

## **Student Rights and Responsibilities**

**Students are advised to read and understand this document. By accepting admission to Chemeketa Community College, students enjoy the rights and privileges as outlined here. To help ensure a positive learning environment, students have the responsibility to conduct themselves in accordance with standards as set forth in this policy.**

**1.0 Preamble.** Chemeketa Community College provides an environment that celebrates the freedom to learn and the freedom to teach. In that celebration of teaching and learning it is appropriate that individuals and groups be viewed with regard to their potential to contribute within the learning environment. Each has dignity and value.

**2.0 Code of Behavior.** As a community of people seeking education, Chemeketa students are dedicated to improving personally and academically. Choosing to join the college community obligates each member to a code of behavior. Chemeketa students will:

- A. Practice personal and educational integrity.**
  - 1) Students shall practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way.
  - 2) Students shall not misuse college documents, library or computer resources, student records, or identification cards.
  
- B. Maintain standards of academic performance and contribute to the safe, cooperative and respectful learning environment throughout the college.**
  - 1) Students shall participate in classroom assignments and discussions, and attend classes regularly.
  - 2) Students shall not disrupt the teaching/learning process.
  
- C. Respect the diversity and dignity of all persons.**
  - 1) Students are encouraged to demonstrate respect for all persons.
  - 2) Students shall not participate in physical abuse or verbal abuse that is severe, pervasive, and objectively offensive towards any individual so to create a hostile or adverse educational or work environment.
  
- D. Respect the rights and property of all persons.**
  - 1) Students shall do nothing to impede another's right to move about freely, express him/herself, or enjoy privacy.
  - 2) Students shall not destroy, deface or misuse property belonging to an individual or the college.

**E. Bear the ultimate responsibility for the effects of their decisions and behavior.**

- 1) Students shall abide by federal, state, and local laws.
- 2) Students have an ethical obligation to confront, challenge or report destructive or abusive behavior.
- 3) Students shall not abuse alcohol or other drugs.
- 4) Smoking is prohibited on or in all properties owned and/or controlled by Chemeketa, including smoking in private vehicles while on property owned and/or controlled by Chemeketa.
- 5) The possession of any firearm, knife with a blade exceeding four (4) inches, or illegal weapon, is prohibited on college property, or college controlled property, in accordance with both State and Federal Law.<sup>1</sup> Law enforcement officers are exempt from this policy. The college president/chief executive officer may grant other exemptions for training purposes or safety purposes.
- 6) Chemeketa's Appropriate Use and Software Copyright policies prohibit the use of the Chemeketa network or computer systems for the unauthorized duplication, use, or distribution of copyrighted digital materials, movies, music, and videos, regardless of the method employed (e.g. web pages, peer-to-peer (P2P) file sharing, email, etc.).

**3.0 Student's Rights.** Each student in the college community has certain rights that accompany his/her responsibilities. Those rights are to be protected by both students and staff regardless of an individual's race, gender, religion, color, creed, disability, sexual orientation, political affiliation, national origin, ancestry or age. The college will:

**A. Provide access to education and campus facilities.**

- 1) The college shall be open to applicants who are qualified according to current admission requirements within the limits of its resources and facilities.
- 2) Students have the right to be informed about class requirements and college policy and procedures. Students' access to education shall not be inhibited by prejudiced or capricious academic evaluation.
- 3) Students have the right to participate in evaluations of programs, course content and educational objectives.
- 4) If a student is charged with a violation of law not related to his/her activities on campus, the matter shall be of no disciplinary concern to the college, unless the student is incarcerated and cannot comply with educational requirements.
- 5) Students, official clubs and organizations may use available college facilities according to college policy and procedures.

