

Klamath Community College Subject: <u>Student Services</u> Policy #: <u>700.0000</u> Issue Date: <u>3/31/1997, 4/24/2001</u> Revision Dates: <u>4/21/2001, 10/26/06, 06/22/10,</u> <u>09/22/10, 3/29/11, 3/19/12</u>
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STUDENT SERVICES

700.0000

STUDENT AFFAIRS

POLICY

The Board shall establish policies regarding student affairs.

PURPOSE

The Board will establish policies to provide appropriate access and support for members of the community. The Board authorizes the administration to provide services to support student academic and career decision making, financial aid, and student life.

ADMISSIONS

710.0000

POLICY

The administration shall maintain an organizational structure that provides appropriate access for members of the community.

PURPOSE

The Board charges the administration to provide adequate services to implement student admissions. The administration shall provide adequate services to process student admission, within its administrative resource capacities.

IMPLEMENTATION

Admission of Students

710.0100

Admission to the College is open to high school graduates or to non-high school graduates who are at least 18 years of age and who can profit from instruction. Ability to profit from instruction may be established through an evaluation of previous education, work experience and appropriate testing. Individuals under 18 years of age may be admitted as special students.

Right to Deny Admission

710.0110

The College reserves the right to deny admission to applicants whose admission is judged to be potentially detrimental to instruction or who in the sole judgement of the institution cannot benefit from the instruction available. While responsibility for evaluating candidates for admission has been delegated to officers of the College, the Dean for Student Services reserves the right of final judgement in cases referred by the administration.

The Dean for Student Services will develop procedures for admitting students under the age of 18.

Enrollment Limitations

710.0120

Enrollment in specific courses may be limited by such factors as class size, academic or ability prerequisites. Limitations may include, but are not limited to, proficiency in the English language, proficiency in mathematics, or external regulations.

Appeal

710.0130

The College has established and published procedures of appeal for persons who are denied admission.

Admission to High Demand Programs

710.0140

The Chief Academic Officer may identify programs in which the College receives more applications than available laboratory space can accommodate, or as deemed impractical for instruction. These will be identified as high demand programs and enrollment may be based on special screening tools and/or "first-come, first-serve" registration.

Dual Enrollment of Selected High School Students

710.0150

The Board recognizes admission to the community college should be open to high school graduates or to non high-school graduates who can profit from the instruction offered.

Qualified high school students may be admitted for enrollment at Klamath Community College in transfer, professional-technical, or community education courses.

Such admission may be limited or denied based upon space, safety, ability to profit from the instruction offered, or other relevant considerations made by Klamath Community College. Exceptions for pre-high school age students may be made upon administrative review.

Students who are concurrently enrolled in high school and college, must provide the college with letters of permission from a school counselor or principal of their schools. Students must also provide documentation of permission from parents or guardians. Students admitted under this policy will be considered college students subject to college policies and procedures. Courses attempted and units earned will be recorded on a college permanent transcript and shall be used for meeting program graduation requirements for college, consistent with program requirements.

Resident and Non-Resident Students

710.0160

College programs of study shall be open to both residents and non- residents of the State of Oregon.

Residency is classified as In-State, Out-of-State, or International.

An In-State student is an American citizen, legal immigrant, or permanent resident who has established and maintained residency in Oregon at least 90 days prior to the first day of class.

An Out-of-State student is an American citizen, legal immigrant, or permanent resident who has not established residency in Oregon 90 days prior to the first day of class and has not attended an institution of higher education within Oregon in these 90 days.

An International student is a citizen of another country residing in the United States on other than an immigrant visa.

International Students

710.0170

The Board recognizes that cultural diversity can enrich the learning community. International students may be admitted for enrollment in accordance with applicable Federal regulations and College procedures.

Transfer Students

710.0180

A student transferring from another college shall submit official transcripts or other records to the College in accordance with College procedures. Students shall consult the Student Services Office at the College for assistance.

Each transfer student will be classed as resident or non-resident as defined in the Resident and Non-Resident students policy.

