

STUDENT Handbook

2023-2024



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2023-2024 STUDENT HANDBOOK

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CCC PURPOSE, MISSION AND CODE OF ETHICS

Established in 1966 in Oregon City, Oregon, the goal of Clackamas Community College's has always been to provide quality education and training to people in our service district within Clackamas County. We're proud to say we've been accomplishing that goal for more than 50 years. Read more to learn more about the mission and values that guide our decision making.

VISION

Empowering individuals, strengthening communities.

MISSION

As our community's college, we cultivate equitable, innovative, and responsive education.

VALUES

- Belonging
- Community
- Equity
- Learning
- Student success

CODE OF ETHICS

To perform our jobs in a way that fosters personal growth and academic excellence, recognizes the inherent goodness of all people, models personal and academic integrity, respects diversity, and shows concern for the needs and feelings of others.

STRATEGIC PRIORITIES 2021-26

EXCELLENCE IN TEACHING AND LEARNING

Lead and support ongoing development and improvement of equitable innovative and responsive learning environments for students and employees.

HOLISTIC STUDENT SUPPORT

Collaborate with students both in and out of the classroom to understand and respond to their needs and goals.

DIVERSITY, EQUITY AND INCLUSION

Attract, retain, and uplift systemically non-dominant students and employees.

ORGANIZATIONAL HEALTH

Strengthen our organizational culture, our systems, and our stewardship of resources in order to better empower employees to fulfill our central mission: serving the community with high-quality education and training.

COMMUNITY CONNECTIONS

Cultivate and nurture responsive and sustainable community relationships.

Learn more about these strategic priorities and the strategic planning process on the [*Strategic Planning webpage*](#).

IMPORTANT DATES

ACADEMIC CALENDAR

Plan your vacation, work schedule and other activities around CCC's calendar.

2023-2024

SUMMER TERM 2023

- Monday, June 19, Juneteenth holiday (college closed)
- Monday, June 26, classes begin
- Tuesday, July 4, Independence Day holiday (college closed)
- Saturday, Sept. 9, term ends
- Monday, Sept. 4, Labor Day holiday (college closed)

FALL TERM 2023

- Monday-Friday, Sept. 18-22, In-service week
- Monday, Sept. 25, classes begin
- Friday, Nov. 10, Veterans Day holiday (Harmony-Oregon City campuses closed)
- Thursday-Friday, Nov. 23-24, Thanksgiving holiday (college closed)
- Monday-Saturday, Dec. 4-9, final week
- Saturday, Dec. 9, term ends
- Monday-Tuesday, Dec. 25-26, winter break (college closed)

WINTER TERM 2024

- Monday, Jan. 1, holiday (college closed)
- Monday, Jan. 8, classes begin
- Monday, Jan. 15, Martin Luther King, Jr. Day holiday (college closed)
- Monday, Feb. 19, President's Day holiday (college closed)
- Monday-Saturday, March 18-23, final week
- Saturday, March 23, term ends
- Monday-Friday, March 25-29, Spring Break

SPRING TERM 2024

- Monday, April 1, term begins
- Monday, May 27, Memorial Day holiday (college closed)
- Monday-Saturday, June 10-15, final week
- Thursday, June 13, GED and Adult High School Diploma Graduation Ceremony
- Friday, June 14, College Certificate and Degree Graduation Ceremony
- Saturday, June 15, term ends

FUTURE ACADEMIC CALENDARS

Academic calendar information is available through 2025-26.

IMPORTANT DATES TO REMEMBER

	FALL 2023	WINTER 2024	SPRING 2024
Financial Aid: All required CCC financial aid documentation due to ensure funding for term	June 26	Sept. 25	Jan. 8
Registration begins	May 22	Nov. 13	Feb. 26
Last day to add classes without instructor consent	Instructor consent required once course begins.		
Last day to drop a class with a refund	Oct. 8	Jan. 21	April 14
Last day to drop classes and receive a "W" automatically	Nov. 17	March 1	May 24
Last day to submit petition for graduation	Nov. 3	Feb. 16	May 10
Last day to change grading option	Dec. 1	March 15	June 7
Account balance due: \$100 late payment fee applied if not paid	Nov. 3	Feb. 16	May 10

MAPS, BUILDINGS + HOURS

BUILDING HOURS

CCC has three campuses in Clackamas County

OREGON CITY

19600 Molalla Avenue, Oregon City, Oregon 97045

([Campus Map](#) | [All-User Restroom Map](#) | [Building Maps](#))

503-594-6000



Clackamas Community College's main campus is located in historic Oregon City, located off of Interstate-205, Highway 213 and Beaver Creek Road. The beautiful CCC Oregon City campus covers 165 acres filled with trees and sculptures; 17 buildings including the award-winning Niemeyer Center for Communication Arts, Roger Rook Hall and Art Center, as well as the athletic fields and facilities that support CCC's 11 championship-producing sports programs.

Need help finding your class? Check out the building maps below.

OREGON CITY BUILDING MAPS

[Art Center](#)

[Barlow Hall](#)

[Clairmont Hall](#)

[DeJardin Hall](#)

[Dye Learning Resource Center](#)

[Environmental Learning Center](#)

[Family Resource Center](#)

[Gregory Forum](#)

[Holden Industrial Technology Center](#)

[Lewelling Building](#)

[McLoughlin Hall](#)

[Niemeyer Center](#)

[Pauling Center](#)

[Randall Hall](#)

[Roger Rook Hall](#)

[Streeter Hall](#)

[Training Center](#)

[Wacheno Welcome Center](#)

HARMONY CAMPUS

7738 SE Harmony Road, Milwaukie, Oregon 97222

([Campus Map](#) | [Floor Plan](#) | [All-User Restroom Map](#))

503-594-0620



The Harmony campus is home to health education programs and also offers a variety of student services and programs including courses toward an Oregon transfer degree. Harmony Campus is centrally located close to the Clackamas Town Center and the Green Line light rail.

Harmony is also home to the Small Business Development Center.

WILSONVILLE CAMPUS

29353 SW Town Center Loop East, Wilsonville Oregon 97070

([Campus Map](#) | [Floor Plan](#))

503-594-0940



CCC's Wilsonville Campus offers a variety of apprenticeship, technical training and general education courses tailored toward an Associates of Arts Oregon Transfer Degree (AAOT). Wilsonville offers a variety of student services including advising, registration and testing services.

HOW TO GET INVOLVED AT CCC

ASSOCIATED STUDENT GOVERNMENT

The Associated Students of Clackamas Community College (ASG) is the student governance organization for the college. The ASG president and vice-president are elected by the student body; senators and other officers are determined by a selection process. (Tuition waivers available.) Meetings are open to all students. Call 503-594-3040 or see www.clackamas.edu/asg for more information.

ATHLETICS

For information about the CCC athletic program, as well as events schedules for individual sports, please visit: clackamascougars.com

BECOME A STUDENT TUTOR

Clackamas Community College offers a welcoming environment for students to get the academic support they need through tutoring. We employ current CCC students for a range of tutoring and peer mentor positions. Learn more about becoming a tutor by visiting our website. <https://www.clackamas.edu/tutoring> or by emailing us at tutoring@clackamas.edu

CLACKAMAS REPERTORY THEATRE

Clackamas Repertory Theatre (www.clackamasrep.org) is a professional Equity theatre company in Oregon City, Ore. Founded in 2004, CRT offers high-quality, financially-accessible productions for the citizens of Clackamas County and beyond, and provides summer jobs to help prepare current and former Clackamas Community College students for a career in theatre.

Are you ready for a Professional Career in Theater? Clackamas Repertory Theatre is offering PAID part-time positions for CCC theatre arts students.

Do you enjoy or want to learn more about building sets, running follow spots, light and sound board operation and working backstage as a crew member? Then this job is for you!

Applicants must be willing to work for the summer season, which runs June to October. For more details or to apply, please email: jayne@clackamasrep.org

CLUBS

CCC has a variety of student clubs. For more information about these clubs or for information on how to start a new club, contact the Office of Student Life & Leadership at 503-594-3040 or visit www.clackamas.edu/asg/clubs.

MULTICULTURAL CENTER

The Multicultural Center provides services and support for underrepresented student populations, including international students, racial and ethnic minorities, undocumented students, and members of the LGBTQIA+ population. The Multicultural Center educates the college community about different cultures through monthly events and activities. Students from underrepresented populations are especially encouraged to join a leadership role within the Multicultural Center or use the center as a safe and welcoming space to gather, study, pray, and learn. For more information or to get involved contact us at mcambassadors@clackamas.edu.

MUSIC

The Music Department has both instrumental and vocal performance groups and encourages participation in both for music and non-music majors. Styles include classical, jazz, and contemporary music, so we have good fits for any young performer. Students have opportunities to perform and tour locally as well as internationally. Call 503-594-3337 for more information.

STUDENT EMPLOYMENT AND LEADERSHIP OPPORTUNITIES

There are many ways for students to get involved at Clackamas Community College through employment and leadership opportunities, such as Peer Assistants, New Student Mentors, and other leadership roles. Positions offer an hourly wage or tuition waiver as compensation in exchange for your contribution on campus. For details regarding each type of position, see <https://www.clackamas.edu/campus-life/student-involvement/student-employment-and-leadership-opportunities>.

