

CLACKAMAS COMMUNITY COLLEGE

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The following symbol is used on some policies:

\*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

**Clackamas Community College Corrections**  
**Section J: Students**  
**February 27, 2012**

**JB – Nondiscrimination: Equal Education Opportunities and Freedom of Access** - Instruction and student services selected this version

**JFCG/KGC/GBK – Tobacco Use on College Premises** - Delete all remaining language in second paragraph that follows ‘...in any form’ and end sentence after ‘form’

**JO – Student Records** - Under ‘The oversight of related student records are as follows:’ rewrite/replace #1 and 2 as follows: 1. Financial aid and scholarship records are under the jurisdiction of the director of student financial services; 2. Veterans records are under the jurisdiction of student and academic support services; then add new #3. Behavioral and student discipline records are under the jurisdiction of the associate dean of academic foundations and connections; then renumber remaining

**Clackamas Community College Corrections**  
**Section J: Students**  
**January 30, 2012**

**JFCG/KGC/GBK – Tobacco Use on College Premises** - In first paragraph delete first sentence that begins “Smoking on College premises...”; in same paragraph keep sentence that reads “Use of tobacco on College premises is restricted...”; delete last sentence in same paragraph ‘All other tobacco use is prohibited.’; in second paragraph after ‘any lighted’ delete ‘or unlighted’ then in same sentence add *lit* after ‘...and any other’

**JFCF/GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures** - On page 2 add new first paragraph under Complaint Procedures that reads: *The compliance officer for complaints related to students is the dean of academic foundations and connections (or designee); the compliance officer for complaints related to employees is the dean of human resources (or designee); and the compliance officer for complaints not involving employees nor students is the dean of campus services (or designee).*; in what is now second paragraph under same heading add *responsible* before ‘compliance officer’ in first line; in step 1 on page 2, second line of paragraph replace ‘the’ with *a* before ‘compliance officer’; on page 3 in step 4, fourth line replace ‘complaint’ with *appeal* at the end of the sentence; in second to last paragraph add new language to end of paragraph as part of the last sentence: *or other agencies as deemed appropriate*

**Clackamas Community College Corrections**  
**Section J: Students**  
**November 16, 2011**

**JB – The Open Door Policy** - Removed policy(ies)

**JB – Nondiscrimination: Equal Education Opportunities and Freedom of Access** - Selected version 2, removed “Version 2” from title; No change, keep original draft

**JBA/GBN – Sexual Harassment** - No change, keep original draft

**JBA/GBN-AR – Sexual Harassment Complaint Procedure** - No change, keep original draft ; Updated from section G changes

**JEC – Admissions** - No change, keep original draft

**JECA – Student Residency Requirements for Tuition Purposes** - No change, keep original draft

**JECOA – Senior Citizen Benefit Rate** - No change, keep original draft

**JF/JFA – Student Rights, Freedom & Responsibilities** - Removed policy(ies)

**JF/JFA-AR – Student Right-to-Know Information** - Removed AR

**JFBA – Associated Student Government (A.S.G.)** - Removed policy(ies)

**JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing** - No change, keep original draft

**JFCF/GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures** - No change, keep original draft

**JFCG/KGC/GBK – Tobacco Use on College Premises** - In first paragraph deleted proposed language that said 'Use of tobacco on "College premises is restricted to designated outdoor areas."

**JFCH/JFCI – Substance Abuse** - No change, keep original draft

**JFCH/JFCI-AR – Alcohol and Other Drugs** - In item 3 delete 'Student activities' add *or* before 'instructional' then add */student services* after same and end sentence after 'departments'; delete from 'Career-Planning Center' through 'nursing departments' from the item

**JO – Student Records** - **ON HOLD**; Joanne will check titles and responsibilities in 1,2,3

**JO-AR – Student Records - Directory Information** - In second to last paragraph spell out AACRAO; Joanne will get us the name

# Clackamas Community College

Code: **JB**  
Adopted: 1/11/06  
Orig. Code(s): JB

# D

## The Open Door Policy (Version 1)

*(Covered in Policy JEC)*

Clackamas Community College is an open door college. Adult entry is unrestricted, and college programs require ability and skills related to their purposes. Advising and testing are used to place students in appropriate curricula and classes.

The College maintains a diverse educational program of high quality. It offers remediation and support services that help students to accomplish their educational goals. Standards of performance which are relevant to the objectives of each course will be maintained.

**END OF POLICY**

**Legal Reference(s):**

ORS 174.100  
ORS 192.630  
ORS 341.290(2)  
ORS 659.850  
ORS Chapter 659

ORS 659A.003  
ORS 659A.006  
ORS 659A.030

OAR 589-010-0100  
OAR 839-003-0000

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

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| <h1>Clackamas Community College</h1> |
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Code: **JB**

Adopted: 9/14/05

Orig. Code(s): 401

## Nondiscrimination: Equal Education Opportunities and Freedom of Access (Version 2)

*Instruction and student services selected this version*

~~Clackamas Community~~**The** College shall be open to all applicants who are qualified according to current admission requirements.

