of Findings to Disciplinary Authority

The written finding will be provided to the appropriate Disciplinary Authority to determine the appropriate individual sanctions in collaboration with the Title IX Coordinator or designee. In the case of employees, the Disciplinary Authority is the CGCC Administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures. The Title IX Coordinator or a designee will inform the Reporting Party of the sanctions as permitted by applicable Title IX and privacy laws and document the final results in the case file.

#### I. Privacy

The Title IX Coordinator or designee attempts to balance the needs of the parties for privacy with the responsibility of ensuring a safe educational environment and workplace. Privacy is an aspiration, but is not always possible or appropriate. An individual's requests regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of CGCC's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

There are confidential resources available on campus. For more information regarding confidential reporting resources please refer to the CGCC Title IX webpage:

<https://www.cgcc.edu/student-right/title-ix>

#### J. Request for No Investigation

If a reporter or victim requests that an investigation not be conducted, the Title IX Coordinator or a designee will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The determination not to investigate must also balance considerations about the continued health and safety of members of the community against a reporter's or victim's desire not to have the report investigated.

In cases when a reporter or victim does not want to have a report investigated, but the Title IX Coordinator or a designee has concerns that not taking formal or informal action will endanger the health or safety of members of the campus community, the Title IX Coordinator or a designee will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with

College leadership and/or legal counsel. The Title IX Coordinator will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner. Interim Safety Measures will be provided with or without a formal investigation.

#### K. Appeals

A request for an appeal of the investigative finding may be filed by either the Reporting Party or Respondent and must be filed with the Title IX Coordinator or a designee within five (5) working days of the receipt of the final report decision, unless good cause can be shown for an extension of time. The request must be in writing and must describe the appellant's desired outcome, as well as describe how the appellant believes that

- Previously unavailable relevant evidence becomes available that would affect the outcome of the case and/or
- Those investigating
  - failed to conduct a thorough investigation
  - issued arbitrary findings and recommendations or
  - had a conflict of interest.

Disagreement with the findings or recommended sanctions is not, by itself, grounds for appeal.

The Chief Student Services Officer, or designee with appropriate training, will review appeals along with the final investigation finding report and determine if the grounds for appeal have been met. The corresponding Respondent or Reporting Party will be notified as to the request. The Chief Student Services Officer will determine if the findings and recommendation should be approved, overturned, or modified. If an appeal causes a significant delay, the Title IX Coordinator will maintain interim measures currently in place and consider additional measures to continue to protect the parties during the process.

The Title IX Coordinator or a designee will inform the parties of the final determination related to the appeal as permitted by applicable Title IX and privacy laws and document the appeal in the case file. This appeals decision is final for all parties involved in the investigation.

#### L. Interim Safety Measures

The College may recommend immediate implementation of additional steps to provide for the safety of the complainant or others, to avoid possible retaliation, or to prevent further occurrence. These steps may include, but are not limited to, changes in class schedules, interim suspensions, no contact orders, no trespass orders, counseling, victim resources, and health or disability services.

#### M. Amnesty for Complainants and Witnesses

The College encourages reporting of egregious behaviors, including but not limited to sexual misconduct, and seeks to remove any barriers to an individual or group making a report. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. Therefore, amnesty for complainants and witnesses is being provided.

Any reporting individual or group, either as a Complainant or a witness, will not be subject to institutional disciplinary action for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.

The College may, however, initiate an educational discussion or pursue other educational

interventions regarding alcohol or other drugs. These interventions will not include involuntary absences from the College.

Amnesty does not preclude or prevent action by police or other legal authorities.

#### N. Retaliation

CGCC prohibits retaliation based on students' or employees' use of the grievance procedure. Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited by the College. Protected activity consists of

- Opposing conduct reasonably believed to constitute discrimination, including harassment, that violates college policy or state or federal statutes
- Filing a complaint about such practice
- Seeking an accommodation under this policy or
- Testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint

Retaliation in any manner against an individual for filing a charge, initiating a report or complaint, or participating in an investigation is expressly prohibited and subject to appropriate remedy or sanction. Reasonable steps will be taken to protect the Reporting Party, Respondent, and other potential participants from further unlawful retaliation.

### 3.5 Victim Resources

These options and resources are available to individuals who have been the victim of a crime. Students may choose to make use of any or all of these options at any time in a confidential manner, and no action will be taken without permission. Further, students do not have to file a formal complaint nor participate in disciplinary action in order to take advantage of any of these resources.