STUDENT LIFE AND LEADERSHIP OFFICE

The Student Life & Leadership Office, 503-594-3040, located in the Wacheno Welcome Center room 160, oversees many of the student activities and leadership opportunities listed here. It is a good resource if you are not sure where to begin. It houses the offices for Associated Student Government and maintains information about club activities, lost and found, housing, calculator loans, transportation, and grants for child care, fees, textbooks, transportation and veterans. The department also manages the Multicultural Center, support for international students, the Free Food Pantry and the Peer Assistant program.

STUDENT PUBLICATIONS

- **The Clackamas Print** is the CCC student paper and website written, edited and produced entirely by students. Students write stories, shoot photos, manage social media and produce video. Students involved in **The Print** can receive transferable credit for their work. Editors receive tuition waivers. Call 503-594-3261, email melissaj@clackamas.edu or visit www.theclackamasprint.com for more information.
- **Clackamas Literary Review** is comprised of emerging and established writers of fiction, poetry and nonfiction. The **CLR** is distributed nationally. Call 503-594-6199 for more information.

THEATRE

The Theatre Department produces one full-length play and several student theater projects each term. Workshop-type courses focus on the production of live theater for public performance and everyone in the community is welcome to participate. College credit is available for each production and students in need of financial assistance may qualify for tuition waivers or work-study. Call 503-594-3153 for more information or visit our website at www.clackamas.edu/theatre.

WORK STUDY

Managed through the Financial Aid office, work-study jobs are positions that enable students to pay for college earning an hourly wage.

<https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/grants-loans-and-work-study-financial-aid-options>

HOW TO PAY FOR COLLEGE

FINANCIAL AID RESOURCE LAB (FARL):

Have questions about financial aid? The Financial Aid Resource Lab (FARL) can help! Schedule a free virtual appointment with our Financial Aid Resource Lab assistants, who can give you one-on-one help with the financial aid process. This service is open to current and future students as well as community members. If you have questions about how to pay for college, we have answers. Completing the FAFSA or ORSAA application is the first step in securing federal or state financial aid, including grants, work study and student loans.

<https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/financial-aid-resource-lab>

OFF-CAMPUS JOBS (CCC CAREER SERVICES)

<https://www.collegecentral.com/clackamas/>

SCHOLARSHIPS

Information and the application link for scholarships are available on this webpage:

<https://www.clackamas.edu/admissions-financial-aid/financial-aid-scholarships/scholarships>

SNAP Training and Employment Program (STEP)

The STEP Grant provides support for students who are currently receiving SNAP benefits (once known as Food Stamps) but not TANF (Temporary Assistance for Needy Families).

If you are receiving SNAP benefits and are a CCC student, STEP may be able to provide additional support and resources to help you succeed.

For more information, please go to www.clackamas.edu/step and submit the Information Request Form. Once your form is submitted we will email you with more information and instructions for the next steps.

Need assistance? Contact us at step@clackamas.edu.

STUDENT FINANCIAL RESOURCES:

Below are 2 webpages that identify various resources and supports for both emergency and on-going needs. On- and off-campus resources are identified.

- <https://www.clackamas.edu/student-resources>
- <https://www.clackamas.edu/funding-resources>

VETERANS

For specific funding information for veterans, see the Vet Center website.

<https://www.clackamas.edu/campus-life/student-services/vet-center>

SERVICES AND SUPPORT

QUICK GUIDE TO STUDENT SERVICES

Below is a website that contains many resources available to students in quick-reference format.

<https://www.clackamas.edu/student-resources>

EMERGENCY RESOURCES

Below is a link that contains a list of emergency and on-going funding resources to assist students with paying for college and other needs.

www.clackamas.edu/funding-resources

ACADEMIC ADVISING & CAREER COACHING

Academic and career coaches are available to help students by providing a wide range of academic information and assisting students with many academic processes including educational and career planning, transfer information, understanding your degree requirements, and course selection.

Visit the [advising webpage](#) to schedule an appointment.

ASSOCIATED STUDENT GOVERNMENT

The Associated Students of Clackamas Community College (ASG) is the student governance organization for the college. The ASG president and vice-president are elected by the student body; senators and other officers are determined by a selection process. (Tuition waivers available.) Meetings are open to all students. Call 503-594-3040 or see www.clackamas.edu/asg for more information.

BOOKSTORE

Students may purchase required textbooks (selected titles available to rent), school and office supplies, backpacks, gifts, CCC imprinted gifts and clothing, candy, snacks, quick meals, cold drinks and much more at the bookstore.

The bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you or reserved for store pickup.

The Oregon City campus bookstore is located in McLoughlin Hall on the ground floor. For more information, call 503-594-6500. Hours of operation are posted on the front door and on the bookstore website, www.clackamascbookstore.com.

If you are attending classes at the Wilsonville campus, your books can be delivered to the Wilsonville campus when ordering online.

C.A.R.E TEAM (Coordinates, Assesses, Responds, and Engages):

The CARE team is a multidisciplinary group of faculty, staff, and administrators that work with students who may be experiencing difficulty or distress or who are disruptive to the educational environment of CCC. The CARE team coordinates the appropriate response and resources necessary to support referred students including counseling services, behavior and safety interventions, food, and housing support, etc. as needed. The CARE Team meets weekly and works to proactively resolve any issues, barriers, or concerns regarding students that are identified by faculty, staff, and administrators. The Associate Dean of Enrollment and Student Services is the Chairperson for the CARE Team. Questions about the team can be submitted to Jennifer Anderson, jennifer.anderson@clackamas.edu.

CARE Team Referral Form: https://cm.maxient.com/reportingform.php?ClackamasCC&layout_id=0

CAREER CENTER

Located in the Wacheno Welcome Center, career services are accessible to all current and potential students, as well as alumni and community members. Information and services include:

- Career exploration
- Career assessments
- Job and internship opportunities
- Community resources
- Job search strategies, techniques and tools
- Interview guidance
- Career events (career fairs, on campus recruitment)
- Career coaching
- Referrals to job search workshops
- Referrals to career counseling or workforce services

To learn more about CCC's Career Center, call 503-594-6001, email careercenter@clackamas.edu or visit www.clackamas.edu/career-center.

CHILD CARE

YMCA CHILD DEVELOPMENT CENTER

YMCA Child Development Center provides child care at the Elizabeth McClung Brod Family Resource Center for students, employees and community families. Care is available for children ages 6 weeks through 12 years. During the summer, day camp is also available for children. The center is supervised by specialists trained in early childhood care and education and all staff have background checks through the state of Oregon. The curriculum is based on the social and developmental needs of young children. Nutritious snacks and meals are provided through our USDA Food Program. Clackamas YMCA is nationally accredited with NAEYC (National Association for the Education of Young Children).

Pre-registration is required. No drop-in care. Scholarships are available on a limited basis. For more information or to register, visit our website at www.ymcacw.org or call 503-657-9795.

CLACKAMAS COUNTY CHILDREN'S COMMISSION (CCCC)

www.cccchs.org

CCCC provides free preschool and child care services on campus.

503-675-4565

HEAD START PRESCHOOL

Preschool services through Head Start gives children ages 3 to 5 years old 3 ½ hours per day. State certified teachers and aides provide an excellent learning experience in a safe and encouraging environment. Two nutritious meals are prepared and served during class time. No summer services offered at this time. Limited space available.

EARLY HEAD START

Early childhood education services through Early Head Start provide 6.5 hours a day, four days a week for children 6 weeks to 3 years old. Parents must be enrolled in job training or school and have no other sources for child care during the day. Quality care and nutritious meals are provided and served during class time. During the summer, the program is home based with regular educational home visits. Limited space available.

CHILD CARE GRANTS

The Associated Student Government (ASG) offers some child care grants for those student parents using a licensed child care provider. For application and more information, see

www.clackamas.edu/asg/grants.

COUNSELING DEPARTMENT

Support for College Success

Counselors are available to provide retention and support services that help students benefit from their experience at Clackamas Community College. Counselors at CCC help students develop career goals and design a path of education or training that will help them reach those goals. Short-term personal counseling and referrals to community resources are provided to students to help identify and overcome barriers that are interfering with success. Counselors also teach courses related to academic strategies and applied life skills. These classes are designed to improve career, personal and academic achievement.

How We Can Help

A counselor can meet with you in a confidential setting to discuss personal issues that are a barrier to your success in college, to explore career options, or to make referrals to community resources. Some of the topics that a counselor may be able to help with include:

- Career exploration
- Choosing a major
- Time and stress management
- Personal issues impacting success
- Accessing campus resources
- Overcoming barriers to learning.

To make an appointment with a counselor, please call 503-594-3176 or email counseling@clackamas.edu.

DISABILITY RESOURCE CENTER AND ACCOMMODATIONS

The Disability Resource Center (DRC) provides students with disabilities equal access to college activities, courses (both online and in-person) and programs.

Students who have a diagnosis that impacts their ability to learn or take a test, either temporarily or permanently, should contact the DRC.

The first step to seeking services with the Disability Resource Center (DRC) is to submit documentation of disability. This could be a 504 plan, IEP, or letter from a qualified provider. After the DRC receives the documentation a meeting will be scheduled to determine accommodations for classes. Please contact the DRC with questions about the DRC or obtaining documentation.

Have a question? Or unsure what qualifies for accommodations? Contact the DRC, 503-594-6357 or DRC@clackamas.edu.