- B. Assure the protection of confidential student records and information.**
- 1) Student records and information are protected and governed by federal and state laws and the college's Student Records Policy and Procedure # 5140 and corresponding Guidelines.
  - 2) Information about student views, beliefs, private activities, and political associations which is acquired or learned by college employees in the course of work is to be treated with professional judgment and confidentiality.
  - 3) Professional evaluations and references about the ability and character of students may be provided under appropriate circumstances.
- C. Provide opportunities for association and preserve freedom of expression.**
- 1) Policy and procedures governing clubs and organizations shall be established by the college.
  - 2) Students may express their views on college policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the college.
  - 3) In the classroom, students may take exception to the information and may reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
  - 4) Chemeketa Community College, as publisher, bears in conjunction with the staff of student publications, the responsibility for the content of the publications. The publications shall adhere to all applicable Oregon statutes, such as those regarding mass communications.
  - 5) The student newspaper shall be governed by the Student Newspaper Guidelines and shall follow the Canons of Journalism of the American Society of Newspaper Editors.
  - 6) Student publications shall state that the opinions expressed are not necessarily those of the college or student body.

**4.0 Conflict Resolution Process.** If a student has a complaint about a staff member or another student, the steps outlined in this section will summarize the process. Members of the Chemeketa Community College community involved in a dispute are encouraged to first seek resolution with the individual with whom the conflict exists. Chemeketa Community College emphasizes the importance of direct, courteous, and respectful communication to informally resolve concerns and complaints. However, if resolution through person-to-person communication is not possible, there are several informal and, if necessary, formal processes to assist with conflict resolution.

Each of the dispute types listed here in sections 4.A. - 4.F., shall be subject to a specific conflict resolution process:

- A. Grade Appeals.** Students are encouraged to maintain frank and open communication with their instructor concerning their progress and performance throughout the duration of the course.

- 1) When a student believes that he or she has been given an inappropriate grade, the student will speak directly with the instructor no later than four (4) weeks after the end of the academic term of the disputed grade.
- 2) If satisfaction is not received with the instructor, the student may appeal no later than six (6) weeks after the end of the academic term of the dispute.
  - a. The student will submit a “Grade Appeal” form. These forms are available in the Executive Dean of Students office and online at: [http://www.chemeketa.edu/forms/documents/registrar\\_gradeappeal.pdf](http://www.chemeketa.edu/forms/documents/registrar_gradeappeal.pdf)
  - b. The form should be submitted to the Executive Dean of Students office where it will be forwarded to the appropriate Academic Dean/Director.
  - c. The Academic Dean/Director will review both the instructor’s and student’s facts related to the grade appeal (tests, papers, reports, participation, etc).
  - d. At the end of the review, the Academic Dean/Director will contact the student with their decision. The Academic Dean/Director’s decision shall be final and will be forwarded in writing to the instructor and student within thirty (30) calendar days of the receipt of the “Grade Appeal” form.
  - e. The Academic Dean/Director will keep a copy of the appeal for one year.

B. **Academic Honesty.** When an apparent violation of academic honesty occurs, the faculty member works directly with the student according to the Chemeketa Community College Academic Honesty Policy and Procedure # 5020. The faculty member may resolve the matter by determining an appropriate course of action.

- 1) If the student contests the faculty member’s decision, a meeting with the faculty member’s supervisor, the Academic Dean, may be requested. The purpose of the meeting is for the student to hear the charges and present his/her side of the case.
- 2) The Academic Dean determines if the action recommended by the faculty member is appropriate.
- 3) If the student contests the Academic Dean’s decision, the student may submit a written appeal to his/her supervisor, the appropriate Executive Dean. The Executive Dean considers the appeal and responds. The decision of the Executive Dean is final.
- 4) Further consequences may be imposed by the Executive Dean of Students in cases of grievous violations of academic honesty or for a continued pattern of violations.
- 5) Consequences for violations of academic dishonesty are detailed in Procedure # 5020.
- 6) Some professional-technical areas have program-specific student handbooks, and in these handbooks there may be further explanation of their unique policies and consequences.