For further information, please contact Student Services or the Title IX coordinator.

#### A. Directory Information Hold

A directory information hold will ensure that information about the student will not be released by Columbia Gorge Community College.

#### B. Academic Support

The College may provide all or some of the following as appropriate: changes in class schedules, extensions of time, and tutoring. Also, should the student choose to take further courses at CGCC, the College may help ensure that the student and the individual in question are not enrolled in the same classes.

#### C. Investigations/Judicial Process

CGCC may conduct an investigation into the case. This investigation is different from a criminal investigation and both investigations may run concurrently. While the College does not have the authorization to impose sanctions as severe as the courts, its investigations are typically quicker, less invasive, and may provide relief unavailable from a court, such as suspension or expulsion of an accused student found responsible under these processes.

Should a student choose to file a criminal report and/or request a legal Protection Order,

the College may assist in this process.

#### D. Confidential Resources

Reporting to any of the following sources will be completely confidential. Personal information will not be shared by any of the following resources.

1. Haven for Domestic and Sexual Violence (The Dalles, Gilliam, Sherman, Wheeler)

Haven is a community-based organization providing comprehensive services to victims of sexual assault, domestic violence, dating violence, trafficking and stalking. Haven provides a crisis line, counseling, advocacy and other assistance.

Office: (541) 296-1662

Crisis : (800) 249-4789

Email: [haven@gorge.net](mailto:haven@gorge.net)

Website: [www.haventhedalles.org](http://www.haventhedalles.org)

2. Helping Hands Against Domestic Violence (Hood River)

Helping Hand supports survivors of domestic violence, sexual assault and/or stalking by providing safety, shelter, advocacy and prevention education in the Gorge.

Office: (541) 386-4808

Crisis: (541) 386-4789

Email: [advocate@helpinghandsoregon.com](mailto:advocate@helpinghandsoregon.com)

Website: [www.helpinghandsoregon.org](http://www.helpinghandsoregon.org)

3. Programs for Peaceful Living (WA, Offices in Goldendale and White Salmon)

Programs for Peaceful Living provides Klickitat County residents with Domestic Violence Prevention, Sexual Assault Prevention, and General Crime Victim services. Certified staff are available 24/7 to work with individuals and families that are struggling with the effects of crime through advocacy, counseling, parent support, safety planning, as well as community outreach and education.

Office: (509) 773-6100 Goldendale - (509) 493-1533 White Salmon

Crisis : (800) 755-1192

Website: [www.wgap.ws/home/domestic-violence-sexual-assault](http://www.wgap.ws/home/domestic-violence-sexual-assault)

4. Student Services Support Coordinator

CGCC's Student Services Support Coordinator provides assistance to students in crisis through crisis management, brief treatment, and referrals to qualified professionals who provide services at no cost to CGCC students. Contact the Student Support Services Coordinator by calling (541) 506-6046 or emailing [sdahl@cgcc.edu](mailto:sdahl@cgcc.edu).

## 4. College Community Safety and Support

Columbia Gorge Community College's goal is to create a safe and supportive environment in which students can pursue their educational, career, and life goals. While the College has processes to address student misconduct, there are a great deal of behaviors and life concerns that fall outside of this category. To address this gap and ensure that our students are receiving appropriate assistance, the College has established various student support services to assist members of the community who are in need of support, assessment services, guidance, or other interventions

and/or refer them to other appropriate campus or community resources.

#### 4.1 Promoting Access to Student Success (PASS)

PASS is an "early alert" program, acting as a safety net to prevent students from continuing to struggle without support or intervention. PASS works collaboratively with all members of the campus community, bringing together support from the Behavior Assessment Team (BAT, see 4.3 below), crisis management, student conduct, academic advising, financial aid and other student support services. PASS collaborates with students and faculty to support the student's successful continuation at Columbia Gorge Community College. PASS does not preempt any other College department in performing its duties, in enforcing the law, or managing student situations.

For more information about PASS, please visit the following website: [www.cgcc.edu/pass](http://www.cgcc.edu/pass).

Any person (student, community member, faculty, staff, or administrator) who is aware of a student in need of assistance may refer the student to PASS by an online form at [support.cgcc.edu](http://support.cgcc.edu) (faculty/staff) or by visiting [www.cgcc.edu/pass](http://www.cgcc.edu/pass) or emailing [sdahl@cgcc.edu](mailto:sdahl@cgcc.edu).