~~Clackamas Community~~**The** College complies with Titles VI and VII of the Civil Rights Act of 1964, Equal Employment Act of 1965, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Vietnam Era Readjustment Assistance Act of 1974; and Americans with Disabilities Act of 1990, the Family Medical Leave Act of 1993, among other ~~S~~state and ~~F~~federal ~~L~~aws related to employment. Review and affirmation of ~~e~~College compliance will be held periodically.

The College does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The College's commitment to nondiscrimination applies to curriculum activity and all aspects of operation of the College.

### END OF POLICY

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#### Legal Reference(s):

[ORS 174.100](#)

[ORS 192.630](#)

[ORS 341.290\(2\)](#)

[ORS 659.850](#)

[ORS Chapter 659](#)

[ORS 659A.003](#)

[ORS 659A.006](#)

[ORS 659A.030](#)

[OAR 589-010-0100](#)

[OAR 839-003-0000](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

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| <b>Clackamas Community College</b> |
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Code: JBA/GBN

Adopted:

## Sexual Harassment

### *As approved in section G*

The College is committed to the elimination of sexual harassment in its programs, services and intercollegiate activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in College business, such as employees of businesses or organizations participating in cooperative programs with the College and others not directly subject to College control at athletic competitions or other events. "College" includes College facilities, College premises and noncollege property if the student or employee is at any College-sponsored, College-approved or College-related activity or function where students are under the control of the College or where the employee is engaged in College business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the College involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the compliance officer or department supervisor who has overall responsibility for all investigations or any College administrator. A student may also

report concerns to an instructor or counselor who will promptly notify the appropriate College official. The student or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the College against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the College to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or designee.

Additionally, the College may report individuals in violation of this policy to law enforcement officials.

The President shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of College officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students and staff in student and staff handbooks.

The President will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)

[ORS 659A.029](#)  
[ORS 659A.030](#)

[OAR 589-010-0100](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

# Clackamas Community College

Code: **JEC**  
Adopted: 8/03/94  
Orig. Code(s): 414

## Admissions

The Board of Education supports an open door policy, welcoming all students who can benefit from the instruction offered, regardless of their educational background. College admissions procedures, however, do not guarantee admission to certain programs. Students seeking entry into certain special programs must meet a variety of criteria and be able to ensure a reasonable chance of succeeding in the program.

Students under 16 years of age, and from 16 to 18 years, must comply with specific admissions criteria.

**END OF POLICY**

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### Legal Reference(s):

[ORS 341.290\(7\)](#)

[ORS 341.450](#)

[ORS 341.505](#)

[ORS 341.527](#)

[ORS 341.528](#)

[ORS 341.529](#)

[Illegal Immigration and Immigration Reform Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1224, 1363, 1367 \(2006\).](#)



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| <b>Clackamas Community College</b> |
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Code: **JECA**  
Adopted: 4/11/07  
Orig. Code(s): 412

## Student Residency Requirements for Tuition Purposes

The following student residency categories have been established for determining an appropriate tuition assessment:

1. “In-state student:” is a U.S. citizen, immigrant or permanent resident who has established and maintained residency in Oregon, California, Nevada, Washington; or Idaho at least 90 days prior to the first day of class qualifies for in-state tuition.
  - a. A student registered as an aboriginal with an Oregon tribe will qualify for in-state tuition.
  - b. A minor student whose parent(s) or guardian(s) is a bona fide Oregon resident will qualify for in-state tuition.
2. “Out-of-state student:” is a U.S. citizen, immigrant or permanent resident who has not established residency in Oregon, California, Nevada, Washington; or Idaho 90 days prior to the first day of class qualifies for out-of-state tuition.
3. “International student:” is a citizen of another country here on other than an immigrant v Visa is considered an international student and qualifies for out-of-state tuition. International students do not become residents regardless of the length of residency within the district.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 316.117](#)

[ORS 316.127](#)

[ORS 341.527](#)

[ORS 341.528](#)

[ORS 351.647](#)

[ORS Chapter 660](#)

[OAR 589-002-0200](#)

Clackamas Community College

Code: JECAA

Adopted: 8/03/94

Orig. Code(s): 411

**Senior Citizen Benefit Rate**

College district residents who are at least 62 years of age are eligible for reduced in-state tuition for all applicable ~~CCC~~College sponsored classes. Applicability lies at the department level.

**END OF POLICY**

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**Legal Reference(s):**

ORS 341.505

ORS 341.534

Clackamas Community College

Code: JF/JFA
Adopted: 8/03/94
Orig. Code(s): 402

D

Student Rights, Freedom & Responsibilities

The Board of Education has adopted a Student Rights, Freedoms and Responsibilities document and a Privacy Rights of Students statement which addresses student rights of access to education and facilities; provisions of confidentiality, association and expression; and student responsibilities. This document and statement may be found in the Student Handbook.