<https://www.clackamas.edu/campus-life/student-services/disability-resource-center>

FREE FOOD PANTRY

The Free Food Pantry provides fresh and shelf-stable food for students facing food insecurity. Hours currently vary. To sign up for a box, please visit <https://www.clackamas.edu/campus-life/campuses-buildings-hours/free-food-pantry>. For questions about the Pantry, contact ASGOutreach@clackamas.edu or call 503-594-1812.

FOOD SERVICES

Places to find food on campus:

<https://www.clackamas.edu/campus-life/campuses-buildings-hours/food-on-campus>

GRADUATION SERVICES

Graduation Services provides information regarding what is still needed for program completion, understanding your academic evaluation, transferring in credits from other institutions, and your Petition for Graduation. We are located in Wacheno Welcome Center. You can email us at gradservices@clackamas.edu or call 503-594-6651.

PARKING

Students are allowed to park at no cost in any lot. Students parking in disabled parking spaces must display a valid DMV-issued disabled parking placard, or risk being issued a citation of up to \$100.

Call College Safety, located in McLoughlin 114, at 503-594-6650 for more information.

SIX BASIC RULES FOR PARKING AND SAFETY

Non-compliance may result in fine assessment

1. Observe and obey all posted parking control signs.
2. Park only in designated parking areas and marked spaces.
3. Park only one vehicle per marked space.
4. Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes.
5. Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs and books.
6. Be responsible and respect the rights of others.

PLACEMENT AND OTHER TESTING

Testing and Placement Services provides a variety of testing and assessment services for our students and the public, including assistance with math and writing placements. More information about how to complete math and writing placements at CCC can be found at www.clackamas.edu/pass. Call for more information: Oregon City Campus Testing, 503-594-3283 Harmony Campus Testing: 503-594-0636 and Wilsonville Campus Testing: 503-594-0940.

REGISTRATION AND EDUCATIONAL PLANNING

EDUCATIONAL PLANNING

www.clackamas.edu/advising or advising@clackamas.edu

I'M REGISTERED, WHAT'S NEXT?

<https://www.clackamas.edu/admissions-financial-aid/getting-started/i'm-registered!-what-s-next>

REGISTRATION ESSENTIALS:

www.clackamas.edu/registration

GETTING STARTED STEPS:

<https://www.clackamas.edu/admissions-financial-aid/getting-started>

GETTING READY TO GRADUATE:

Students are encouraged to submit a petition TWO TERMS prior to their anticipated term of completion. You can submit your Petition for Graduation via Self-Service. For any questions regarding petitioning for graduation please contact gradservices@clackamas.edu.

Commencement

Information about the graduation ceremony is available at the start of Spring Term of each year at www.clackamas.edu/graduation. For any questions regarding participating in the graduation ceremonies, please contact gradceremony@clackamas.edu.

SNAP TRAINING AND EMPLOYMENT PROGRAM

The STEP Grant provides support for students who are currently receiving SNAP benefits (once known as Food Stamps) but not TANF (Temporary Assistance for Needy Families).

If you are receiving SNAP benefits and are a CCC student, STEP may be able to provide additional support and resources to help you succeed.

For more information, please go to www.clackamas.edu/step and submit the Information Request Form. Once your form is submitted we will email you with more information and instructions for the next steps.

Need assistance? Contact us at step@clackamas.edu

TUTORING SERVICES AT CCC

www.clackamas.edu/tutoring

Oregon City Campus, Dye Learning Center
Harmony Campus, Harmony West third floor
Now offering multiple online tutoring options
503-594-6191 or tutoring@clackamas.edu

Clackamas Community College offers a welcoming environment for students to get the academic support they need through tutoring. We have several options for online and in-person tutoring. For information on how to get started, visit www.clackamas.edu/tutoring. To reserve an online or in-person appointment or to ask a tutor a question, visit our schedule at <https://clackamas.mywconline.com/>.

The Learning Center provides additional subject tutoring by request. Students may also receive up to 7 hours a term of free online 24/7 tutoring through Brainfuse. Students can access Brainfuse by logging on to their Moodle account and clicking on the link that says "students" at the top then selecting Brainfuse Online Tutoring. Brainfuse is a supplementary tutoring resource for subjects not currently offered in the Dye Learning Center. For more information please visit www.clackamas.edu/tutoring.

Study Skills

For additional study skills resources visit the tutoring webpage at www.clackamas.edu/tutoring.

Cougar Connect Tech Help Desk

At the Cougar Connect Tech Help Desk our friendly student staff can assist you with tutoring services and college-related technology like Moodle, myClackamas, student email, wireless on-campus access, on-campus computers, printers/copiers, Chromebooks, Zoom support, and more. Student technical support is available in-person in Dye Learning Center just beyond the double doors, online, or over the phone. Have a question? Help is here.

CougarConnect, www.clackamas.edu/CougarConnect, 503-594-6632.

Academic Computing Lab

www.clackamas.edu/tutoring or 503-594-6632

The Academic Computing Lab in the Dye Learning Center has Windows-based computers available for student use and offers drop-in tutoring for a variety of computing issues, such as accessing information on Moodle, using all Microsoft Office applications, or printing. Business and computer science tutors are available during all open lab hours.

Many academic departments manage their own computer labs for students taking related classes and specialized software for these programs may be available in these labs only. The department labs are open limited hours. Check with your specific department to see if it offers such a lab.

Library

library.clackamas.edu or 503-594-6323 (circulation) or 503-594-6042 (reference)

CCC Library offers hundreds of thousands of print books, eBooks, journals, magazines, newspapers, streaming videos, and CDs – both in the library and online from anywhere. Access our electronic resources from off-campus by visiting our website and logging in using your myClackamas username and password. Get help 24/7 from a librarian using the chat service available on our website, or by email, by phone, or by stopping by the library during open hours. Librarians teach and assist students with all research-related tasks, including using the library, developing research topics, and finding, evaluating, and citing sources. Librarians also provide course-integrated instruction, online instructional content, and LIB101, a credit-bearing library research class. Other services include Summit, interlibrary loan, Course Reserves, holds, calculator and headphone rental, printing, copying, and scanning. CCC Library is available for use by students, faculty, staff, and the general public.

VETERANS EDUCATION AND TRAINING (VET) CENTER

Clackamas Community College supports our military family with a dedicated staff devoted to ensuring each student-veteran gets the resources needed to be successful in college and beyond. CCC is committed to helping every veteran make the transition from military service to academic and career success. We offer assistance and information about benefits, education and career options, enrollment, College resources, and community-based assistance of all types. For more information, call 503-594-3438, send us a message at vetinfo@clackamas.edu, or visit www.clackamas.edu/veterans.

WORKFORCE SERVICES

Skill up for jobs of the future! WorkSource Clackamas is preparing Oregonians for jobs in healthcare, manufacturing, high tech, and more!

Are you looking for a job?

Do you need to upgrade your skills to get a better job?

Interested in working and learning on the job (OJT)?

WorkSource Clackamas has no-cost career advancement services which can:

- Help you update your skills;
- Sharpen your job search expertise; and
- Access jobs in high-growth careers.

Take the next step! Contact our Career Specialists to learn more about our incredible career workshops and services. Contact us at 503-594-6246.

Sponsored by Clackamas Workforce Partnership
www.clackamasworkforce.org

WorkSource Oregon is an equal opportunity employer/program.

STUDY SKILLS

<https://www.clackamas.edu/academics/academic-support/tutoring-services>

Create an Effective Study Environment

- Avoid persistent loud noise.
- Avoid environments that are too hot or too cold.

Make it easy to concentrate

- Do one thing at a time.
- Arrange your workspace so your eyes are not drawn to other jobs that need to be done.
- Study for shorter periods of time and take short breaks.
- Reduce your emotional distress because it reduces your ability to concentrate.
- Understand that drugs (alcohol, caffeine, nicotine, sleeping or diet pills) alter your ability to concentrate.

POLICIES

ACADEMIC REGULATIONS

<https://catalog.clackamas.edu/academic-information-regulations/>

- Absences/Attendance
- Academic Standing
- Active Military Duty
- Credit by Examination (Challenge Exam)
- Hours and credit load
- Final Exams
- Grades and GPA
- Audit
- Incomplete
- Never Attended and Withdraw
- Pass/No Pass
- Recognition of Excellence
- Prerequisites/Corequisites
- Registrations and Transcript Restrictions
- Repeating Courses for Credit
- Variable Credit
- Transcripts

ADDITIONAL STUDENT POLICIES

<https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>

- Instruction and Courses
- Evaluation, Examination and Placement
- Earning Credit
- Admissions, Enrollment, and Graduation
- Conduct, Safety, and Security
- Service Animals
- Academic Accommodations

BOARD POLICIES

<http://policy.osba.org/clackcc/>

- Admissions
- Children on campus
- Electronic Information Resources
- Hazing/Harassment/Intimidation/Bullying/Menacing
- Sex-Based Discrimination/Misconduct
- Student Records
- Student Residency Requirements for Tuition Purposes
- Substance Abuse
- Tobacco Use on College Premises
- Animals on campus

COLLEGE SAFETY

COLLEGE SAFETY DEPARTMENT

Our department is staffed by professional, certified College Safety Officers, who seek to provide excellent customer-based services to the community in accordance with the goals of the College. College Safety Officers receive state certification first-aid, CPR, and AED training and work closely with our law enforcement partners to maintain a safe and enjoyable campus environment.