##### A. Referral Concerns

Examples of concerns may include, but are not limited to, the following:

- Noted changes in a student's behavior, mood, or appearance
- Low/Sudden changes in grades/test scores, attendance, participation
- Appears abnormally tired and/or sleeps in class
- Homelessness or food insecurity
- Dramatic weight fluctuations or changes in eating patterns
- Inappropriate or heightened emotional responses such as tearfulness, irritability, or anger
- Difficulty making decisions, flightiness, or anxiousness
- New or regular behavior which may interfere with class or disrupt others
- Known problems at home and/or crisis in effect (death in family, serious injury, etc.)
- Work/school load or any other issue impacting student well-being and ability to be successful

##### B. Confidentiality

PASS strives to take reasonable steps to maintain the privacy of those who make a referral, if requested, as well as the individual being referred. If circumstances don't allow privacy to be maintained, this will be discussed with both the student referred and the person making the referral. On occasion, the nature and context of the report may make it easy for the individual to speculate as to the reporting source.

##### C. What to Expect

Upon receipt of a referral, the Student Support Services Coordinator will review the information provided and then strategize the best way to follow up. Referred students will be contacted and individuals who make a referral may be contacted by a representative of student services for more information or clarification. Depending on the circumstances, that individual may not receive specific information about how PASS plans on responding to their referral.

##### D. Response to Referrals

The response provided by PASS should be individualized based on the student and the unique



set of circumstances presented. PASS may help coordinate services and resources for the student both on and off-campus, create case plans to help the student identify his/her goals, remove barriers to success, assist with decision-making, recommend/refer to counseling services to assist the student in coping with stressors, and more.

Examples of responses may include the following:

- PASS will reach out to the student directly to offer support and resources.
- PASS may contact the referral source to collaborate and/or provide suggestions to respond to the concerns.

If a situation requires immediate action, such as when an individual may be an immediate threat of harming self or others, call 911, the Student Support Services Coordinator and/or a Behavioral Assessment Team member as soon as possible to assist in the response.

#### **4.2 Crisis Counseling/Mental Health Services**

CGCC offers short term counseling services with a licensed professional to current students in order to provide the best possible student experience. Counseling services may range from having someone to listen and help problem solve, improve coping skills, or provide immediate crisis support. Because this is a short-term counseling service, a referral to outside counseling agencies will be provided if the student and/or counselor feel the student could benefit from assistance beyond the scope of our services.

To schedule an appointment please contact the Student Support Services Coordinator at [sdahl@cgcc.edu](mailto:sdahl@cgcc.edu) or (541) 506-6046.

#### **4.3 Behavioral Assessment Team (BAT)**

The Behavioral Assessment Team (BAT) strives to ensure a safe and productive college environment. through a proactive behavioral intervention assessment process, that matches the cultural, compliance and problem-solving challenges the college encounters with its diverse population.

The BAT functions with a focus first on safety and then on early intervention which will help to prevent an individual's behavior from escalating and interfering with the well-being of the campus community. The BAT works in a productive manner to assist students, faculty and staff. The BAT does not preempt any other College department in performing its duties, in enforcing the law, or managing student situations.

For more information about BAT, please visit the following website: [www.cgcc.edu/BAT](http://www.cgcc.edu/BAT)

Any person (student, community member, faculty, staff, or administrator) who is aware of concerning behavior may make a report via online form accessible at [www.cgcc.edu/bat/referral](http://www.cgcc.edu/bat/referral).

##### **A. Concerning Behavior to Report**

In general, any behavior that disrupts the learning environment of the college or causes concern, including but not limited to:

- Significantly distressed or disturbed behavior, i.e. disjointed thoughts, displacing blame or lack of empathy for others, seeming out of touch with reality or overly demanding, disregard for college personnel
- Unusual Occurrences

- Anything that makes a person feel uncomfortable; or something doesn't seem right

#### B. Confidentiality

The BAT takes reasonable steps to maintain the privacy of those who make a report, if requested, as well as the individual being referred. If circumstances don't allow privacy to be maintained, this will be discussed with both the student referred and the person making the report. On occasion, the nature and context of the report may make it easy for the individual to speculate the reporting source.