Full-Time and Part-Time Students

710.0190

Each student is eligible to participate in most College programs on either a full-time or part-time basis.

Directory Information

710.0200

In accordance with the provisions of the Family Education Rights and Privacy Act, Klamath Community College may provide Directory Information. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Items considered to be directory information are listed in the Student Handbook.

The College will give annual public notice in the Student Handbook to students in attendance at the College, identifying the types of information considered to be directory information and the College's option to release such information. Such notice will be given prior to release of directory information.

Immunizations

710.0210

Students will complete all required immunizations prior to participation in programs or activities requiring immunization. These may include, but are not limited to, clinical experiences in allied health programs, practicum experiences in education and child care programs, or criminal justice/protection programs.

Criminal Background Check

710.0220

Students will complete all required criminal background checks prior to participation in applicable programs or activities. These may include, but are not limited to, practicum or cooperative work experiences in education and child care or criminal justice/protection programs.

REGISTRATION

720.0000

POLICY

All students shall complete registration.

PURPOSE

To insure that all students who are attending classes have appropriately registered for classes and have completed registrars procedures.

IMPLEMENTATION

Admission to Class

720.0100

A student will be admitted to class only when he/she is properly registered and has paid his/her tuition and fees or has made arrangements to defer payment.

Delinquent Accounts

720.0110

A student must meet all financial obligations to the College in order to qualify for continued enrollment.

Transcripts

720.0120

Official transcripts of College course(s) are available only upon written request from the student to the Student Services Office. No transcripts, grades or formal awards will be released unless all financial obligations have been met.

Withdrawal from College

720.0130

Student withdrawal procedures are listed in the Student Handbook and are established to accommodate student needs and record information.

Refund Policy

720.0140

Students are entitled to a refund of tuition and applicable fees within the published deadlines. For students funded through Federal Financial Aid, the College shall follow refund distribution procedures defined by the U.S. Department of Education. (See Fiscal Affairs Policy 630.0270, Tuition and Fee Refunds)

STUDENT SUPPORT

730.0000

POLICY

The College will maintain an organizational structure and procedures to provide students the opportunity to create academic and career plans.

PURPOSE

The Board recognizes the need for students to adequately plan for completing their college academic program and their career. The administration will establish policies and structures for students to create academic and career plans.

IMPLEMENTATION

Counseling

730.0100

The College shall provide counseling assistance to students, as appropriate, for:

- A. assisting the student in development of vocational, educational, and other career goals;
- B. academic performance; or
- C. facilitation of skills and development of skills through offering of workshops, seminars, or courses.

Academic Advising

730.0110

Academic advisors shall be available to assist the student in planning a program of study each term.

Career Development and Referral

730.0130

Occupational information resources for students and alumni are identified in the Student Handbook.

FINANCIAL AID

740.0000

POLICY

The administration will maintain an organizational structure and procedures to assist students in financing their college experience.

PURPOSE

The Board recognizes that students may need additional financial resources to attend and complete their college programs. The Board's intent is for the College to participate with financial aid providers to assist students in meeting enrollment costs.

IMPLEMENTATION

Federal

740.0100

The College shall participate in the U.S. Department of Education Title IV Federal financial aid programs. These programs may include Federal grant, Federal loan, and Federal work-study programs.

State

740.0110

The College shall participate in State of Oregon authorized financial aid programs.

Scholarships

740.0120

The Board shall establish a Board Scholarship or Grant Program.

Veterans Scholarship Policy

740.0121

Klamath Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of members of all branches of the United States Armed Forces or United States coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of the Klamath Community College district* at the time of application for a waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

The tuition waiver is available to students admitted to a certificate or degree program only. This waiver is also limited to 135 college credits or the completion of an Associate degree, whichever comes first. The waiver does not include required fees and may not be applied to community education programs or distance learning programs for recipients residing out of state. This waiver shall be granted in coordination with other student programs for recipients residing out of state. This waiver shall be granted in coordination with other student financial assistance (including VA Benefits) for which the recipient may be eligible, utilizing other grant resources before applying this tuition waiver in order to provide a total benefit not to exceed the total estimated cost of

attendance. Continuation of this tuition waiver benefit is contingent upon student meeting the applicable satisfactory academic progress requirements.