C. **Charges of Student Misconduct.** These complaints would include any violation of section 2.0, Code of Behavior, of this document, **except for issues involving Academic Honesty which are covered in section 4.c or issues involving Harassment which are covered in section 4.e.** Students and staff are encouraged to deal with student misconduct on an informal basis whenever possible. However, when the misconduct rises to a level that informal resolution cannot be reached, the appropriate staff or student may file a complaint.

- 1) The appropriate staff or student will submit a written complaint to the Executive Dean of Students. The complaint may be submitted via email or in hard copy format, but must be in writing.
- 2) The student whom the complaint is filed against will be notified in writing of the charges and the penalty which might result from consideration of the complaint. (See Section 5.A. Types of Disciplinary Action)
- 3) The student has ten (10) working days from the notification date of the complaint to respond.
  - a. If the student fails to respond, the Executive Dean will decide next steps and the student forfeits the right to appeal the decision.
- 4) After review of the evidence and interviewing of appropriate persons, the Executive Dean of Students or designee may take one of the following actions:
  - a. Terminate the proceedings, thereby exonerating the student
  - b. Dismiss the complaint after appropriate counseling and advice to the student
  - c. Impose an appropriate sanction in accordance with section 5.0
- 5) The student will be notified in writing of the decision within thirty (30) calendar days of the student's response to the complaint.
- 6) The decision of the Executive Dean of Students or designee shall be final and not subject to further appeal except in the case of expulsion.
  - a. When expulsion is recommended by the Executive Dean of Students, the student may appeal to the college's Ombudsperson/Executive Dean.
  - b. The Ombudsperson/Executive Dean may convene the College Appeals Committee for assistance in arriving at a final decision.
  - c. The Ombudsperson/Executive Dean will issue a written decision to the student within thirty (30) calendar days of the hearing. A copy of the decision will be given to the Executive Dean of Students.
  - d. The decision of the Ombudsperson/Executive Dean will be final and not subject to further appeal.

D. **Charges of Staff Misconduct.** Complaints in this dispute type refer to perceived violation of law or college policy or section 3.0, Student Rights, of

this document. These complaints, made by a student do not include grade issues. Except for sexual harassment and discrimination complaints, the faculty and staff members of the College are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. By law, certain procedures must be followed before discipline can be imposed. For this reason, complaints concerning the conduct of a faculty or staff member shall be made to the faculty and/or staff member's supervisor and shall be subject to dispute resolution procedures as the supervisor determines appropriate. If the student believes that the supervisor has not resolved the issue, the student may meet with the supervisor's Dean.

- E. **Harassment.** Chemeketa is committed to providing everyone with an environment focused on learning and growth, free of discrimination or harassment. Such behaviors will **not** be tolerated and are against college policies. See College Policies and Procedures # 1750 and 1751.

The college has established a [Harassment Network](#) of staff who can assist students with these issues.

- F. **Student Complaints Alleging Violation of a College Rule, Policy, or Procedure.** This type of complaint is used when a student believes that the college, as a matter of practice, is violating its own rules, policies, or procedures.
- 1) The student will submit a complaint in writing to the Executive Dean of Students. The complaint will include:
    - a. The student's name
    - b. The nature of the complaint along with all documents, policies, procedures and related material which may be necessary for college review of the complaint.
  - 2) Upon receipt of the complaint, the Executive Dean of Students will schedule a meeting with the student filing the complaint. At that meeting, the Executive Dean of Students shall attempt a resolution of the complaint.
  - 3) In the event that the resolution proposed by the Executive Dean of Students is not acceptable to the student, the student may make a secondary appeal to the Ombudsperson/Executive Dean. Upon receipt of the student's complaint, the Ombudsperson/Executive Dean shall meet with the student to discuss the complaint.
    - a. The Ombudsperson/Executive Dean may convene the College Appeals Committee for assistance in arriving at a final decision.
    - b. The Ombudsperson/Executive Dean will issue a written decision to the student within thirty (30) calendar days of the hearing. A copy of the decision will be given to the Executive Dean of Students.
    - c. The decision of the Ombudsperson/Executive Dean will be final and not subject to further appeal.