#### C. What to Expect

Upon receipt of a referral, the BAT will review the information provided, gather any necessary additional information and then strategize the best way to follow-up. Referred students and individuals who make a report may be contacted by a representative of the team for more information or clarification. Depending on the circumstances, the referring individual may not receive specific information about how BAT plans on responding to their report.

#### D. Response to Reports

The BAT will strive to respond in a way that is individualized based on the student and the unique set of circumstances presented. The BAT may gather more information in order to make a recommendation of action regarding the report or concerns.

If a situation requires immediate action, such as when an individual may be an immediate threat of harming self or others, call 911. See section 4.5 Emergency, Safety, and Evacuation Information, for additional emergency procedures.

### 4.4 Mandated Assessments for Mental Health Concerns

In an effort to more effectively serve our students and our community, a number of procedures have been put in place to help reach students who may be in need of support but who are unwilling or unable to take advantage of these services.

#### A. What is a mandated assessment?

A mandated assessment is an opportunity for the College to determine if a student is in need of help or support. The assessment involves an individual meeting with the Student Support Services Coordinator. Following this initial meeting, additional services may be deemed necessary. These services could include, but are not limited to, referral to Crisis Management for additional evaluation, or referral to an outside agent for additional assessment/services.

#### B. How does a student get referred for a mandated assessment?

Any College employee or student may recommend a student for possible mandated evaluation by making or having made a BAT report. Reports also may come from parents or others concerned about a student. [www.cgcc.edu/bat/referral](http://www.cgcc.edu/bat/referral)

#### C. Who makes the decision that a student be provided a mandated assessment?

The decision is made by the BAT after careful consideration of the information given and/or gathered to determine the best course of action. This may include a brief, initial assessment by the Student Support Coordinator to talk with the student about the behavior(s) or incident(s) in order to determine whether the mandated assessment is necessary and/or recommended.

#### D. What behaviors typically lead to a mandated assessment?

Behaviors that may lead to a mandated assessment include, but are not limited to,

- Threat to self or others
- Conduct that indicates the student, even with reasonable modifications, is not qualified to participate in the academic community.

E. Is the assessment confidential?

Yes, any initial or mandated assessment sessions with the Student Support Services Coordinator are confidential. However, the student will be required to sign a release of information so that the counselor can communicate with the BAT to help make recommendations for further action. No one else will have access to any information without written permission from the student being assessed, any counseling notes are confidential and not part of the student's file.

F. What happens once the student is referred for assessment?

Once the BAT has determined that a mandated assessment is needed, the student will be contacted by a representative regarding an appointment with the Student Support Services Coordinator. This will take place as soon as possible.

G. Can the mandated assessment be done by someone other than the college's Student Support Services Coordinator?

Yes, a student may choose to have a similar assessment completed by a licensed mental health professional with credentials comparable to those of the Student Support Services Coordinator. The student will be responsible for the cost of this assessment and must sign a release allowing the College to communicate with the professional conducting the assessment.

H. What happens following the mandatory assessment?

The results of the assessment are provided to BAT, which will make the decision as to what actions are necessary for the student's well-being and the College community. Possible outcomes following the assessment could include, but are not limited to, no further action required (student continues enrollment at the College), referral to the Student Support Services Coordinator for additional services/evaluation, referral to outside agency for additional services/assessment, possible judicial intervention, or the invocation of the Involuntary Withdrawal Policy.

I. Does the student have the right to appeal the decision?

Yes, a student may appeal the final decision to the Chief Student Services Officer. The appeal will follow the same guidelines outlined in the Involuntary Withdrawal Policy below.

J. What if the student refuses to comply with the mandated assessment?

If a student refuses to participate in the mandated assessment, the College may begin the process of invoking the Involuntary Withdrawal Policy.

A mandated assessment will only be one part of the overall picture of the student and will not be the sole determining factor for action taken regarding the student.

#### **4.5 Involuntary Withdrawal**

A student may be involuntarily withdrawn from the College if it is determined that the student presents a danger to self or others or that the student is not qualified even with reasonable

modifications to participate in the academic community. Decisions for involuntary withdrawal will be made by the Office of Student Services. A decision for involuntary withdrawal will only be made after less invasive measures have been considered and rejected as inappropriate or insufficient under the circumstances. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily.