Tuition waiver for students 65 years of age and older

740.0130

The Senior Citizen Program for Klamath Community College District's citizens 65 years or older is designed to provide for the educational needs of the senior residents of the Klamath County area.

Students 65 years of age and older are eligible for a tuition waiver for Klamath Community College credit classes based on the following conditions:

- The student must have a current term application on file in order to register. The admissions application deadline is the Wednesday before the term begins. (Under certain circumstances, Klamath Community College may close admission prior to this deadline. Students are encouraged to apply early.)
- The student must be 65 years old or older at the beginning of the term in which the course is offered. Verification of age is required.
- Space is available in the course(s). Student may only add courses under this policy during the first week of the term; instructor permission is required.
- The auditing student is registered for eight credits or fewer per term.
- The tuition waiver is valid for eight or fewer credits per term.
- Course(s) cannot be taken for credit. The student must audit the course(s).
- Federal Financial Aid is not available for audited courses.
- The student is responsible for all fees (application fee, student fees, course fees, lab fees, etc.).
- Tuition waiver forms will not be accepted after 5:00 pm of the first day of the class.

Students requesting a tuition waiver must register in person and complete a tuition waiver form (available in the Student Services Office). At the time of tuition waiver form submission, students must show photo identification that includes date of birth. All fees must be paid in full by 5:00 pm on the Friday of the first week of the applicable term in order to avoid late payment fees. Tuition waiver forms will not be accepted after 5:00 pm on the first day of the class.

Performance Grants

740.0140

- A. The Board may make available Performance Grants for various College activities. These grants shall be awarded upon the recommendation of the Dean for Student Services. The President, or his/her designee, is authorized to establish guidelines for administering the Performance Grant Program with reference to the number of awards, value of awards, etc.
- B. Each Performance Grant is valid for the term(s) specified. Fees, books, and other related expenses not specifically covered by the Grant remain the responsibility of the recipient.
- C. Each Performance Grant may be renewable for additional term(s), provided the student meets the performance criteria of the Grant.
- D. An annual report of the utilization of the Performance Grants shall be prepared by the Dean for Student Services and presented to the Board.

External Scholarships

740.0150

The College shall participate in the delivery of external scholarships.

STUDENT LIFE

750.0000

POLICY

The administration shall maintain structures and programs supporting student life at the College.

PURPOSE

The Board recognizes that the student experience includes the opportunity for students to be active participants in the life of the college. The Board's intent is to assure structures and procedures which promote student participation in the life of the College, granting them responsibilities, and protecting student rights.

IMPLEMENTATION

Student Groups

750.0100

The Board authorizes appropriate student groups to represent a part or all of the student body. The purpose of these organization(s) shall include, but not necessarily be limited to: promoting morale through various approved activities, coordinating and assisting with the functioning of other College organizations, and representing the various student ideas and concerns with the administration, the College councils, and the Board.

Student Activities

750.0110

Authorized student activities will complement institutional programs by providing a variety of meaningful educational, cultural, and social experiences. The Student Services Office will assist students and faculty in planning extracurricular programs and development of student organizations. This office will provide support to special planning groups and interested students in the promotion of activities.

Groups Charter

750.0120

All officially recognized student organizations must comply with approved charter requirements.

Student Conduct and Responsibilities

750.0130

Students are expected to observe local, state, and federal laws and abide by College policies and regulations as established in College publications. A student or group of students is encouraged to voice opinions, ideas, or concerns through appropriate established channels. Students will conduct themselves as responsible law-abiding citizens. Enrollment at Klamath Community College carries with it certain obligations and responsibilities regarding standards of conduct which are compatible with the mission and functions of the College as an educational institution.

Students are expected to maintain reasonable standards of behavior requested by the College instructors, staff, and administrators. Specific standards of behavior are identified in the Student Handbook. If there is a determination of misconduct, disciplinary action may be taken.