503-594-6650 Add dispatch phone number to your cell phone.

College Safety webpage

COLLEGE CLOSURE PROCEDURES

If a closure or late start is declared due to an emergency or inclement weather, here is how the college will communicate with students and employees:

- FlashAlert to media outlets
- All-staff email
- Student email
- Text message
- Telephone
- Social media - Facebook and Twitter
- College phone greeting
- Website

CLOSURE PROCEDURES

Campus closure

If all campuses are closed, all classes, athletics, and events are canceled. Child care services may also close.

Late start

If the college issues a late start, all classes, events, and activities are canceled until a time to be determined.

Evening class closure

Should inclement weather hit in the afternoon or evening, a closure will be determined by 3 p.m. when possible. In the event of an evening closure, the college will close at 5 p.m. and all classes beginning at or after 4 p.m. will be canceled.

Power outage

If you experience a power outage, please contact your instructor(s) as soon as possible to make alternate arrangements.

TITLE IX WEBSITE - PREVENTING AND RESPONDING TO SEXUAL MISCONDUCT, AND FILING A REPORT

www.clackamas.edu/titleix

C.A.R.E TEAM (Coordinates, Assesses, Responds, and Engages):

The CARE team is a multidisciplinary group of faculty, staff, and administrators that work with students who may be experiencing difficulty or distress or who are disruptive to the educational environment of CCC. The CARE team coordinates the appropriate response and resources necessary to support referred students including counseling services, behavior and safety interventions, food, and housing support, etc. as needed. The CARE Team meets weekly and works to proactively resolve any issues, barriers, or concerns regarding students that are identified by faculty, staff, and administrators. The Associate Dean of Enrollment and Student Services is the Chairperson for the CARE Team. Questions about the team can be submitted to Jennifer Anderson, jennifer.anderson@clackamas.edu.

CARE Team referral form

STUDENT FREEDOMS AND RIGHTS

<https://www.clackamas.edu/about-us/accreditation-policies/student-rights>

FREEDOM OF ACCESS TO HIGHER EDUCATION

Within the limits of its facilities, Clackamas Community College shall be open to all applicants who are qualified according to current admission requirements. This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable laws and regulations, does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, national origin, mental or physical disabilities in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid and educational services, programs and activities.

ON-CAMPUS RIGHTS OF STUDENTS

A. Student Right to Learn

At Clackamas Community College, we believe EVERY student has the right to a high-quality education. We also believe everyone has the right to feel safe on campus and at our off-site classrooms. To reflect our dedication to you, the CCC Board of Education adopted the Right to Learn resolution at its December 2016 meeting. This resolution reconfirms our historical practice of keeping the information in your student record confidential and reaffirms our Code of Ethics, which "recognizes the inherent goodness of all people, respects diversity, and shows concern for the needs and feelings of others."

Here is what you should know:

As required by the Family Education Rights and Privacy Act (FERPA), representatives of CCC (including employees, work-study students, volunteers, etc.) will NOT provide student record information without consent of the student.

In fact, we will never ask about your immigration status or that of your family

Our College Safety officers are not a law enforcement agency at the college. These officers have no authority to enforce immigration code, nor do we wish them to do so. They are here to help you and keep you safe.

If law enforcement or representatives of the federal government come to the college with a subpoena or a warrant (for any reason):

We will request they submit a notice of intent to the college president, through one of the president's designees. We will validate the officer's credentials and the legal validity of the request. As required by law, we will provide information requested by valid warrants and subpoenas or as required to support our international students.

Our hope is that our campuses remain a safe, inclusive and welcoming environment for everyone. At Clackamas Community College, you and your education come first.

B. Rights Related to the Classroom

The instructor, in the classroom and in conference, must include opportunity for free discussion, inquiry and expression within the content of the course. Instructors will be expected to state course content, objectives and criteria for student attendance.

1. Protection of Freedom of Expression

Students will be free to state reasonable exceptions to material or views offered in any course of study and to reserve judgment concerning matters of opinion; however, they are responsible for learning the content of any course for which they are enrolled. Instructors will provide ample opportunity for the student to accomplish this goal.

2. Protection Against Improper Academic Evaluation

Academic evaluation of student performance by instructors shall be based upon academic achievements. Academic evaluation shall, under no circumstances, be prejudicial or capricious.

C. Rights Related to Freedom to Participate in Institutional Governance

Students may identify and address Issues that relate to institutional policy and other matters that relate to the student body. The CCC Association of Student Government represents the students in governance. Students are invited to talk to their ASG leaders about their ideas regarding campus decision making and policies as they affect their general educational endeavors.

D. Rights Related to Freedom of Association

Students may join approved associations and clubs that promote common interests. Students are subject to the rules outlined by the CCC Associated Student Government regarding clubs and organizations procedures.

OFF CAMPUS RIGHTS OF STUDENTS

A. Off Campus Representation of the College

Student organizations officially representing Clackamas Community College may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission. Permission must be secured from the appropriate faculty advisor. Each Clackamas Community College student shall be held responsible to the college for his/ her actions and the implications of his/her action in his/her particular representation of the college, whether it be social, athletic or academic.

B. Off Campus Non-Representation of the College

Students not representing Clackamas Community College are, of course, free to exercise their own judgment as to what they do. However, those who participate in off-campus activities are reminded that they are still subject to city and county ordinances and state laws.

STUDENT RECORDS AUTHORITY

Federal Law – On August 21, 1974, federal legislation known as the “Education Amendments” of 1974 was enacted to become effective on November 20, 1974. Section 513, (a) Part C of the General Education provisions Act was further amended by adding at the end thereof a new section: “Protection of the Rights and Privacy of Parents and Students,” which was further amended by S.J. Res. 40 and Federal Regulations authorized in PL 93-380.

Oregon Law – ORS 326, 336, 192 and Oregon Administrative Rules (OAR) 589- 004-0100 through 589-004-0750 established a definition of student records, rules of inspection or release of student records, that student records are not public records for the purpose of ORS 192.001 and provisions for transfer of student records.

ORS 44.040 – Covers confidential communications of certified staff members.

Which Law applies – Where a direct conflict exists between Oregon Law and Federal Law, a district receiving federal funds must follow federal laws relating to education rights and privacy or face the loss of federal funds.

The law which gives the greatest protection to the rights and privacy of parents and students shall take precedence in other cases.

A. Purpose

Student Records are maintained for the benefit of the student. They should be used to promote the instruction, career development, guidance and educational progress of the student.

B. Defined

Information which evolves from the student and the student's participation in education on and off campus, shall be dealt with and considered in the following four categories:

1. Student Progress Records

- a) Transcript of grades and courses taken
- b) Attendance
- c) Health Records
- d) Achievement test scores
- e) Class schedule

2. Student Behavioral Records

- a) Family background
- b) Psychological test information
- c) Personality evaluation
- d) Anecdotal records
- e) Written transcripts of incidents relating to student behavior
- f) Records of conversation

3. Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Clackamas Community College has established an institutional policy to release limited directory information as defined in the Family Educational Rights and Privacy Act (FERPA). The following information can be released upon verbal request to anyone:

- a) Full name
- b) Enrollment status
- c) Verification of certificate, degree or honors and awards
- d) Residency status
- e) Major
- f) Athletic participation – height and weight of team members
- g) The following information may be released by the Dean of Academic Foundations and Connections or Registrar:
 1. Address and Telephone Number
 2. Class location to Public Safety in case of health or safety emergencies.

Exceptions to the above may include but are not limited to:

- a) Release of alumni names and addresses to CCC Foundation office for communication with graduates;
- b) Student athletes may sign a release of information form through the Athletic Department for the release of information regarding registration activity, grades and access to records by their

coach or the athletic director. Other student groups may also sign similar releases through their department/group.

Students employed with the college who have access to student records receive FERPA training and are asked to read and sign an institutional confidentiality statement of understanding.

Directory information for use within the college is permitted in accordance with FERPA guidelines. Disclosure within the college does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party.

4. Memory Aids

Personal working notes of individual staff members are considered personal property and are not to be interpreted as school records unless they are formalized for use as progress or behavioral records, providing they are in the sole possession of the maker thereof and are not accessible or revealed to any other person except a substitute.

C. Conditions for Use of Student Records

1. School certified staff shall have access to student "progress records" when there is a demonstrated educational interest in the student.
2. School certified staff shall have access to student "behavioral records" only in the presence of a person qualified to interpret the record and when there is a demonstrated interest in the student. The person qualified to interpret the record is the Registrar, Chair of Counseling, staff, or other designated person with equivalent background to interpret psychological test information, psychological reports or other similar information.
3. Student teachers and practicum students are subject to the same restrictions as members of the certified staff and any release of information must be made by their certified supervisor.
4. Designated paraprofessional financial aid and clerical staff may have access to student records for purposes of making entries or maintenance of the records but they do so under the supervision of a certified staff member qualified to interpret the records.
5. Guidelines for determining certified staff members with a demonstrated interest in the student are as follows:
 - a) Instructor has the student in class or student activity
 - b) Counselor is working with student
 - c) Certified staff member is participating in a staffing or case review for a particular student
6. Student records may be released with the student's written permission for such purposes as are set out in the written release.