This policy does not take the place of disciplinary action for a student's violations of College policy. This policy is to be invoked only in extraordinary circumstances where it is determined that other policies are inadequate or inappropriate.

The standard for involuntary withdrawal is clear and convincing evidence that the student represents a danger to self or others or is not qualified even with reasonable modifications to participate in the academic community. Examples of such circumstances include, but are not limited to, students threatening other individuals with severe bodily harm, students who are not able to care for their own basic needs to the extent that their lack of self-care represents a threat to their own health or the health of the campus community, and/or students exhibiting destructive behavior.

Prior to involuntarily withdrawing a student, the College may require that the student undergo a mandated assessment, as described at Section 4.4 above.

A student who is being considered for involuntary withdrawal shall be notified in writing by the Office of Student Services. If the student would like to request a meeting with the Director of Advising and Career Services, she or he must request a meeting in writing within 48 hours of the initial notification. If a student requests a meeting, it will be conducted as soon as possible, but no later than seven calendar days after the request is made, unless both the student and the Director agree that a further postponement is necessary. While the meeting is pending, the College may, based on an individualized assessment of the student's behavior, the nature of the threat the student's behavior poses to the College community, the probability that potential injury and/or substantially disruptive behaviors will actually occur, and whether reasonable accommodations will sufficiently mitigate such risks, prohibit the student from being on campus or limit other student privileges or access to College facilities or resources.

The meeting will be informal and formal rules of process and procedure and rules of evidence will not be used. The student may bring a parent, an advisor, or a mental health professional to the meeting. The student will be allowed to present any evidence that she or he believes demonstrates that involuntary withdrawal is not necessary; however, the Director of Advising and Career Services may decline to hear evidence that is irrelevant or redundant. If a student fails to appear at a scheduled meeting, the Director may reschedule at his or her discretion.

If after a mandated assessment, or the student's refusal to submit to an assessment either by College personnel or an independent medical examiner, the College decides that involuntary withdrawal of a student is necessary, the student may appeal in writing to the Chief Student Services Officer. Such an appeal must be filed within three days of the notification that the student is being involuntarily withdrawn. Within three days of the receipt by the Chief Student Services Officer of a notice of appeal from a student, both the Director of Advising and Career Services and the student will submit written reports to the Chief Student Services Officer for her or his review. The Chief Student Services Officer will rule as soon as possible, typically within one week after the receipt of the written reports from the Director and the student. The decision of the Chief Student Services Officer will be final.

If a decision is made by the College to involuntarily withdraw a student, the Director of Advising and Student Services shall immediately prepare a list of offices to be notified of the decision. The list shall include the offices of the President, the Registrar, the Director/Department Chair of the

program in which the student is enrolled, and campus facilities. Other offices may need to be notified as well, such as Financial Aid. Furthermore, the College may notify any person or office, both on campus or off campus, of its decision if the College determines such notification is necessary to protect the health and/or safety of either the student or third parties.

Students who are involuntarily withdrawn from the College will be allowed to petition to the Registrar for readmission during a subsequent term. Students who have been involuntarily withdrawn will be required to present clear and convincing evidence that they no longer pose a danger to self or others. The College may impose reasonable conditions upon students who are readmitted after being involuntarily withdrawn. Failure to comply with conditions may result in the student being withdrawn from the College immediately.

Students denied readmission may follow the appeal process outlined above.

#### **4.6 Emergency, Safety, and Evacuation Information**

##### **Emergency Numbers**

Emergencies      DIAL **911**  
 Fire Department    DIAL **911**  
 Police            DIAL **911**  
 Ambulances (Paramedic)    DIAL **911**  
 Accidents-Injuries    DIAL **911**  
 Facilities Services    DIAL **541-506-6071 or 541-300-1205**  
 President's Office    DIAL **541-506-6101**  
 Operator        DIAL **0**

##### **Reporting Emergencies**

The quickest and easiest way to obtain professional help for any type of emergency is to phone: **Fire or Law Enforcement: 911**

When calling, stay calm and carefully explain the problem and location to the dispatcher.

Call Facilities Services at **(541) 506-6071 or 541-300-1205**. Notify faculty or staff members in the building as soon as possible.

**KEEP YOURSELF CALM -- KEEP OTHERS CALM**

##### **Campus Telephones**

Phones are located adjacent to restrooms or elevators. A **911** call puts you in touch with city emergency personnel. There is an inter-campus phones on each campus. These phones can be used to call college extensions or to call **911** (*please dial 9 first for an outside line. Example: 9-911*).