END OF POLICY

E

Legal Reference(s):

ORS 341.290(2)
ORS 659.850
ORS 659.865

OAR 589-010-0100

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Clackamas Community College

Code: JFBA
Adopted: 1/11/06
Orig. Code(s): 416

D

Associated Student Government (A.S.G.)

The Associated Students of Clackamas Community College is the official organization of the students. Its officers are elected by the student body. The association operates under a constitution promoting student activities that stimulate the social, moral; and intellectual life of the students.

END OF POLICY

E

Legal Reference(s):

ORS 341.290(2)

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| <b>Clackamas Community College</b> |
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Code: **JFCF/GBNA**  
Adopted:

## **Hazing/Harassment/Intimidation/Bullying/Menacing**

*As approved in section G*

Hazing, harassment, intimidation, menacing, bullying, including cyberbullying, by students, staff or third parties is strictly prohibited and shall not be tolerated by the College.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or Board.

Individuals may also be referred to law enforcement officials.

The President or designee is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

END OF POLICY

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**Legal Reference(s):**

[ORS 163.190](#)

[ORS 166.065](#)

[ORS 166.155 - 166.165](#)

[ORS 341.290\(2\)](#)

[OAR 589-010-0100](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

# Clackamas Community College

Code: **JFCG/KGC/GBK**  
Adopted:

## Tobacco Use on College Premises

~~Smoking on College premises is restricted to designated outdoor smoking areas. Use of tobacco on College premises is restricted to designated outdoor areas. All other tobacco use is prohibited.~~

For the purpose of this policy, “tobacco” is defined to include any lighted ~~or unlighted~~ cigarette, cigar, pipe, bidi, clove cigarette, and any other **lit** smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. ~~nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.~~

END OF POLICY

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**Legal Reference(s):**

[ORS 192.710](#)

[ORS 341.290\(2\)](#)

[ORS 433.835 - 433.990](#)

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| <b>Clackamas Community College</b> |
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Code: **JFCH/JFCI**

Adopted: 6/25/03

Orig. Code(s): 409

## Substance Abuse

~~Clackamas Community~~**The** College is dedicated to maintaining standards resulting in quality education meeting the needs of students and the community. Recognizing the deleterious effect of substance abuse on students and staff, the ~~e~~**C**College has established rules prohibiting the on-campus use of alcohol and other mind-altering drugs. Exceptions may be made to serve alcoholic beverages at CCC Foundation sponsored events where the audience is not primarily students and with prior approval of the ~~e~~**C**College ~~p~~**P**resident and notification of the Board ~~of Education~~.

The ~~e~~**C**College will provide procedures covering each of the following areas as they pertain to use of alcohol, other drugs and tobacco:

1. ~~•~~**•**Campus prohibition;
2. ~~•~~**•**Educational programs;
3. ~~•~~**•**All staff training;
4. ~~•~~**•**Prevention programs;
5. ~~•~~**•**Student assistance and/or referral program;
6. ~~•~~**•**Staff assistance and/or referral program;
7. ~~•~~**•**Foundation sponsored events.

All regulations and procedures will be in compliance with appropriate federal or state confidentiality regulations governing substance abuse issues for both students and staff.

### END OF POLICY

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#### Legal Reference(s):

ORS 167.203 - 167.252

OAR 589-006-0050

ORS 341.290(2)

ORS Chapter 475

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).

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| <h1>Clackamas Community College</h1> |
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Code: **JO**

Adopted: 10/11/06

Orig. Code(s): 403

## Student Records

The privacy of student records is protected under provisions of the General Education Act and the Family Educational Rights and Privacy Act of 1974 (FERPA). These statutes govern access to student records maintained by the eCollege as well as the release of such records. The privacy and security of student records systems is also mandated by ORS 341.290.

The eCollege Registrar serves as our Custodian of Student Records and provides oversight to the procedures established that ensure student records are accessed and released in accordance with the above. College awareness and student notification will be administered as follows:

1. Institutional policies related to student records, FERPA and Directory information will be published in our *Schedule of Classes* quarterly and in our *Student Handbook* and *College Catalog* once a year;
2. FERPA training and awareness for eCollege staff will be provided on an ongoing basis via the web, during inservice, at new employee orientations and at specifically scheduled times each year.

The oversight of related student records are as follows:

1. ~~Financial Aid, Scholarship and Veterans records are under the jurisdiction of the Director of Student Financial Services.~~ **Financial aid and scholarship records are under the jurisdiction of the director of student financial services;**
2. ~~Behavioral and student discipline records are under the jurisdiction of the Director of Counseling & Advising.~~ **Veterans records are under the jurisdiction of student and academic support services;**
3. **Behavioral and student discipline records are under the jurisdiction of the associate dean of academic foundations and connections;**
4. Campus traffic, incident; and crime records are under the jurisdiction of the campus safety office.

**END OF POLICY**

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**Legal Reference(s):**

ORS 341.290(17)

OAR 166-450-0000 to -0125

OAR 589-004-0100 to -0750

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).