Authority for Suspension or Probation

750.0140

The Dean for Student Services is responsible for maintaining all procedures related to academic or disciplinary probation or suspension, and for processing all matters related to academic or

disciplinary probation or suspension. The College will maintain appropriate procedures for students who fall below established academic or disciplinary standards and guidelines, including the right of appeal.

Conduct Appeals

750.0150

Student unwillingness or inability to abide by College standards, policies or procedures may cause the College to conduct a student disciplinary hearing. When there appears to be sufficient cause, the Dean for Student Services, or authorized representative, shall conduct an appropriate investigation. Based on this investigation, the Dean for Student Services, or his/her designee, may:

- A. dismiss any allegations and stop proceedings.
- B. impose in-house disciplinary action, accepted in writing by the person(s) in question. Should the person(s) not accept in-house disciplinary action, the matter can be appealed to a disciplinary sub-committee of the appropriate College Council.
- C. refer the matter for hearing to a disciplinary sub-committee.

The range of disciplinary actions may include, but are not limited to:

- A. a verbal warning;
- B. a written warning, advising that further violations may result in more serious action;
- C. disciplinary probation, advising that further violations shall result in a more serious action;
- D. disciplinary probation, and a removal of selected student privileges, such as participation in extra- curricular activities, or use of College facilities other than those directly related to current classroom work; or
- E. suspension from College.

Equal Opportunity/Civil Rights

750.0170

It shall be the policy of Klamath Community College to affirm the right of all individuals to equal education, activities, facilities and employment without regard to age, disability, national origin, race, marital status, religion, and sex, in accordance with federal and state laws. Klamath Community College complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries or grievances concerning the application of these laws and regulations to the College may be directed to the College's Director of Human Resources or to the Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Student Grievance Rights

A student attending the College who questions abridgement of his/her rights should first discuss the matter with the staff employee he/she feels has abridged those rights. A qualified member of the Student Services staff will mediate a discussion between the student and the staff employee to clarify the matter and suggest alternatives. If the student is still not satisfied, he or she may file a grievance.

Each student has the right to file a grievance on any abridgement of his/her rights. Such an appeal must be initiated in writing by the student within five working days after the alleged abridgement has occurred.

Appeal forms are available in the Student Services Office. The procedure for filing a grievance is outlined in the Student Handbook.

A student has the right to:

- A. be present at the hearing;
- B. have other persons who have direct knowledge of the allegations speak in his/her behalf;
- C. question those persons who are presenting information to the committee; and
- D. present information in his/her own behalf.

Sexual Harassment (College Students)

750.0180

The College is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes any unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, a student to another student or by a student to a member of the staff.

No student shall subject any other student or College employee to sexual harassment.

Any student or employee who is subject to, or knows of, sexual harassment should immediately notify the Director of Human Resources.

The Director of Human Resources will maintain a complaint procedure.

A copy of this policy and the procedure for filing complaints is published in student handbooks.

An act of sexual harassment shall subject a student to discipline in accordance with the Student Code of Conduct up to and including suspension.

Publications

750.0190

The College is the legal publisher of all recognized student publications. College authorities may provide written clarification of the role of student publications, standards used in evaluation, and degrees of operational control. College staff advisors have the responsibility to review copy to protect the College from legal actions relating to obscenity, criminal or civil libel or copyright infringement. The Code of Ethics of the Society of Professional Journalists, Sigma Delta Chi, shall be adopted and used.

Smoking and Tobacco Use on Campus

750.0200

Effective June 25, 2012, use of tobacco and all related devices is prohibited in all areas of the Klamath Community College Campus with the exception of designated smoking and tobacco shelters, and the interior of personal vehicles.

Exceptions to this Policy must be requested through the Klamath Community College President.

Fines may be imposed for noncompliance of this Policy.