D. Conditions for Release of Records

1. All student records maintained by the school shall be made available for inspection by the student, except that behavioral records shall be released only in the presence of a person qualified to interpret the records. Review requests may be made to the Registrar or the Dean of Academic Foundations and Connections.
2. Progress records may be released to other persons, agencies or institutions with a demonstrated interest in the student only if a written release has been signed by the student. Behavioral records may be released to other persons, agencies, or institutions only if there is written consent from the student specifying the records to be released and with a copy of the records released to the student if desired. Certain other select individuals and agencies may have access to student records without prior written consent of the student. These include the Comptroller General of the United States, State Department of Education, the U.S. Department of Education, the Northwest Commission on Colleges and Universities, the Oregon State System of Higher Education, the Offices of Oregon Community Colleges and those in conjunction with a student's application for or receipt of financial aid. The student shall not have access to the financial records of the parents.

3. All persons, agencies or organizations desiring access to the records of a student shall sign a written form kept in the file of the student. A written statement shall indicate specifically the legitimate interest of the person, agency or organization seeking this information. This form shall be available to the student and the school official responsible for maintenance of the record.
4. Progress and behavioral records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to the records without written consent of the student. When records are transferred to a third party, the following written statement shall accompany the transfer: "Federal and state statutes prohibit sharing the contents of this record with any other party without the written consent of the student."
5. Release of student records may be made by the Registrar, Dean of Academic Foundations and Connections, or the Vice President of Instruction and Student Services or used in any proceedings in compliance with judicial order or lawfully issued subpoena upon the condition that the student is notified of all such order or subpoenas in advance of the compliance by the educational institution or agency. When appropriate, personal delivery of the records will be made by the Registrar or an appropriate administrator qualified to explain or interpret the records.
6. Information gained as a result of conversations, conferences or staff meetings regarding student problems must be kept confidential. Release of student record information by telephone is prohibited except as required in meeting health or safety emergencies.
7. Information gathered for research purposes shall not be released in any manner which would allow personal identification of students.

E. Provision to Challenge Content of Student Record

1. Upon reviewing the student records, if the student believes that such records are inaccurate, inappropriate or misleading, the student shall have the right to challenge the contents of the record. If the Registrar agrees that the record is inaccurate, inappropriate or misleading, steps shall be taken to correct the record. Should the Registrar decide not to amend the record in accordance with the student's request, the student will be notified in writing and given an opportunity to appeal. All student record appeals will be administered by the Dean of Academic Foundations and Connections.

F. Gathering and Recording Student Record Information

1. The Registrar shall be designated the primary custodian of the student records and shall have responsibility for supervising, collecting, recording and releasing student record information other than the information listed below.
 - a) Financial Aid records fall under the jurisdiction of the Director of Financial Aid and Scholarships.
 - b) Behavioral records, discipline records, and achievement test scores fall under the jurisdiction of the Associate Dean of Academic Foundations and Connections.
 - c) Security records fall under the jurisdiction of the Director of Campus Services.
2. All student records shall be periodically reviewed and irrelevant materials discarded and records updated. Permanent records are kept in a safe, vault or file having a minimum one hour fire-safe rating.
3. The college shall designate categories of public information to be known as directory information. These categories are stated in the college catalog.
4. At the point of admission, registration, and upon extension of credit, students will be asked to provide their social security number and advised of their rights concerning the gathering and use of student information, including social security number.

G. Limitations on Access

The following records will not be available for student review:

1. Financial records of the parents of students.
2. Confidential letters or statements or recommendations which were placed in educational records prior to January 1, 1975.
3. Any records for which the student has signed a waiver of student's right to access (e.g. regarding confidential recommendations to any educational agency or institution, application for employment and receipt of honor recognition).
4. Campus security records if used for law enforcement purposes.
5. Medical records maintained with regard to treatment but allowing for the student to have a professional of his/her choice examine such records.

CODE OF CONDUCT

STUDENT CONDUCT AND DISCIPLINARY POLICY

All students are expected to comply with the following conduct guidelines. These rules support the college's mission and help achieve its educational purpose.

- (1) The provisions of this Code applies to all students.
- (2) Students participating in co-enrolled, dual enrolled, or partner programs between Clackamas Community College and other institutions are expected to comply with the Clackamas Community College (CCC) Code of Conduct regardless of the standards in place at other institutions.
- (3) Adjudication of allegations of misconduct by students will occur expediently. Generally, code violations may be evaluated up to six months from the date of discovery of the alleged violation regardless of the student's current enrollment status.

Grounds for Disciplinary Action shall include, but not be limited to, the following:

A. Academic Misconduct (See ISP 190): Actual or attempted, fraud, deceit, or unauthorized use of materials prohibited or inappropriate in the context of the academic assignment. Unless otherwise specified by the faculty member, all submissions, whether in draft or final form, must either be the student's own work, or must clearly acknowledge the source(s). In cases of academic misconduct, the instructor is solely responsible for the academic consequences in the course where the conduct takes place. The instructor may: (a) require the assignment be redone; (b) issue a failing grade for the assignment on which the academic misconduct occurred; (c) issue the student a failing grade for the class; and/or (d) initiate the student conduct and disciplinary process. Academic Misconduct includes, but is not limited to:

- 1) Cheating, which occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students' examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, their academic capabilities;
- 2) fraud;
- 3) plagiarism, such as word for word copying, using borrowed words or phrases from original text into new patterns without attribution, or paraphrasing another writer's ideas;
- 4) buying or selling of all or any portion of course assignments and research papers, knowingly providing material to another student for the purpose of committing, or assisting other students to commit an offense of academic dishonesty or performing academic assignments (including tests and examinations) in another person's stead;
- 5) unauthorized disclosure or receipt of academic information;
- 6) falsification of research data;
- 7) unauthorized collaboration (e.g. working together on an individual assignment);
- 8) using the same paper or data for several assignments or courses without proper documentation or authorization (e.g. using the same paper in different classes);
- 9) unauthorized alteration of student materials;
- 10) academic sabotage, including destroying or obstructing another student's work.

B. Behaviors or actions that are disruptive, distracting, or disorderly including but not limited to:

- 1) Obstruction or disruption of teaching, classroom, research, administration, disciplinary procedures or other authorized college activities including obstruction or disruption interfering with freedom of movement. Conduct that disrupts the educational environment can result in immediate removal from class and/or activity or Summary Suspension (See Article VI);
- 2) Violation of college policies or campus regulations including, but not limited to, student organizations, the use of college facilities, the campus tobacco use policy (see Board Policy GBK/JFCG/KGC), use of student records, or campus speech activities policy (ARC 601);
- 3) Furnishing false or misleading information to the college, including but not limited to knowingly failing to provide requested or required information (e.g. reporting sex offender status) to the college; falsifying a person's identity to a course instructor or other college official; forgery, alteration or unauthorized use of college documents, records, identification or resources;
- 4) Physical abuse or detention of any person, or conduct which intentionally or negligently causes harm, or is intended to threaten imminent danger to the health of any person;
- 5) Being under the influence of, use, possession, or distribution of prohibited substances like alcohol, marijuana, and illegal drugs on college owned or controlled property or at college sponsored or supervised functions or at functions where the student is a representative of the college;
- 6) Malicious damage, misuse, vandalism or theft of college property, or the property of any other person where such property is located on college owned or controlled property, or is in the care, custody or control of the college;
- 7) Hazing or any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student/staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school;
- 8) Intimidation or any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity or sexual orientation;
- 9) Cyberbullying, including use of any electronic communication device to convey a message in any form (text, image, audio or video) that intimidates, harasses, threatens, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity;
- 10) Menacing, threatening statements, or any act intended to place a college employee, student, or other third party in fear of harm or physical injury;
- 11) Failure to comply with directions of college officials acting in the performance of their duties; inciting others to engage in any of the conduct, or to perform any of the acts, prohibited in this Code;
- 12) Retaliation or Abuse of the college conduct process, including but not limited to:
 - i. menacing, intimidation, or other adverse actions toward another individual(s) for making a report;
 - ii. attempting to deter participation in the conduct process;
 - iii. falsifying, distorting or misrepresenting information before any conduct body;
 - iv. knowingly initiating any conduct proceedings without cause

- 13) Unauthorized entry to or use of college facilities, including buildings and grounds, college supplies, equipment, and funds;
- 14) Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others. This may include but is not limited to unsafe handling of equipment or materials (e.g. driving of college vehicles with any percentage of alcohol in the blood or while impaired);
- 15) Disorderly conduct; lewd, indecent, or obscene conduct or expression; breach of peace; aiding, abetting or recruiting another to breach the peace on college owned or controlled property or at college sponsored or supervised functions;
- 16) Openly carrying or displaying weapons or firearms, use of firearms, explosives, dangerous chemicals, substances or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the college-owned property or at a college-sponsored and supervised function without written authorization;
- 17) Stalking, which includes repeatedly contacting another person without a legitimate purpose when: (a) the contacting person knows or should know that the contact is unwanted by the other person; and (b) it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this section, "contacting" includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party;
- 18) Harassment, which is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on protected class that violates the CCC Board policy GBN/JBA.

C. Sex-based Discrimination/Misconduct (See also: CCC Board of Education policy GBN/JBA; Administrative Regulation AC-AR (2)): Sex-based discrimination/misconduct includes sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These activities are strictly prohibited in the College's programs, admissions, services and intercollegiate activities.