- 4) If a student needs further information regarding the conflict resolution process, they are encouraged to contact the Assistant to the Executive Dean of Students.

**5.0 Student Discipline.** Disciplinary action may be imposed upon a student by college staff for misconduct or for violation of law and/or college rules and policies.

- A. Types of disciplinary action which may be imposed and authorization for such action are:
  - 1) Temporary Exclusion is the removal of a student from a class or service area, not to exceed one class session, one day, or removal from a college-sponsored function for the duration of the function. If an employee deems that the language, manner, or physical behavior of a student violates an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, the employee may request the student to leave. Reinstatement may be sought in accordance with the Student Rights and Responsibilities document. A written report of the circumstances requiring this action shall be submitted to the appropriate director or dean within one working day following the incident with specific directions or expectations and consequences for non-compliance.
  - 2) Disciplinary Probation is a written warning to a student which may include interim exclusion. Interim exclusion may not exceed five days. The appropriate Academic Dean/Director may impose disciplinary probation.
  - 3) Suspension is the exclusion of a student from classes in a program or service area, and college-sponsored functions for a specified period of time as set forth in the notice of suspension. The appropriate Executive Dean may impose suspension from classes in a program, from a service area, or from college-sponsored functions. Suspension may not exceed one term.
  - 4) At the Yamhill Valley campus, the campus Dean may impose disciplinary probation or suspension from classes in a program or service area, or from college-sponsored functions.
  - 5) Expulsion is the permanent separation of a student from a program or service area or conditional separation from the college. The Executive Dean of Students may impose expulsion. Conditions of readmission, if any, shall be stated in the order of expulsion.
- B. The Executive Dean of Students may take any disciplinary action deemed appropriate for student behaviors which are considered destructive to the educational environment of the college.

## **6.0 College Appeals Process**

- A. The Ombudsperson/Executive Dean may decide, at his/her discretion, to take any issue involving student misconduct to a hearing before the College Appeals Committee. A hearing before the College Appeals Committee occurs in situations which may require a summary decision on an unresolved conflict or may result in the permanent expulsion of a student.
- B. The college Ombudsperson/Executive Dean, in consultation with the Executive Dean of Students, shall appoint two students and three staff members to form a College Appeals Committee. The appeals committee must have a quorum of four to conduct a hearing. The hearing is not considered a formal, legal trial.
- C. The general rules governing a hearing are listed below. The specific rules for a hearing are contained in the guidelines of the College Appeals Committee. A copy of these guidelines is on file in the office of the Executive Dean of Students and is available for examination by any student upon request.
- D. A hearing shall be held not less than three nor more than twenty (20) working days after the filing of the statement of violation with the Executive Dean of Students. For reasonable cause, the College Appeals Committee may grant a postponement.
- E. The student may be accompanied by counsel for advising purposes only; however, counsel will not participate directly in the hearing.
- F. If the student who filed the appeal or is the subject of the appeal fails to appear for the hearing or agrees in writing not to contest the case, the Committee shall review the evidence and prescribe the appropriate action.

## **7.0 Definitions**

- A. **College** shall mean Chemeketa Community College.
- B. **College Board** shall mean the Board of Education.
- C. **Staff** shall mean any employee of the college, both full-time and part-time, management, faculty, and classified. Staff rights and responsibilities shall be provided by college policy, procedure and collective bargaining agreements. Staff is expected to intervene and facilitate adherence to the Student Rights and Responsibilities document.
- D. **Student** shall mean any person currently enrolled in a college class.
- E. **Community member** shall mean any person not enrolled in a Chemeketa class. A community member shall have the rights and responsibilities provided by local, state and federal laws. The Student Rights and Responsibilities document does not apply to community members. Community members may contact the college Executive Dean for clarification of their rights and responsibilities.
- F. **The College Appeals Committee** shall be composed of students and staff and will conduct non-judicial hearings on alleged violations of the Student Rights and Responsibilities document. The hearings are not considered formal, legal trials.