PROCEDURES (to be listed in relevant handbooks and available on the G drive)

Facilities owned by Klamath Community College will be regulated for smoking and tobacco use starting June 25, 2012. Please see Klamath Community College's Smoking Policy at (list web address)

1. The use of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in KCC buildings or on KCC premises outside of approved smoking and tobacco shelters, and the interior of personal vehicles, is prohibited. This includes, but is not limited to all KCC sidewalks, parking lots, landscaped areas, recreational areas and buildings on any KCC property and in any KCC owned, rented, or leased vehicles, and at events on KCC premises.
2. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars, pipes, or electronic cigarette devices is prohibited on college property except in one of the designated smoking and tobacco areas on campus and/or the interior of personal vehicles. The use of other tobacco products, such as smokeless or chewing tobacco, is also prohibited outside of smoking and tobacco shelters, or the interior of personal vehicles, on KCC premises.
3. Smoking materials must be extinguished prior to exiting a vehicle or entering KCC property on foot.
All tobacco products in use must be disposed of appropriately.
 - a. Discarding cigarette butts, throwing or disposing of cigarette butts out of windows, leaving spit containers;
 - b. Spitting smokeless tobacco product; and
 - c. Anything that creates fire hazards.

Ashtrays and trash cans will be available at each approved smoking and tobacco shelter and should be used to dispose of smoking or tobacco products.

COMPLIANCE PROCEDURES

- A. The enforcement of these rules and regulations is the responsibility of KCC Safety Officer(s) staff with the voluntary assistance of members of the College community. Assistive acts include providing informational materials on tobacco policies and verbal warnings.
- B. KCC Safety Officer(s) will use their discretion when enforcing this policy. Based upon the circumstances, KCC Safety Officer(s) may issue a verbal warning or issue a citation. Safety officers are authorized to issue warnings to first-time violators and control and regulate facilities use as prescribed in these rules and regulations.
- C. If a violation of these rules is committed, a \$25 citation may be issued and when applicable, placed on a student's account. KCC Safety Officer(s) will use discretion and take into consideration the totality of the circumstances when issuing citations. Violators may attend a cessation workshop sponsored by the Klamath County Health Department to remove the \$25 citation.
- D. Continued failure by *students* to comply with the directions of College Officials to abide by these rules may be reported to the Vice President of Student Services as a violation of the Student Code of Conduct (see student handbook). Further sanctions may be imposed through the KCC conduct process, including suspension, restitution, or probation. Students may appeal a citation to the Vice President of Student Services or designee within 5 business days of the original citation.
- E. For *faculty and staff* - compliance with KCC rules and regulations is considered a standard part of job performance for all employees. If a violation of these rules is committed by a KCC staff or faculty member, the matter will be referred to Human Resources. Repeated failure by faculty or staff of Klamath Community College to abide by these rules and procedures may be addressed through informal discussions and/or formal disciplinary action when appropriate. Employees may appeal a citation to the Executive Director of Human Resources or designee within 5 business days of the original citation.
- F. *Visitors* in violation of the smoking and tobacco policy may be reported to the KCC Safety Officer(s) staff and in chronic cases may be trespassed from campus.

KCC Smoking Shelter Locations:

1. Shelter located South of Building 4
2. Shelter located South of Building 5
3. Shelter located West of Building 6
4. Shelter located outside of building 1 (current location)
5. Shelter located on the back side of building 3 (current location)

State and Local Smoking and Tobacco Cessation Resources

1. Oregon Tobacco Quit Line: 1-800-QUIT-NOW (1-800-784-8669)
 2. Tobacco Prevention and Education Program, Klamath County Department of Public Health: 541-882-8846
 3. "Freedom from Smoking" Smoking Cessation Classes – offered by Cascade Comprehensive Care – 541-8512019
 4. "Not on Tobacco" (N.O.T.) – Tobacco Cessation Program for Youth offered by Lutheran Community Services – 541-883-3471
- Cessation Counseling for Tribal Members: 541-882-1487

Credit: This document was adapted from the Lane Community College Tobacco Free policy. The contents of this document were written with permission from staff at Lane and several sections were adopted from their policy. Klamath Community College wishes to thank Lane Community College for these efforts.