- 1) Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person.
- 2) Sexual Assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.
- 3) Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- 4) Dating Violence includes violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: The length

of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- 5) Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- 6) Quid Pro Quo – Unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment or participation in a college-related activity or program;
- 7) Consent means clear and unambiguous agreement, expressed in mutually understandable words or action, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid
 - i. If obtained by physical force, coercion or threat;
 - ii. When a person is Incapacitated; or
 - iii. When an intellectual or other disability prevents a person from having the capacity to give consent.
- 8) Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point.
- 9) Incapacitation means that a person lacks the capacity to give consent to sexual activity because the person is asleep, unconscious, mentally and/ or physically helpless or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decisionmaking ability, awareness of consequences, ability to make informed, rational judgments, capacity to appreciate the nature and quality of the act, or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.
- 10) Intentional incapacitation means providing alcohol or other drugs to a person with the intent to render the person incapacitated.

DISCIPLINARY PROCEDURES:

Any student or staff member who is concerned about a student's behavior that appears to violate the student Code of Conduct should complete the Student of Concern form (located on the CCC portal under the "forms" section). When submitted, this form will automatically be directed to the CARE Team for follow up. Student of Concern forms should be submitted as soon as possible after the event or behavior is discovered.

Initial Assessment

The CARE Team refers cases involving Sex-Based Discrimination/Misconduct to the Title IX Coordinator for Students and all other disciplinary cases to the appropriate Associate Dean who serves as the Conduct Officer for informal and formal disciplinary action.

- The Title IX Coordinator for Students will coordinate inquiries and investigations of alleged Sex-Based Discrimination/Misconduct. Cases that meet the requirements of Title IX will follow the Title

IX process outlined below. Cases that do not meet Title IX criteria, but still qualify as Sex Based Discrimination/Misconduct, may proceed following other Student Conduct processes.

- The Associate Dean or designee will follow up with the student(s) involved and other sources if needed to gather more information about the concern. The Associate Dean consults with the Conduct Team to determine additional next steps, which may include initiating the informal or formal disciplinary process depending upon the severity of the situation.

Title IX Process

Title IX is a federal civil rights law that protects students and employees from discrimination based on sex in education programs or activities.

The Title IX process is to be followed when the alleged behavior is (using definitions listed above):

- Sexual assault
- Domestic violence
- Dating Violence
- Stalking
- Sexual Harassment, when the behavior would be determined by a reasonable person to be so severe, pervasive, and objectively offensive as to effectively deny a person's access to the College's educational program or activity.

For Title IX issues, a student (complainant) must file a signed written complaint with a Title IX Coordinator, alleging sexual harassment against another student (respondent) and requesting that the College investigate the allegation of sexual harassment. Additionally, the complainant must be participating in or attempting to participate in a Clackamas Community College educational program or activity in the United States. The respondent must be currently enrolled at Clackamas Community College.

If it is determined that the allegations meet the requirements of Title IX, and if the complainant wishes to proceed with a formal investigation, the Formal Title IX Resolution Process will be followed, as outlined below.

If the allegations do not meet Title IX requirements, the Title IX aspect of the formal complaint must be dismissed. This dismissal may be appealed following the appeal procedures below. The other Student Code processes may still be followed.

Formal Title IX Resolution

Once a formal Title IX complaint has been received by the Title IX Coordinator and the Title IX criteria have been met:

- The complainant and respondent will receive written notification of the allegations and investigation. The written notice will also include information about Advisors for both parties.
- An investigator will be assigned to interview parties and collect evidence for the investigation.
- Following the initial investigation, a draft report will be provided to both parties. Both parties will have at least ten (10) calendar days to provide a response. Any responses received will be reviewed and incorporated as appropriate into the final investigation report. All parties will have the opportunity to review the final investigation report.
- A live hearing will be scheduled a least 10 days after the final Investigation Report. This live hearing is conducted by one or more members of the Student Conduct Team (Associate Deans)
- During the live hearing, the Conduct Team member(s) will review the Investigation Report and ask questions of the parties. The Advisor to each party may cross-examine the other party during the live hearing.

- The Conduct Team member(s) will make a conclusion of the respondent being either responsible or not responsible for a Student Code violation. If the respondent is found responsible, sanctions will be applied in the manner identified in the Formal Conduct Process below.
- Either party may appeal the decision of the Conduct Team per the Appeal process outlined in the Appeals section below.

Informal Disciplinary Process

The Associate Dean will invite the student via verbal or written notification to discuss the concern. The Associate Dean will have an informal conversation with the student to put the student “on notice” that a conduct issue has been identified and consequences may result if the student is found responsible for violating the code of conduct. The conversation could include a review of the code of conduct, ways that such incidents can be avoided in the future, referrals to appropriate campus resources, educational sanctions, a written behavioral contract or censure notification that both parties review and sign. Educational sanctions, behavior contracts, and notes of censure are recorded in the student’s disciplinary file for internal purposes only. They may be considered in further conduct cases, but are not considered part of the student’s permanent disciplinary record once the student leaves CCC.

The Associate Dean will notify the student during an informal disciplinary meeting that continuation of the identified behavior or new information regarding the incident may result in formal disciplinary procedures as outlined below.

Formal Process

The Associate Dean will invite the student(s) involved via written notification to discuss the possible code of conduct violations and disciplinary action(s). Notice of this meeting should, whenever possible, be given at least two working days prior to the scheduled appointment. During the meeting the participants may present any evidence, explanations and/or defenses regarding the events that occurred. If the student(s) fails to appear for their scheduled appointment or refuses to present any explanations and/or evidence, they lose any rights to further meetings or to appeal any resulting disciplinary decision.

After the meeting, the Associate Dean will consult with the Conduct Team to determine whether the student is responsible for violating the Code of Conduct and if so, which disciplinary sanctions will be imposed. The following disciplinary sanctions may be applied:

- a) **Disciplinary Probation:** Disciplinary Probation may be applied for repeated minor misconduct, single incidents which contain multiple minor violations of misconduct, or for more serious misconduct that falls short of suspension-level misconduct. A student who is placed on disciplinary probation may also be required to sign a behavior contract and/or complete educational sanctions such as reflective exercises, research and civic education, community education, community involvement, academic success, restorative education and/or referral sanctions. The student will receive a sanction letter outlining probationary conditions which spell out prohibited conduct and/or activities. The sanctioned student is conditionally allowed to continue attending classes and/or participate in student activities. Sanctions of disciplinary probation are recorded in the student’s permanent disciplinary record and may be considered in further conduct cases.
- b) **Suspension:** Suspended students are forbidden to enroll in or attend classes, or may not be allowed on campus for a specified period of time, up to two academic years (eight terms). The student will receive a suspension letter which specifies conditions for possible re-enrollment after the suspension period. Suspensions are recorded in the student’s permanent disciplinary record and may be considered in further conduct cases.

- c) Expulsion: Expelled students are forbidden to enroll in or attend classes, or are not allowed on campus for an indefinite period of time. The student will receive an expulsion letter. Expulsions are recorded in the student's permanent disciplinary record and may be considered in further conduct cases.
- d) No-Trespass Order: A suspended or expelled student may be issued a no-trespass order which would exclude them from all Clackamas Community College campuses and would be noted in their student record.

Conduct Decision Appeal Process

Student(s) involved in a conduct case may appeal the Associate Dean's disciplinary decision on the basis of alleged violation of the procedures identified above. The appeal should be submitted via the appeal form (located in the CCC portal under the "forms" section) to the Dean of AFAC within five working days of receipt of the sanction decision. If an appeal request is not filed within the time specified, it will not be considered. Upon receipt of the appeal request form, the Dean of Academic Foundations and Connections (AFaC) shall review the request and either uphold or revise the sanction decision within ten working days of receipt of the appeal form. This date may be extended by mutual agreement. The Dean of AFAC's decision is final, except in cases where a sanction of expulsion from the college has been applied to a student. In those instances, the expelled student may appeal the decision of the Dean of AFAC to the Expulsion Review Committee as part of an Expulsion Appeal Hearing.

Expulsion Appeal Hearing

Student(s) that have received a sanction decision of "expulsion" which has already been reviewed and upheld by the Dean of AFaC will have five days to request an Expulsion Appeal Hearing for that decision from the Expulsion Review Committee. The hearing request should be submitted via the hearing request form (located in the CCC portal under the "forms" section) to the Dean of AFaC within five working days of receipt of the Dean's review and upholding of the existing expulsion decision. If a hearing request is not filed within the time specified, it will not be considered. The Expulsion Review Committee shall be convened within fifteen working days after receipt of the expelled student's request for a hearing. The hearing date may be extended by mutual agreement.

- 1) The Expulsion Review Committee shall be composed of the following:
 - a) A chairperson to be appointed by the Vice President of Instruction and Student Services of the college.
 - b) Three students appointed by the president of the Associated Student Government.
 - c) One faculty member appointed by the president of the full-time faculty association.
 - d) One administrator appointed by the president of the exempt group.
 - e) One classified staff member appointed by the president of the classified association.
 - f) One part-time faculty member appointed by the president of the part-time faculty association.
 - g) Recorder – identified by the Dean of AFaC who will set up the hearing meeting, ensure that rooms and materials are secured, and record the proceedings.

If any of the persons listed above is a party, a witness or has a conflict of interest with this case, they will be recused from participating as a member of the Expulsion Review Committee and the next appropriate person will be selected. The committee shall receive and review evidence and make a recommendation about the final determination of the case to the Vice President of Instruction and Student Services.

