

# Measures to Enforce Standards of Student Conduct

## Reprimand

A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected at the College. A person receiving a reprimand is notified that this action serves as a warning that continued conduct of the type described in the reprimand may result in further disciplinary action up to and including expulsion. The student is further informed that records of reprimands are confidential property of OCCC.

## Disciplinary Probation

The Dean of Students after close evaluation of the individual case, may restrict the College-related activities of individual students or groups of students as deemed necessary and feasible by placing them on disciplinary probation.

Disciplinary probation may be imposed for a period not to exceed one academic year. Repetition, during the probationary period, of the conduct which resulted in disciplinary probation may be cause for suspension or other disciplinary action. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.

## Disciplinary Suspension

Disciplinary suspension serves as a penalty against the student as a result of the student's conduct failing to meet standards expected at the College. A suspended student is not to occupy any portion of the campus (including off-campus centers) and is denied all College privileges including class attendance. Disciplinary suspension requires the approval of the College President.

## Expulsion

An expelled student is denied all further college privileges. Students may be expelled only with the approval of the College President. Expulsion may be revoked only by the Conflict Resolution Procedure.

## Drug and Alcohol Policy/Drug Free School and Workplace

Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs onto the campus, and from using them on campus. This also applies to any offcampus college activity. An exception to the alcohol possession and use rule may be made by direction of the College President or her/his designee in specific circumstances.

The College defines the following behaviors as violations: the possession, selling, or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, inhalant on College property, or at College-sponsored, or supervised functions.

Employees or students who violate state or federal law, or the College alcohol and drug policy, are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal, and state law for violation of College policy include:

- expulsion (removal of privilege to attend OCCC) and referral for prosecution
- suspension for a definite period of time
- disciplinary probation with specific terms for continued enrollment
- suspension and expulsion for violation of these terms
- suspension and termination of employment
- disciplinary admonition and warning

Oregon Coast Community College must be notified within five days of any criminal drug statute or conviction for a violation occurring on or off OCCC premises while conducting College business or activities. Records of convictions will be maintained by the Human Resources Manager. Within ten (10) days of receiving notice of conviction, appropriate Federal granting or contracting agencies will be notified. Within 30 days of receiving notice of conviction, appropriate disciplinary action will be taken.

In keeping with the intent of U.S. Public Law 101- 226, Section 22: Drug- Free Schools and Campuses, it is the obligation of Oregon Coast Community College to inform its students and employees of the health risks associated with use of various illicit drugs and abuse of alcohol. Any substance used through needle-sharing increases the risks of AIDS and Hepatitis B.

## Conflict Resolution/Grievance Procedure

### I. Purpose

When there is a difference of opinion regarding college procedures, policies, decisions, values, or treatment, students at OCCC are encouraged to seek resolution with the individual the conflict exists with, or his/her supervisor. If the conflict is with a service area of the College, resolution should first be sought in that area.

This grievance procedure has been established to provide individuals or groups of students the opportunity to challenge decisions and/ or actions taken by faculty, staff, or other students which they feel are in violation of their rights. Students with a grievance shall follow the process as outlined below.

### II. Grievance Procedure

Grievance issues should be resolved in a timely manner. In order to assure this, time restrictions are a part of each step. If a student grievant misses a deadline, the process is considered to be terminated. If college personnel fail to meet a deadline, the grievance is forwarded automatically to the President for resolution. The time lines can be extended by mutual agreement between the involved parties at any time.

Time lines start when written materials are submitted to the Vice President Student Affairs' Office. Under Step 2 below, to insure that grievance materials reach the appropriate office in a timely fashion, students shall file their grievances with the Vice President Student Affairs. This office is responsible for noting when the grievance is filed and for sending copies to the appropriate parties.

#### Step 1: Informal Grievance Procedures for Conflict Resolution with Students/Faculty/Staff Members:

1. It is recommended that the student discuss the problem with the faculty, staff member, or student directly involved within ten (10) calendar days of the event's occurrence.
2. If the student chooses not to discuss the problem with the other party, or the problem is not resolved during the discussion, the student should meet with an advisor for further discussion and, if desired by the student, to begin formal grievance procedures.

#### Step 2: Formal Grievance Procedures:

1. If the problem cannot be resolved informally, as described in Step 1 above, the student may file a college Grievance Form. Grievance Forms are available at OCCC Student Services counter and all other OCCC centers. These completed forms must be turned in to the Vice President Student Affairs' Office within seven (7) working days of meeting with an Advisor. Time lines commence at the time of the meeting with the Advisor.
2. Within seven (7) working days of receipt of the formal written grievance form, the Vice President Student Affairs will contact all involved parties and attempt to clarify the complaint and assist the parties to reach a solution that is mutually acceptable to all parties. The resolution will be provided in writing to the involved parties.
3. The Vice President Student Affairs shall issue a written decision to all parties involved within 14 working days of receipt of the student's grievance.

#### Step 3: Appeal of Dean of Students' Decision:

1. If the student does not accept the decision of the Vice President Student Affairs, the student may submit a written appeal to the President within seven (7) working days of receipt of the decision of the Vice President Student Affairs.
  1. The student must present all evidence in writing, including a copy of the original grievance form and previous decisions in the matter reached at lower levels of the process.

2. The student must also submit a written statement which explains why the decision of the Vice President Student Affairs was unsatisfactory, and which thoroughly describes a specific, requested remedy to the grievance.
2. Within seven (7) working days of receipt of the appeal from the student, the President shall meet with the student regarding the student's grievance and:
  1. make a summary decision; or
  2. remand the issue to the College Appeals Committee.

#### Step 4: College Appeals Committee:

At the President's discretion, the issues may be remanded to the College Appeals Committee. The Committee will review the facts of the issue and make a recommended decision for the President's review and approval. The College Appeals Committee shall consist of the following people: two (2) staff members selected by the President; two (2) students selected by the Associated Student Government of OCCC; and two (2) persons representing faculty designated by the College Council.

#### Step 5: Final Decision:

At the conclusion of Step 3 or Step 4 above, as determined by the discretion of the President, the President shall issue a written decision on the grievance to all parties involved within seven (7) working days of the meeting with the student. The decision of the President is final and not subject to further appeal.