##### **Personal Safety**

Columbia Gorge Community College strives to provide a safe and secure environment for students and staff. In our small community we often feel immune to the crime problems of the city, however, no community can be totally risk-free in today's society. There are things we can do together to reduce the opportunity for criminal/antisocial activities.

To reduce the possibility that any student or employee may be exposed to potential hazards, some suggested steps are:

- Always be aware of your surroundings and those people who are near you.
- Report any suspicious persons and activities to the Chief Student Services Officer or other administrative staff.
- Report any non-operating lighting to Facilities Services and non-operating street lights to city offices.
- When you leave your class to walk to your car, especially at night, walk with a classmate. Include college instructors and staff in this “buddy system.”

### **Personal Property**

- Never leave your property unattended.
- Keep a written record of valuables, including descriptions and serial numbers. These are proof that the property is yours and will aid in the reporting process and recovery.
- Always report missing or stolen property immediately to the Facilities Services.
- Use a locking device on your bicycle.

### **Vehicle Safety**

- Park in one of the lighted parking areas.
- Lock your vehicle and close all windows.
- Never leave items inside your vehicle.
- Engrave accessories inside your vehicle with your initials

### **Evacuation Procedures**

1. Be aware of all marked exits from your area and building.
2. Columbia Gorge Community College primary alarm system is the Fire Alarm System.
3. The alarm system is activated by a smoke/heat detector, or by pulling an alarm station.
4. The alarm system will be activated by staff in the event of fires, smoke, hazardous materials spill, or other problems requiring evacuation of the facility.
5. Additional voice and text alarm notification through the phone system exists across both campuses for situational information.
6. **EXCEPTION:** In the event of an earthquake, there is a reasonable likelihood the fire alarm system will be activated. If an earthquake does occur, remain in the building (away from the windows) unless you smell chemicals or smoke.
7. The elevators should not be used if there is any indication of fire or earth movement. Under other circumstances the elevators must be reserved for persons who are handicapped.
8. Instructors and supervisors, when safe and possible to do so, should attempt to assist in evacuating handicapped personnel.

9. Instructors and supervisors, when safe and possible to do so, should confirm that students and staff have evacuated their classrooms and work areas. Move as a group to your pre-designated assembly area as indicated below.
10. Once evacuated by the nearest fire exit, the designated safe area for these buildings will be:

### **The Dalles Campus**

#### **Building 1**

- North: Front lawn well beyond flag pole  
 South: Grassy area between Scenic Dr. and lower parking lot  
 East: Grassy area between Scenic Dr. and lower parking lot  
 West: Front lawn well beyond flag pole

#### **Building 2**

- North: Far side of West parking lot  
 South: Far side of West parking lot  
 East: Amphitheater area  
 West: Far side of West parking lot

#### **Building 3 (HSB)**

- North: Amphitheater area  
 South: West to far side of main parking lot  
 East: Amphitheater area  
 West: West to far side of main parking lot

#### **Building 4**

East end of lower parking lot

### **Hood River Indian Creek Campus**

Back of the Building: CGCC sign at top of entrance.  
 Front of Building: Farthest south/west corner of the parking lot.

11. Outside, proceed to a clear area that is at least **300** feet away from the affected building.
12. Keep walkways and roadways clear for emergency vehicles access.
13. Remain in the assembly area until you hear the “all clear” announcement from a uniformed Public Safety Officer or College Administrator.

### **COLLEGE CLOSURES**

If the weather becomes questionable, the President should advise the community whether classes will be held and if administrative offices will be open.

If there is a possibility of closing or delaying the start of school, the decision will normally be made before 6 am whenever possible. Information on closures and/or delays is made available through the following:

- Refer to the CGCC website [www.cgcc.edu](http://www.cgcc.edu) for updates.
- Consult radio stations (KACI, KIHR, KLCK, KYYT, and KODL) and TV stations (KATU, KOIN, KGW, and KPTV) for closure information.
- Check for CGCC phone messages at 541-506-6000, 541-506-6011 and 541-308-8211.
- CGCC subscribers should check the FlashAlert program for text notifications.

CGCC has access to the FlashAlert system for emergency notifications. More information about the FlashAlert system is available at [www.cgcc.edu](http://www.cgcc.edu)