2) Expulsion Review Committee Rules:

- a) The student and the college have the right to seek legal advice (counsel). The cost of such advice is to be borne by the respective parties. The proceedings outlined in this section in no way represent a court of criminal or civil law. The conduct process, review process, and appeal process are all rights associated within the educational environment for CCC students.
- b) Counsel may be present during the hearing. However, neither the college nor the student will be represented by counsel during this process.
- c) A record of the proceedings before the committee shall be kept.
- d) Written statements may be used in evidence, but must be signed and shared with the other party 48 hours in advance of the hearing. This is designed to provide sufficient time for such party to review materials and question witnesses prior to hearing. If the other party interrogates the witness, the witness' statement shall be reduced to writing, signed and provided to the opposing party. The original statement and the reply shall be submitted together as evidence. If the witness was not questioned, only the original statement shall be submitted as evidence.

3) Hearing Procedure:

- a) The hearing shall be private and will be closed to the public unless the student requests a public hearing. Students must request the hearing to be public at least 48 hours in advance of the hearing. Otherwise, the hearing will be closed.
- b) Written and oral evidence may be received.
- c) The hearing shall proceed in the following order:
 - i. Opening statements
 - ii. Presentation of evidence in support of the charges
 - iii. The student's evidence in opposition to the charges
 - iv. Rebuttal evidence
 - v. Closing arguments
- d) After hearing the evidence, the committee will retire to executive session for deliberation. After a recommendation has been reached, the committee shall respond within 7 days and announce its decision in writing giving its findings of fact, conclusions and recommendations. These will be forwarded to the Vice President of Instruction and Student Services.
- e) The record of the hearing, findings and recommendation of the Expulsion Review Committee shall be reviewed by the Vice President of Instruction and Student Services. If the Vice President of Instruction and Student Services concludes additional evidence should be taken, they may remand the matter back to the Expulsion Review Committee for further proceedings. If the Vice President of Instruction and Student Services is satisfied the record is complete, they may affirm or reduce the Expulsion Reviews Committee's recommendation and will inform the student of that decision.
- f) A record of the hearing, findings and recommendations of the Expulsion Review Committee and the action taken by the Vice President of Instruction and Student Services shall be housed in the Associate Dean of Academic Foundations and Connection's office.

IMMEDIATE SUSPENSIONS AND INTERIM MEASURES

A. Temporary Suspension (up to 24 hours in duration)

Any college staff member, upon determining that a student is acting inappropriately or is potentially in violation of the student code of conduct, may temporarily remove a student from a class, activity/ event, or campus for no more than one day (24 hours). If necessary, College Safety can assist with removal of the student. Any temporary suspension must be summarized and reported to the Associate Dean of Academic Foundations and Connections within 24 hours via the Student of Concern form (located on the CCC webpage under "Forms and Documents" at this link: www.clackamas.edu/about-us/accreditation-policies/forms-and-documents) for review and consideration of summary suspension or other disciplinary proceedings.

B. Summary Suspension (variable duration)

Summary suspension may be used to protect the school from the immediate possibility of disorder or threat to safety of students or staff. An Associate Dean, Dean, or Vice President may summarily suspend a student or students. Summary suspension will automatically last until the immediate possibility of disorder or threat to safety of students or staff no longer exists. Summary suspension will also include a hold on any future registration activity for a student until such time as a Threat Assessment has been completed. Summary suspension shall be for the purpose of investigation of the event or events in which the student or students were allegedly involved. It may be continued pending final disposition of the case through the formal process (see below) if it is determined that it is necessary for the safety of the students or the staff or the welfare of the college.

1. The reason(s) for summary suspension shall be personally delivered to the student or mailed to his/her latest known address used for registration within 72 hours of the suspension. This notice shall include an invitation to the student to give an explanation as to why the summary suspension should not be continued.
2. If formal charges are warranted, the formal disciplinary process outlined in Section D and subsequent sections shall be followed from this point forward. If no grounds for formal charges can be identified, the summary suspension ends.

C. Interim Measures for Remediation

Interim measures may be used to protect students, complainants, respondents, and others during or after an investigation of alleged misconduct. An Associate Dean, Dean, or Vice President may initiate such measures as appropriate.

In general, interim measures:

1. May include non-contact directives (including no-trespass or temporary suspension) on both complainant and respondents, and others as appropriate;
2. Will be applied equitably, however in cases where a preference must be made between complainant and respondent (e.g. in moving one person away from another), the respondent is prioritized to move;
3. Will until final judgments (including appeal) are determined;
4. Will be communicated in the same manner as summary suspension;
5. Can be appealed to the Dean of AFAC in the same manner as a conduct sanction;
6. Are "directions" under Section B 11 of Student Conduct and Disciplinary Policy. Failure to follow these restrictions can result in sanctions.

PROBLEM RESOLUTION PROCEDURE

Student Problem Resolution Form

PROBLEM RESOLUTION PROCEDURE (concerns with College Policies)

The Problem Resolution Procedure is designed to assist students in addressing problems that involve the application of a college policy by a CCC staff member or the conduct of a CCC staff. Any other staff member approached by a student with such a complaint should assist him or her in finding and following this procedure. This process is designed to solve problems informally between the student and staff member if possible, but provides for a second, more formal option if needed. Whether formal or informal, all parties are urged to respect the confidential nature of these discussions. Note that this procedure is not appropriate for pursuing a sexual harassment or discrimination complaint (there are separate procedures in Section VIII for those purposes). Also, in the event of a conflict between this procedure and the negotiated agreements between CCC and the Full-time and Part-time Faculty and Classified employees, the negotiated agreements shall prevail.

A. Informal Procedure

1. The first step is for the student to meet with the staff member involved and discuss the matter directly and respectfully with the goal of resolving the issue at this level. (Note: If the student acts out with a staff member inappropriately, the student's behavior may constitute grounds of disciplinary action under the Student Conduct and Disciplinary Policy.)
2. If the issue is not resolved after the direct meeting with the staff member, the student should schedule a meeting with the staff member's immediate supervisor (for teaching staff, this would likely be the Division Dean or Department Chair). This meeting should be held within five working days of the student's request. The goal of the meeting is for the supervisor/chair to learn more about the situation from the student, and then explain the student's options or the college's expectations of conduct clearly, hopefully leading to an informal resolution of the problem. Depending on circumstances the supervisor/chair may arrange a meeting between the student and the staff member, or mediate between them.
3. If the student still does not believe that the issue has been resolved and wishes to pursue a matter further, the student is advised to use the formal procedure listed below.

B. Formal Procedure

After the informal procedure, if the student is not satisfied with the outcome, he or she may consider pursuing the formal procedure outlined here.

1. The student should complete the Problem Resolution Form, located on the CCC portal under the "forms" section. The student should fill out the form and submit it to the appropriate supervisor or Dean within 30 working days of the end of the term in which the problem occurred.
2. As an alternative to filling out the form, a student may provide the following in writing:
 - i the student's name, address, phone and student identification number or social security number (SSN);
 - ii a reasonably detailed description of the problem that led to the complaint;
 - iii where appropriate, the date, time, location and/or class where the problem took place;
 - iv the name(s) of the staff member(s) involved; and
 - v the desired corrective action, Common examples are:
 - a) None: I just wanted to make sure the college had this in writing and on record;
 - b) I want a better/full explanation of College policy and how it led to this decision;

- c) I disagree with the outcome of a policy and would like to appeal or change that outcome.
 - d) I want to know whether there is any other policy that can help address my concerns;
 - e) I want my complaint about a staff member's conduct to be taken to the next level: formally addressed between the staff member and his/her supervisor in a review or similar context; (Combinations of the above or other desired outcomes are also possible.)
3. The supervisor or Dean will investigate the situation fully and gather necessary evidence for a decision. The supervisor or Dean may ask the student and staff member to meet together or separately as appropriate. If reconciliation is attained during this step, the staff member and student will sign a statement to that effect. If reconciliation is not attained, the supervisor or Dean will decide the outcome of the process and provide a written explanation of that decision to the student within ten (10) working days of receiving notice of the student's request.
 4. The student can appeal this decision to the next administrative level (generally a Dean or a Vice President), by forwarding the decision letter from the supervisor or Dean along with a statement explaining why the student believes that decision was incorrect. This statement should be sent within 10 working days of the receipt of the letter. If that appeal administrator concludes further evidence should have been gathered or considered, he/she may send the matter back to the supervisor or the Dean with those instructions. If the appeal administrator is satisfied that enough evidence has been gathered, he/she may affirm or modify the supervisor or Dean's decision and will inform the student of that decision. The decision from this step is final and may not be appealed.

C. Disposition of Records

Unless the problem resolution process involves student resolution of issues related to student conduct or behavior, no records of the problem resolution process will be entered into the student's record.

Deadlines

Both the college and the student have an obligation to meet the deadlines specified in this procedure. Where meetings must be held within a specified period, the deadline may be extended by mutual consent of the student, the staff member and the appropriate administrator. Otherwise, any failure by the student either to meet a deadline or to make a reasonable attempt to be available for meetings is grounds for denial of complaint. Failure by the responsible college official to meet a deadline does not prejudice the complaint but is grounds for a complaint against that official.

A student, after exhausting College complaint procedures, may file a written complaint with the Higher Education Coordinating Commission pursuant to rules outlined in, including but not limited to, Oregon Administrative Rule (OAR) 715-011-0075 and OAR 715-011-0080.

DISCRIMINATION AND HARASSMENT CONCERNS

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities and its programs. It is the policy of the College and its Board that there will be no discrimination or harassment in any education programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, genetic information or any information or any other status protected under applicable federal state or local laws. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and discrimination should contact the Human Resources Director in Barlow Hall at the Oregon City campus, or email HR@clackamas.edu.

Any student who feels that they have been subject to discrimination or harassment based on any of the grounds above should contact the Human Resources Director and complete the **discrimination complaint form**. All complaints will be appropriately investigated. Links to detailed procedures for specific types of discrimination or harassment are presented below. The Human Resources Director will identify which process applies to the student's concern and direct them to the compliance officer responsible for investigating the student's case.

AMERICANS WITH DISABILITY ACT (ADA) GRIEVANCE PROCEDURE (for concerns regarding discrimination against disabled students based on their disability)

Please refer to administrative regulation for ADA Grievance Procedure: [ADA Grievance Procedure Flowchart](#)

Felicia Arce
Disability Coordinator
Section 504 Disability Coordinator
503-594-3181
felicia.arce@clackamas.edu

SEX-BASED DISCRIMINATION/MISCONDUCT REPORTING (for allegations of sexual harassment, domestic violence, dating violence, stalking, and/or assault)

Please see procedure for Sex-Based Discrimination/Misconduct: www.clackamas.edu/titleix

OTHER DISCRIMINATION COMPLAINT AND HOW TO FILE A REPORT PROCEDURE

(discrimination or harassment on other grounds listed above)

Please refer to administrative regulation for Discrimination Complaint Procedure: <http://policy.osba.org/clackcc/AB/AC%20R%20G1.PDF>

OTHER CONTACTS AND RESOURCES

Any of the following people can help assist students with questions or concerns related to discrimination or harassment.

Melissa Richardson

Chief Human Resources Officer

Title IX Coordinator

Title VI Compliance Officer

503-594-3009

melissa.richardson@clackamas.edu

John Ginsburg

Director, Student Life

Title IX Coordinator for Students

503-594-3030

john.ginsburg@clackamas.edu

COMMON COLLEGE TERMS

Academic Evaluation The Academic Evaluation is an assessment of a student's progress in satisfying the requirements of a certificate or degree. Students can access an Academic Evaluation through myClackamas, which should be used in consultation with an Academic Advisor.

Administrative Withdrawal If you do not attend your class, instructors will drop you from the course. Instructors may do this at any time during the first two weeks of the class. This is called Administrative Withdrawal. An instructor or registration office may also administratively withdraw you from a class if you are unable to demonstrate fulfillment of the stated class prerequisite or co-requisite requirement. The Registration and Records Office will notify you if you have been withdrawn from a class.

Associate of Arts, Oregon Transfer (AAOT) The Associate of Arts Oregon Transfer Degree is a standardized, two-year curriculum that makes students eligible for junior standing at a four-year, Oregon public university.

Associate of General Studies (AGS) The Associate of General Studies is a two year degree designed to provide flexibility and uses a variety of college level course work to meet degree requirements.

Associate of Science Degree (AS) The Associate of Science Degree is designed for students who wish to take the first two years of their coursework at Clackamas Community College, then transfer to a particular four year institution to complete a degree in the designated discipline.

Associate of Science, Oregon Transfer – Business (ASOT) The Associate of Science Oregon Transfer Degree - Business is a two-year program designed for students intending to transfer to an Oregon public university majoring in business.

Associated Student Government (ASG) Refers to the Associated Student Government of Clackamas Community College. It is the governing body of CCC students. The president and vice-president are elected by the student body; senators and other officers are determined by a selection process. ASG operates under a constitution designed to promote student activities that stimulate social, physical, moral and intellectual life on campus.

Audit An audit allows you to attend class without responsibility for a grade. Audit carries no credit and does not contribute toward full-time student status. Audited courses do not meet full-time status required for veterans or Social Security benefits, financial aid and athletic eligibility. Registration, tuition, fees and attendance standards for audited courses are the same as for credit courses.

Catalog Each academic year has a new catalog. The catalog describes all the courses offered at CCC and what programs are available.

Challenge Exam See "Credit by Examination."

Cooperative Work Experience The CWE program offers students the opportunity to earn college credit by working in a job directly related to their program of study. CWE offers expanded learning experiences through exposure to actual work situations, organizational relationships, equipment and techniques that cannot be duplicated in the classroom. For more information, visit the CWE website at www.clackamas.edu/cwe.

Co-Requisite A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

Course Registration Number/Synonym A six-digit course registration number is needed for each registered course. It may change from term-to-term whereas the course number remains the same.

Credit by Examination Credit by Examination allows a student to earn credit for most courses by passing an examination ("challenge exam") prepared by the department that offers the course. Please see an Academic Advisor for eligible courses and additional information.

Direct Transfer If you have selected a transfer school or program, you can select CCC courses that meet specific requirements at your school of choice and transfer credits directly to that school. Students should work closely with their advisor at the school they intend to transfer to as well as a CCC advisor.

Enrollment Levels

Full-time: Enrolled for 12 credits or more during a term.

Three-quarter time: Enrolled for 9-11 credits during a term.

Part-time: Enrolled for 6-8 credits during a term.

Faculty Consent required for a student that would like to enroll in a course after it has started.

Financial Aid Completing the Free Application for Federal Student Aid (FAFSA) or Oregon Student Aid Application (ORSAA) is the first step to receiving financial aid. There are different types of financial aid including grants, loans, work study, tuition waiver, WIA funding, etc. Financial aid money is to assist with educational costs such as tuition, books, and fees.

GPA Grade Point Average is based on the number of credits attempted, the grades received and grade points assigned.

Grading Option Grading options may include letter grade (A-F), Pass/No Pass (P/NP), and Audit (X).

Graduation Students may graduate at the end of any term (fall, winter, spring, or summer), indicating that they have completed the program requirements. Students must petition to graduate by deadlines published in the *Class Schedule*.

Honor Roll Students achieving a term GPA of 3.5-3.749 based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

Incomplete An incomplete may be given by an instructor when a student's work has been satisfactory but the student has a small amount of work to make up.

Instructor Consent Written permission from the course instructor, granted prior to enrollment.

Low-Cost Texts (LCT) Textbook prices can be astronomical! That's why CCC offers classes that use low-cost materials, meaning the total cost of textbooks and/or materials will be less than \$40. myClackamas - my.clackamas.edu A website that allows you to access your email, registration and more with one username and password.

Pass/No Pass (P/NP) A grading option that does not affect a student's GPA but credits count toward part or full-time status if a passing grade is earned. See the catalog for additional information.

Petition to Graduate Submission of this form notifies the college that a student intends to graduate. This form should be turned in at least two terms prior to graduation. Graduation Services will then complete and send an academic evaluation, identifying the courses that have been completed and the courses that are still required for the degree or certificate.

Placement Assessment A basic assessment that is used to determine your skills in writing, reading and math. Placement Advising for Student Success (PASS) is our multiple measure placement program designed to ensure your success by helping us to place you at the appropriate course levels. Students may also take the Computer Placement Assessment for placement into computer science courses as well as determine computer competency.

Prerequisite A requirement that must be satisfied before a student may enroll in a particular course. The **Class Schedule** indicates whether a course has a prerequisite under each course title.

President's List Students achieving a term GPA of 3.75 or better based on a minimum of 6 or more graded (A-F) credits. Recognition will be noted on student transcripts.

Class Schedule A publication created each term that tells which courses are being offered, where they meet, what time they meet and who teaches them. The **Class Schedule** is available in print version, electronic version through the college homepage and through myClackamas.

Requisite Waiver is required for a student that would like to enroll in a course without officially meeting a course prerequisite.

Satisfactory Academic Progress (SAP) for Financial Aid You are required to complete and pass all classes paid for by financial aid. Be aware that financial aid funds do not pay for audit classes. You may be required to pay back financial aid funds if you drop all your classes. You must maintain a term and a cumulative GPA of at least 2.0. See the Catalog for further information.

Scholarships A financial aid award that does not have to be repaid. Scholarships are generally made based on an applicant meeting certain eligibility criteria.

Student Petition is required for a student that would like to enroll in a course with a special requirement. For instance, "A camera is required for this class."

Transcript A copy of a student's permanent record that lists the courses and grades received by the student taken at a particular institution.

Tutor A tutor is a student who has the necessary skills or understanding of a subject that gives additional needed assistance to another student outside of the formal classroom environment. Tutoring is free to CCC students.

Withdrawal (W) A registered student may withdraw (drop) from a course during the term without responsibility for a grade by the end of the sixth week of the term. After the sixth week of the term, the instructor determines whether the student may receive a withdrawal (W) or be held responsible for a grade. For classes lasting less than a full-term, 70 percent completion of contact hours is the equivalent of the sixth week. W's have no credit and no grade points. It may have an impact on Financial Aid eligibility.

Work Study Program A financial aid program that is based on need, providing for part-time employment during the school terms, not to exceed 19 hours per week. Completing the FAFSA is the first step to getting Federal Work Study.

Y Grade Instructors have the option of providing a Y (never attended) grade. Y's have no credit and no grade point. Y grades are ineligible for financial aid.

